



# LPU

LYCEUM OF THE PHILIPPINES UNIVERSITY  
MANILA • MAKATI • BATANGAS • LAGUNA • CAVITE • DAVAO



## LPU - LAGUNA

Take the Lead.



**LYCEUM OF THE PHILIPPINES UNIVERSITY–LAGUNA**  
**Km. 54, National Highway, Makiling, Calamba City,**  
**Laguna**

**STUDENT HANDBOOK**  
**Eight Revision**  
**2019**

**Personal Copy of:**

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# Acknowledgement for Receipt of Student Handbook

I, \_\_\_\_\_, a \_\_\_\_\_  
(Name) (Program)

student under the \_\_\_\_\_ with student  
(College)

number \_\_\_\_\_ hereby acknowledges the receipt of the copy of the Lyceum of the Philippines Laguna Student Handbook which contains important information of the policies of the Institution.

Further, upon receipt hereof, I understand that I am responsible to familiarize myself to its contents and agree to abide by all the policies included herein. Furthermore, I understand that Lyceum of the Philippines Laguna may change, add or delete any policies or provisions in this handbook whenever necessary depending on management's judgment and discretion.

Moreover, I acknowledge and understand that this Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed. Other policies which are inconsistent herewith are deemed repealed or modified.

To acknowledge receipt hereof, I have here unto affixed my signature this (date) \_\_\_\_\_ at Lyceum of the Philippines Laguna, National Highway, Brgy. Makiling, Calamba City Laguna.

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SIGNATURE ABOVE PRINTED NAME

Contact Number: \_\_\_\_\_

Date Signed: \_\_\_\_\_

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**LYCEUM OF THE PHILIPPINES LAGUNA**  
**Km 54. National Highway, Brgy. Makiling, Calamba City, Laguna**

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**Chairman**

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**Atty. Roberto P. Laurel**  
**Mrs. Sarah Laurel Lopez**  
**Mr. Christopher C. Torres**

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**Corporate Secretary**

**Mr. Carlos P. Laurel**  
**Treasurer**

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**(S.Y. 2019-2020)**

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<b>Engr. Favis Joseph C. Balinado</b>	<b>Dean, College of Engineering and Computer Studies</b>
<b>Dr. Francis K. Ashipaoloye</b>	<b>Dean, Graduate School and Continuing Education / Director, Center for International Relations</b>
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<b>Dr. Leonor N. Tiu</b>	<b>Chief Librarian</b>
<b>Dr. Maria Teresita S. de Belen- Alvaro</b>	<b>Director, Institutional Social Responsibility Office</b>
<b>Ms. Karen Chris D. Belda</b>	<b>Associate Director, Guidance and Testing Center</b>
<b>Ms. Neren Q. Mendoza</b>	<b>Director, Accounting and Payroll Services</b>
<b>Ms. Eileen Joy A. Husenia</b>	<b>Officer in Charge, Internal Audit</b>
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<b>Mr. Alexie E. Basileyo</b>	<b>Assistant Director, Center for Research, Publications and Intellectual Property</b>
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<b>Ms. Michaela A. Almeda</b>	<b>Associate Director, Industry Partnership Office</b>
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<b>Mr. Christian F. Hernandez</b>	<b>Associate Director, Palaestra Consortio Office</b>
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<b>Mary Grace P. Bautista</b>	<b>Associate Director, ETEEAP</b>
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<b>Ms. Ma. Angelica P. Acelar</b>	<b>Supervisor, Office of Student Affairs</b>
<b>Ms. Hazel N. Mea</b>	<b>Sports Development Coordinator</b>

## *Message from the President*

**Welcome to Lyceum!**

**Let LPU-Laguna be your second home where you will have fun learning!**

**We have committed to delight you, our customers. We promise that in all our efforts in teaching, research and community extension work, we will always have you in mind.**

**We want you to be free in expressing yourselves as well and in letting us know how we can continually improve in delivering you the services that you deserve.**

**I congratulate you also for your choice of Lyceum of the Philippines Laguna. May this Handbook be your guide all throughout your stay with LPU-Laguna.**

**PETER P. LAUREL**

**President**

## **Institutional Prayer**

**Our Almighty God, we come to you as sinners  
And your humble servants seeking for your forgiveness  
For all the shortcomings in words, thoughts, and deeds.**

**We thank you for every member of the Lyceum community  
And the inspiration of our founder, Dr. Sotero H. Laurel.**

**We come to you as a family and ask you to bless our country  
May our leaders be filled with Your wisdom  
As they serve the Filipino people**

**Bless the leaders of our school  
And send forth Your Spirit to help them make wise decisions**

**Bless our alumni, parents, partners and other stakeholders as they contribute  
to make our country a better place to live in.**

**Watch over our school and make safe our people,  
especially our students**

**Help us live according to Your will and stay true to the vision, mission, and  
core values of God-centeredness, Leadership, Integrity, Innovation,  
Nationalism, and Service-orientation.**

**Teach us the love of truth and help us seek what is true  
even though it may be unpopular**

**Teach us fortitude in order to move forward  
amidst challenges and hardships**

**Inspire us always on this holiest vocation – of influencing eternity in touching  
the lives of our students and our people whom you have put  
under our care.**

**Amen.**

## Lyceum of the Philippines University Hymn

Lyceum ng Pilipinas  
Tanglaw ng puso't diwa  
Pamana mo'y bubuhayin  
Ningning mo'y di magmamaliw

Landas ka ng karunungan  
Mithi mo'y katotohanan  
Sagisag mo'y dakila  
Lyceum na mahal

Lyceum ng Pilipinas  
Tibay at pananalig  
Timbulan ka ng pag-asa  
Liwanag na walang maliw

### Refrain:

Damdamin mo'y makabayan  
Pugad ka ng kagitingan  
Diwa mo ay dakila  
Lyceum na mahal

Repeat Refrain:  
(Lyceum na minamahal)

# DIRECTORY

President's Office	(049) 502-0973 (loc. 419)
Executive Vice President/VPAR	(049) 502-0973 (loc. 314)
Planning	(049) 502-0973 (loc. 106/222)
Admission/Marketing	(049) 502-8946 (loc. 101)
Vice President for Operation and External Relations	(049) 502-8946 (loc. 129)
Registrar's Office	(049) 502-0975 (loc. 102)
Accounting Office	(049) 502-0971 (loc. 103)
Human Resource and Management Development Office (HRMDO)	(049) 502-0973 (loc. 104)
Executive Director / Principal	(049) 502-0972 (loc. 105/524)
Research	(049) 502-0972 (loc. 107)
Management Information System	(049) 502-0972 (loc. 108)
HS Faculty Room	(049) 502-0972 (loc. 109)
Institutional Social Responsibility Office (ISRO)	(049) 502-0972 (loc. 110)
Audit	(049) 502-0972 (loc. 111)
Clinic	(049) 502-0972 (loc. 112)
Security	(049) 502-0972 (loc. 114)
Culinary Institute Preparation Area	(049) 502-0974 (loc. 150)
Purchasing	(049) 502-0974 (loc. 301)
Materials Management Office	(049) 502-0974 (loc. 302)
Culinary Institute	(049) 502-0974 (loc. 303)
CITHM Dean	(049) 502-0974 (loc. 304)
CITHM Faculty Room	(049) 502-0974 (loc. 305)

<b>CAS Office</b>	<b>(049) 502-8917 (loc. 201)</b>
<b>CBA Office</b>	<b>(049) 502-8917 (loc. 202)</b>
<b>Guidance</b>	<b>(049) 502-8495 (loc. 203)</b>
<b>Palaestra Consortio Office</b>	<b>(049) 502-3327 (loc. 204)</b>
<b>Office of Student Affairs (OSA)</b>	<b>(049) 502-3327 (loc. 205)</b>
<b>COECS</b>	<b>(049) 502-3327 (loc. 208)</b>
<b>Boardroom</b>	<b>(049) 502-3327 (loc. 207)</b>
<b>Library</b>	<b>(049) 502-3327 (loc. 209/210)</b>
<b>CAM Office</b>	<b>(049) 502-2048 (loc. 211)</b>
<b>Office of Culture and Arts</b>	<b>(049) 502-0973 (loc 212)</b>
<b>Standard Hotel/Hotel Suite</b>	<b>(049) 502-2048 (loc. 215)</b>
<b>Front Office</b>	<b>(049) 502-2048 (loc. 216)</b>
<b>Canteen</b>	<b>(049) 502-2048 (loc. 217)</b>
<b>Sports</b>	<b>(049) 502-2048 (loc. 115)</b>
<b>Bookstore</b>	<b>(049) 502-2048 (loc. 116)</b>
<b>CIR</b>	<b>(049) 502-2048 (loc. 218)</b>
<b>Graduate School</b>	<b>(049) 502-2048 (loc. 219)</b>

### **UNITED LPU VISION**

**An internationally accredited university dedicated to innovation and excellence in the service of God and country.**

### **CAMPUS VISION**

**A leading, industry driven educational institution in the Philippines by 2024.**

### **CAMPUS MISSION**

**Espousing the ideals of Jose P. Laurel (Truth and Fortitude, For God and Country) LPU Laguna is committed to provide a quality and industry-driven environment to develop integral individuals, leaders and life-long learners who are globally competitive, imbued with God-Centeredness and nationalistic spirit.**

### **CORE VALUES GLIINS:**

<b>G</b>	<b>-</b>	<b>God Centeredness</b>
<b>L</b>	<b>-</b>	<b>Leadership</b>
<b>I</b>	<b>-</b>	<b>Integrity</b>
<b>I</b>	<b>-</b>	<b>Innovation</b>
<b>N</b>	<b>-</b>	<b>Nationalism</b>
<b>S</b>	<b>-</b>	<b>Service Orientation</b>

### **QUALITY POLICY**

**The Lyceum of the Philippines University – Laguna (LPU-L) is committed to provide quality education to our students in accordance with our mission of providing a quality and industry-driven environment for instruction, research, and social responsibility to develop integral individuals, leaders, and life-long learners who are work-ready and globally competitive, imbued with God-centeredness and a nationalistic spirit.**

**All our activities comply with the statutory and regulatory requirements of the government and accrediting agencies. All our teaching and learning processes, researches, innovations, community relations, and professional exposures will be marked with excellence. Our academic and support services through effective management and efficient governance are committed to provide total stakeholder’s satisfaction and learner’s value.**

**LPU-Laguna further commits itself to the accomplishment of their strategic and quality objectives and the continual improvement of their processes and**



systems by establishing, implementing and maintaining a documented Quality Management System in compliance with ISO 9001:2015 requirements.

# **ARTICLE I**

# **EDUCATIONAL**

# **PHILOSOPHY**

**Lyceum of the Philippines -Laguna, an institution of higher learning, inspired by the ideals of Philippine President Jose P. Laurel, is committed to the advancement of his philosophy and values: “Veritas et Fortitudo” (Truth and Fortitude) and “Pro Deo et Patria” (for God and Country).**

### **IDEAL GRADUATE**

The Ideal LPU-L graduate possesses these graduate attributes, the 5C’s:

### **COMPETENT LEARNERS**

- Communication – Communicates effectively on complex activities with the community and with society at large, such as being able to comprehend and write effective reports and documentation, make effective presentation and give receive clear instructions.
- Computer & IT Literacy – Demonstrate knowledge and skills related to computer and information technology and utilize the same to process information and manage data observing legal and ethical concerns.
- Entrepreneurial – Engage in projects and activities using basic knowledge and skills in business management, entrepreneurship and finance management.
- Lifelong learning and global Skills – Demonstrate understanding of responsibility for environmental, local and global issues, and utilizes lifelong learning strategies and practical skills for life, survival and leadership.
- Interpersonal Skills – Demonstrate interpersonal skills through effective listening, establishing rapport, monitoring non-verbal signals and expressing awareness of and respect for self and others using a variety of written, oral and non-verbal communication media.

### **COMMITTED ACHIEVERS**

- Set specific – realistic and challenging goals and accomplish tasks goals with discipline, determination and sense of urgency.
- Strive for excellence by providing continuous improvement and producing quality output.

### **CREDIBLE AND VALUES DRIVEN LEADERS**

- Manifest faith in the Supreme Being/Creator
- Identify and recognize personal, moral and spiritual values and beliefs.
- Determine decisions, actions and consequences after thoroughly examining multiple perspectives.
- Practice honesty, fairness and transparency in dealing with others.

### **COLLABORATIVE AND CARING TEAM LEADERS AND MEMBERS**

- Identify and apply knowledge of personal and group processes skills in specific tasks in resolving conflicts.
- Build relationships to support group effectiveness by being open, cooperative, flexible and respectful of others and being a team player.
- Accept diversity and demonstrate respect for difference in acceptance of cultures, ideas, opinions and beliefs.
- Participate actively in uplifting the welfare of the community especially the less privileged sectors.

### **CREATIVE AND INNOVATIVE TEAM LEADERS AND MEMBERS**

- Define and apply different types so thinking and research skills.
- Employ innovative strategies to solve real life situations.
- Explore new challenges and conduct researches that are beneficial to the community.

**ARTICLE II**  
**FUNDAMENTAL**  
**PRINCIPLES**

Inspired by Dr. Jose P. Laurel’s doctrines, LPU-L is committed to the following principles:

### **Section 1. ACADEMIC EXCELLENCE**

LPU’s primary goal as an academic community is to deliver quality education marked with innovation in order to elevate academic standards. Since the key to quality instruction is quality faculty, the LPU-L shall consistently seek to engage the services of competent and dedicated faculty members.

**As LPU-L strives for academic excellence, the institution shall endeavour to ensure the following:**

- a. upgrading, updating and continual development of curricula to meet the needs of national and global development;
- b. continuity of classroom instruction;
- c. implementation of strict but fair grading system;
- d. continuity of research and publications projects;
- e. provision of adequate facilities within the limits of its resources;
- f. effective and active linkage with industries;
- g. customer satisfaction;
- h. continual improvement of the quality management system;

### **Section 2. NATIONALISM**

LPU-L is a Filipino institution committed to the ideal of enlightened nationalism. In its view, nationalism is fundamental to an educational system that seeks to equip Filipinos to participate in the creation of a strong, independent and economically viable Philippines, and a progressive and peace-loving community of nations.

### **Section 3. ACADEMIC FREEDOM**

LPU-L recognizes the principle of academic freedom as a cornerstone of its educational policies.

**Institutional Academic Freedom** – As an institution of higher learning, LPU-L affirms its basic right and responsibility to determine for itself who may teach, what may be taught, how shall it be taught, and who may be admitted to study.

**Individual Academic Freedom** – Academic freedom belongs to the scholar and not to everyone present in the LPU-L at any given time. Only the individual who studies in depth and immerses himself in thorough research in his/her field of specialization, entitling him to publish and/or publicize his/her findings

without fear of retribution, can claim its high prerogative and its mantle of protection. It should be distinguished from the freedom of speech or the press, which all citizens commonly enjoy.

**Section 4. FACILITATIVE COMMUNICATION AND DIALOGUE**

LPU-L believes in reason and persuasion, not in confrontation, and because it is convinced that issues are best resolved through facilitative communication and dialogue, it shall disseminate all policies, rules and regulations to all members of the academic community.

**Section 5. SHARED GOVERNANCE**

LPU-L believes its mission can be better pursued through a suitable measure of shared governance, subject to the limitations set by the law and by the Board of Trustees as the ultimate authority and policy determining body of the institution.

**ARTICLE III**  
**INSTITUTIONAL**  
**OBJECTIVES**  
**(ACADEMIC PROGRAMS)**

## **INSTITUTIONAL OBJECTIVES**

**To realize its mission, the LPU-L is committed to these institutional objectives:**

**Section 1.** To implement, upgrade and maintain the standards of academic excellence;

**Section 2.** To pursue to be a center of excellence;

**Section 3.** To provide an environment conducive to serious study and research, as well as tolerance, openness and respect for the ideas and opinions of others;

**Section 4.** To develop God-centered, nationalistic, moral and productive students capable of participating actively and constructively in the making of a strong, independent, and economically viable Philippines.

## **ACADEMIC PROGRAMS**

### **COLLEGE OF ARTS AND SCIENCES**

**Program: Bachelor of Arts in Communication**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three years after graduation, graduates shall have:

- 1.** Demonstrated theoretical knowledge and technical skills required for entry level, supervisory, managerial or entrepreneurial position in the field of communication
- 2.** Exhibited problem-solving, critical thinking and decision-making skills as communication professionals
- 3.** Possessed a commitment to lifelong learning and advancement, professional ethics and code of conduct
- 4.** Actively responded to issues of social, political, economic, and environmental concerns

**STUDENT OUTCOMES (SO):**

By the time of graduation, students shall have the ability to:

- a.** Define and access information needs; assess and organize information and knowledge; produce, share and utilize information and knowledge
- b.** Communicate in different formats and platforms (print., broadcast and online)
- c.** Prepare communication/media plan
- d.** Conduct communication and media research and evaluation



- e. Develop and produce communication materials in different formats and platforms
- f. Demonstrate communication management and leadership skills
- g. Develop entrepreneurial capabilities
- h. Adhere to ethical standards and practices
- i. Recognize the need for and an ability to engage in continuing professional development
- j. Demonstrate development orientation in communication work
- k. Apply communication theories/models, practices, and tools in development work

**PERFORMANCE INDICATORS (PI):**

- a.1 Efficient accessing and gathering of need-based, accurate, authentic, and reliable information through print, broadcast, and online sources, research and other investigative techniques
- a.2 Skillful selection, analysis, organization, and presentation of essential information in the development and production of print, broadcast and online stories
- a.3 Appropriate and responsible sharing and use of information and knowledge generated from different sources
- b.1 Clear and effective writing for different formats and platforms
- b.2 Clear, fluent, and engaging delivery of speeches, broadcast news and commentaries, and other oral presentations
- b.3 Effective and responsible use of non-verbal cues, pictures, graphics, and images in oral and online communication
- c.1 Evidence-based situational analysis
- c.2 Audience-specific communication objectives and strategies
- c.3 Concrete monitoring and evaluation indicators
- d.1 Comprehensive literature review and exhaustive research
- d.2 Appropriate research or evaluation framework
- d.3 Sound research or evaluation design
- e.1 Creative and innovative conceptualization and design of audience-specific communication materials
- e.2 Skilful and responsible use of relevant technical equipment and software
- e.3 Skilful use of gender and culture sensitive and politically-correct language in message development
- f.1 Efficient and effective use of resources
- f.2 Sound design of communication programs and projects
- f.3 Competent use of planning, monitoring, and evaluation (controlling) tools
- g.1 Skilful business analysis and identification of communication-driven business opportunities

- g.2** Innovative and creative engagement in business adventures
- g.3** Effective use of marketing communication strategies
- h.1** Strong foundation in moral philosophy and ethical system
- h.2** Clear understanding of professional codes of conducts, standards and practices
- h.3** Ethical in making choices and decisions professionally
- i.1** Clear understanding of freedom, rights and responsibilities
- i.2** Observance of communication media laws
- i.3** Clear understanding of the role of media in a democratic society
- j.1** Clear understanding of local, national, and global development issues and agenda
- j.2** Clear understanding of development theories and paradigms
- j.3** Deft integration of development issues and concerns in communication projects
- k.1** Skilful use of participatory strategies in planning, implementing, and evaluating communication programs
- k.2** Skilful use of communication strategies in mediation, negotiation, and resolution

**Program: Bachelor of Arts in Multimedia Arts**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three years after graduation, graduates shall have:

1. The ability to demonstrate knowledge and understanding of multimedia theories, genres, various, genres and various approaches in application of multimedia;
2. The ability to exhibit creativity and innovative thinking in the design and production of multimedia project skills in the practice of multi-media profession;
3. The ability to exhibit creativity and innovative thinking in the design and production of multimedia projects;
4. The ability to engage professionally and ethically in multimedia practice in the creative industries and other community contexts.

**STUDENT OUTCOMES (SO):**

**By the time of graduation, students shall have the ability to:**

- a. Design multimedia projects creatively, based on a knowledge of multimedia and communication theories, aesthetic principle and approaches
- b. Critically evaluate and articulate the societal, aesthetic, communicate and ethical value of a multimedia project based on global trends and issues in multimedia technologies, design and practice

- c. Demonstrate proficiency in visual arts required in the production of multimedia projects
- d. Demonstrate technical proficiency in visual arts required in the production of multimedia projects
- e. Demonstrate professionalism and ethical behaviour in the practice of multimedia production in the creative industries and community contexts
- f. Collaborate effectively in multidisciplinary and multicultural teams

**PERFORMANCE INDICATORS (PI):**

- a.1 Design and produce printed communication materials/ collaterals that (a) demonstrate knowledge of the potentials and particularities of medium; (b) exercise professional project management and (c) meet the goals of specific audiences and project applications.
- a.2 Design and produce videos/films that (a) demonstrate knowledge of the potentials and particularities of medium; (b) exercise professional project management and (c) meet the goals of specific audiences and project applications.
- a.3 Design and produce animated videos/films that (a) demonstrate knowledge of the potentials and particularities of medium; (b) exercise professional project management and (c) meet the goals of specific audiences and project applications.
- a.4 Design and publish multimedia applications on the web
- a.5 Design and produce 3d models and simulations for various applications
- b.1 Discuss the importance and influences of multimedia products and applications to the current times
- b.2 Describe the practices and procedures in the development of multimedia products and applications
- b.3 Evaluate and articulate design solutions within acceptable societal, aesthetic, communicative and ethical norms.
- c.1 Demonstrate proficiency in drawing and composition
- c.2 Apply drawing skills and techniques in various multimedia applications
- d.1 Identify current technologies, concepts and terminologies for multimedia applications
- d.2 Demonstrate proficiency in desktop publishing applications/platforms
- d.3 Demonstrate proficiency in digital video production and post-production applications/platforms
- d.4 Demonstrate proficiency in digital animations applications/platforms
- e.1 Identify current local and global issues and trends affecting the creative and industries
- e.2 Describe major ethical and moral frameworks in industry practice

- e.3 Demonstrate professional and social ethics in production of multimedia projects
- f.1 Demonstrate efficiency and effectiveness in managing processes and workflows of multimedia production
- f.2 Demonstrate the qualities of a team player
- f.3 Operate effectively in a multi-disciplinary and multi-cultural settings

**Program: Bachelor of Science in Psychology**

**PROGRAM EDUCATIONAL OBJECTIVES (PO):**

1. Assumed any leadership positions in different professional fields of psychology such as clinical and healthcare support, industry, education and social services.
2. Pursued graduate studies in order to qualify for the psychologist licensure exam as well as subject to specialized post graduate training to further enhance skills and knowledge
3. Engaged in research with the use of knowledge and developed skills in psychology and must communicate the results of such undertaking to both in psychological circles and laymen.
4. Applied psychological principles in different settings and circumstances such as personal, educational, social, and organizational as well as diversity issues.

**STUDENT OUTCOMES (SO):**

**By the time of graduation, students shall have the ability to:**

- a. Demonstrate the capability to discuss and analyze the major theories and concepts in psychology
- b. Demonstrate and apply the methods of psychological inquiry in building knowledge on local culture and context
- c. Demonstrate and apply psychological theories and methods in personal and professional settings
- d. Demonstrate capability for self-reflection and independent learning in graduate education or in professional context
- e. Demonstrate professional and ethical behaviors in research and practice in Psychology
- f. Demonstrate the ability to relate appropriately with colleagues, clients, and others in diverse cultural setting
- g. Demonstrate the conduct of psychological assessments and evaluation

**PERFORMANCE INDICATORS (PI):**

- a.1 Passing licensure exam for Psychometricians
- a.2 Understand and identify major psychological concepts and theories, principles, concepts, and skills in psychology theories

- a.3 Develop arguments about and critically evaluate the established principles in psychology, and
- a.4 Comprehend and evaluate new information related to psychology (e.g. theory, concepts, data) that may be presented in various forms and from various sources
- b.1 Production of good quality psychological research,
- b.2 Demonstrate methods of inquiry in psychology
- b.3 Critically evaluate the appropriateness of different approaches to problem solving in the field, and
- b.4 Apply inquiry methods in making judgements and solve problems in an applied or an employment context
- c.1 correctly apply the theories, principles, concepts and skills in psychology in an employment context
- c.2 Undertake research using the knowledge skills in psychology, and communicate the results of such research to both specialist and non-specialist audiences
- d.1 Acceptance to graduate programs in psychology and allied fields
- d.2 Employability in psychology – related profession,
- d.3 Demonstrate the capability of handling basic job requirements in the field of teaching, research, human resource management , basic psychometrics, training and development, among others, and in further developing relevant knowledge in skills
- e.1 Demonstrate appropriate behavior required in the psychology profession
- e.2 Observe ethical rules concerning conduct of research and projects
- f.1 Establishes, maintains and develops working relationships with professional colleagues,
- f.2 Establishes, maintains and develops appropriate working relationships with clients and others, and
- f.3 Displays sensitivity to cross cultural differences
- g.1 Assesses or evaluates individuals, groups, organizations, or situations,
- g.2 Understands assessment or evaluation needs,
- g.3 Selects, designs or develops appropriate assessment or evaluations, and
- g.4 Conducts assessments or evaluations, including administration, scoring, interpretation, feedback and application of results.

**Program: Bachelor of Science in Biology**

**PROGRAM EDUCATIONAL OBJECTIVES (PO):**

Three years after graduation, graduates shall have:

1. Develop an in-depth understanding of the basic principles governing the science of life;

2. Develop and utilize techniques/procedures relevant to biological research work in laboratory or field settings;
3. Carried out basic mathematical and statistical computations and use of appropriate technologies in the analysis of biological data;
4. Extend knowledge and critically assess current views and theories in various areas of the biological sciences

#### **STUDENT OUTCOMES (SO):**

By the time of graduation, students shall have the ability to:

- a. Demonstrate a breadth of knowledge in the biological sciences, including the fields of cell biology, organismic biology, ecology, evolution, molecular biology, genetics, developmental biology and physiology
- b. Perform basic biological and chemical techniques in either a lab or fieldwork research setting
- c. Have adequate technical skills and effective oral communication
- d. Have a strong sense of ethical behavior

#### **PERFORMANCE INDICATORS (PI):**

- a.1 Explain the key concepts and theories in biology specifically in morphoanatomy, physiology, systematic biology, developmental biology, genetics, ecology, microbiology and cell molecular biology
- b.1 Make an accurate and precise observation
- b.2 Design proper/correct experiments for particular tasks
- b.3 Perform proper animal handling practices, etc.
- b.4 Choose appropriate statistical tests for a given dataset
- c.1 Perform statistical technique commonly used for analyzing biological data (e.g. T-test, ANOVA, standard deviation, uncertainty of measurement)
- c.2 Communicate effectively both in oral and written
- d.1 Develop an objective viewpoint for discerning information
- d.2 Participate in scientific conferences and/or meetings or professional organizations
- e.1 Knowledgeable and compliant of national laws and industry standards regarding laboratory work

## **COLLEGE OF BUSINESS AND ACCOUNTANCY**

### **Program: Bachelor of Science in Business Administration/Management Accounting/Marketing Management/Operations Management**

#### **PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three to five years after graduation, BSBA graduates imbued with the core values of God-centeredness, leadership, integrity, innovativeness, nationalism and service orientation shall have:

- 1.** Demonstrated and applied critical thinking ability, problem solving, interpersonal, communication, quantitative and information communication technology skills as members of multi-disciplinary management teams in a wide variety of business organizations in the local and international arenas.
- 2.** Attained junior managerial positions that require the application of management skills and Laurelian leadership qualities in their specific areas of specialization such as marketing management, management accounting, operations management and financial management.
- 3.** Pursued or obtained a graduate business degree, or attended/completed lifelong learning education, acquired other related professional qualifications and certifications that are nationally and or internationally recognized.
- 4.** Undertaken initiatives toward social responsibility and scholarly work as researcher, lecturer-professor, or trainer in academe and/or industry.

#### **STUDENT OUTCOMES (SO)**

At the time of graduation, the BSBA students shall have:

- a.** Ability to articulately communicate in a business manner and to effectively use sound interpersonal skills when dealing with diverse group of people such as peers, subordinates, superiors and customers in the global environment.
- b.** Capacity to exhibit critical thinking, quantitative problem solving by being innovative, and having informed decision-making skills
- c.** Practical management and leadership attributes as a result of their in-campus training as student leaders/officers in their co-curricular student organizations.
- d.** Demonstrate professional knowledge and competencies in their specific areas of specialization namely marketing management, management accounting, operations management and financial management.
- e.** Developed enthusiasm for enhancing their level of management knowledge and skills through continuing professional education.
- f.** Considered personal involvement in social responsibility activities and professional associations that will benefit society in general and the academic community in particular.

## **PERFORMANCE INDICATORS (PI)**

- a.1** Identify information required to communicate business concepts
- a.2** Compose business correspondence following generally accepted industry conventions
- a.3** Choose appropriate communication medium to transmit correspondence
- a.4** Recognize various personality traits to adjust their response accordingly
- a.5** Apply appropriate interpersonal skills to suit any given situation
- b.1** Identify, classify and prioritize management issues and concerns
- b.2** Determine suitable strategies to work out issues and concerns
- b.3** Apply appropriate qualitative and quantitative techniques in decision-making to solve management/business problems
- c.1** Develop Laurelian leadership attributes
- c.2** Perform initiatives to plan and control functions and events
- c.3** Apply sound management and leadership attributes
- d.1** Identify and explain business concepts, theories and principles in the area of their specialization
- d.2** Transform acquired professional knowledge into practical application
- d.3** Create business models and management simulations
- e.1** Identify personal strengths and weaknesses in relation to industry needs in order to map their own career paths
- e.2** Relate their situation to current and future economic conditions
- e.3** Appreciate their own continuing education needs vis-a-vis industry needs
- f.1** Recognize their role in a developing economy and changing society
- f.2** Demonstrate readiness to participate in social responsibility projects and initiatives

## **Program: Bachelor of Science in Accountancy**

### **PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three years after graduation, BSA graduates imbued with the LPU Laguna core values of God-centeredness, leadership, innovativeness, integrity, nationalism, and service-orientedness, shall have:

- 1.** Demonstrated capability as Certified Public Accountants by attaining supervisory or managerial positions and performing relevant functions of increasing responsibility or by successfully applying accounting, taxation, business consultancy, and auditing proficiency as a member of multi-disciplinary management teams.
- 2.** Exhibited critical thinking and problem solving ability and interpersonal, communication, quantitative and computer skills in a wide variety of private or government organizations in the local or international arenas.



3. Demonstrated awareness of the importance of observing professional integrity and ethics in the conduct of their work as Certified Public Accountants.
4. Valued the significance of life-long learning and pursued or obtained a graduate business degree, or attended/completed lifelong learning education, acquired other related professional qualifications and certifications that are nationally and/or internationally recognized.
5. Participated in social responsibility advocacy or professional fellowship to contribute to the overall welfare of society.

### **STUDENT OUTCOMES (SO):**

At the time of graduation, the BSA students shall have:

- a. Demonstrated knowledge and competencies in a variety of accountancy areas and capability to pass the accountancy licensure examinations administered by the Board of Accountancy of the Professional Regulations Commission.
- b. Practiced management and leadership skills as a result of their in-campus training as student members, leaders or officers in their co-curricular student organizations.
- c. An ability to design and implement a variety of accounting information systems by applying accounting proficiency combined with critical thinking, quantitative problem solving, and informed decision making skills.
- d. The facility to communicate articulately in a business manner and to use sound interpersonal skills when dealing with a variety of people such as peers, subordinates, superiors and customers in the global market.
- e. Ability to discern accountancy and business issues and apply standards of professional ethics.
- f. Developed enthusiasm for enhancing their level of accountancy knowledge and skills through continuing professional education.
- g. Considered personal involvement in social responsibility activities and professional associations that will benefit society in general or the academic community in particular.

### **PERFORMANCE INDICATORS (PI):**

- a.1 Explain all theories and concepts, principles, practice standards pertaining to financial accounting, auditing, business law, taxation, and management consultancy.
- a.2 Understand accountancy cases/problems and apply theories, concepts, principles, practice standards, and techniques in analyzing, evaluating, and solving such cases/problems.
- b.1 Articulate management and leadership concepts, principles and Laurelian leadership qualities/attributes

- b.2** Apply management and Laurelian leadership attributes
  - c.1** Prepare a plan covering the design of a new accounting information system or the improvement of an existing system.
  - c.2** Collect data, analyze data and develop recommended accounting information systems.
  - c.3** Identify, classify and prioritize management issues and concerns
  - c.4** Apply appropriate problem solving techniques and strategies
  - d.1** Identify information required to effectively communicate a business concept
  - d.2** Compose business correspondence following generally accepted industry conventions
  - d.3** Choose appropriate communication medium to transmit business correspondence
  - d.4** Recognize various personality traits to adjust their response accordingly
  - d.5** Apply appropriate interpersonal skills to suit any given situation
  - e.1** Articulate the Code of Ethics of the accountancy profession
  - e.2** Identify and examine ethical issues affecting business transactions
  - e.3** Use ethical judgment and morally upright actions in dealing with business transactions.
  - f.1** Identify personal strengths and weaknesses in relation to industry needs in order to map their own career paths
  - f.2** Relate their situation to current and future economic conditions
  - f.3** Appreciate their own continuing education needs vis-a-vis industry needs
  - g.1** Recognize their role in a developing economy and changing society
- Demonstrate readiness to participate in social responsibility projects and initiatives.

**Program: Bachelor of Science in Customs Administration**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three years after graduation, Bachelor of Science in Customs Administration (BCA) graduates, imbued with the LPU Laguna core values of God-centeredness, leadership, innovativeness, integrity, nationalism, and service-orientedness, shall have:

- 1.** Demonstrated capability as Certified Customs Broker by attaining supervisory or managerial positions in small to medium sized companies or in government agencies and performing relevant functions of increasing responsibility or by successfully applying customs brokerage proficiency as a member of multi-disciplinary teams or as independent Customs Brokers.
- 2.** Exhibited critical thinking and problem solving abilities and interpersonal, communication, quantitative and computer skills in a wide variety of private or government organizations in the local or international arenas.

3. Demonstrated awareness of the importance of observing professional integrity and ethics in the conduct of their work as Licensed Customs Broker.
4. Valued the significance of life-long learning and pursued or obtained a graduate business degree, or attended/completed lifelong learning education, acquired other related professional qualifications and certifications that are nationally and/or internationally recognized.
5. Participated in social responsibility advocacies or professional fellowship in order to contribute to the overall welfare of society.

### **STUDENT OUTCOMES (SO):**

At the time of graduation, BSCA graduates of LPU – Laguna shall have:

- a. Articulate the provisions of tariff and customs laws, rules and regulations.
- b. Perform the different customs valuation and classification theories and applications, techniques and remedies
- c. Detect and manage fraud in the area of occupation
- d. Demonstrate self-confidence in dealing with clients, fellow professionals and the various government agencies
- e. Innovate supply chain management approaches and methodologies
- f. Introduce new ideas for the improvement of the practice of the profession as customs broker and as a supply chain practitioner.

### **PERFORMANCE INDICATORS (PI):**

- a.1 Develop technical and procedural knowhow and skills in analyzing cases applying the pertinent law and jurisprudence.
- a.2 Position papers arguing the legality of the declared customs value.
- b.1 Successful lodgment of a goods declaration covering an importation.
- b.2 Apply the principles of WTO Valuation agreements, and determine the value of the consignment in accordance with the agreement.
- b.3 Determine when to use a valuation method other than the transaction valuation, using acceptable WTO Valuation Agreement
- c.1 Develop content and procedural knowledge in risk assessment and fraud management in order to effectively answer questions in the board exams.
- c.2 Apply the principles of risk assessments and fraud management to customs cases and scenarios presented in class.
- d.1 Apply appropriate interpersonal skills to suit any given situation.
- d.2 Choose appropriate communication medium to transmit correspondence
- d.3 Effectively and confidently perform oral and written communication to potential clients and fellow professionals.
- e.1 Apply logistics and purchasing concepts to improve supply chain operations.

- e.2 Apply the latest in management technology and toolsets to positively contribute to SCM key performance indicators geared for efficiency and productivity.
- f.1 Perform researches in-line to the college research agenda for Customs Administration.

## **COLLEGE OF INTERNATIONAL TOURISM AND HOSPITALITY MANAGEMENT**

### **Program: Cruise Line Operations in Hotel Services**

#### **PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

1. Practiced as seafarers adhering to the standards set by the industry in local and international scene.
2. Acquired position as leader of Hospitality industry related establishment, and or entrepreneurs.
3. Engaged in lifelong learning through continuous personal and professional advancement to keep current with local and global standards
4. Participated in social responsibility through involvement in the community development activities

#### **STUDENT OUTCOMES (SO):**

- a. Demonstrate and apply acquired knowledge, skills and behavior as Cruise Line seafarer.
- b. Perform crisis management needed in dealing with different cruise ship emergencies.
- c. Perform basic safety procedures
- d. Acquired knowledge and skills in food and beverage service operations, housekeeping and other related operations under Hospitality Industry.

#### **PERFORMANCE INDICATORS (PI):**

- a.1 Discuss the importance of human relation on board
- a.2 Memorize some of the various distress signals used onboard ships
- a.3 Recite and demonstrate passenger/crew drills onboard the ship
- a.4 Apply proper discipline needed in the industry through BT internship
- a.5 Asses the effects of proper communication on board through ship practicum
- b.1 Recite and memorize the cruise ship terms and phrases
- b.2 Explain the safety and security protocols onboard ships
- b.3 Recite and demonstrate the different shipboard distress signals
- c.1 Demonstrate properly the different personal survival techniques
- c.2 Classify different types of fires and demonstrate how to extinguish each
- c.3 Demonstrate how to render first aid

- c.4** Proper donning of life jacket and other lifesaving apparatuses
- d.1** Explain the different types of food service establishments, and describe examples of each
- d.2** Describe the different levels of service in the food and beverage industry and be able to practice it. (American service, Silver Service Russian Service etc.)
- d.3** practice the different napkin folding, table skirting and carving of table accompaniments necessary in F&B service operations
- d.4** Demonstrate the ability to handle complaints.
- d.5** identify typical cleaning responsibilities of the housekeeping department
- d.6** identify procedures for laundering different fabrics
- d.7** practice providing housekeeping services to guests
- d.8** provide and handle guest service

**Program: Cruise Line Operations in Culinary Arts**

**PROGRAM EDUCATIONAL OBJECTIVES (PO):**

1. Practiced as seafarers adhering to the standards set by the industry in local and international scene.
2. Performed culinary competencies in the areas of food & beverage, & other hospitality services adhering to the international standards set by the industry.
3. Engaged in lifelong learning through continuous personal and professional advancement to keep current with local and global standards
4. Performed as culinary professionals & entrepreneurs mindful of their social responsibility through involvement in the community development

**STUDENT OUTCOMES (SO):**

- a. Demonstrate and apply acquired knowledge, skills and behavior as Cruise Line seafarer.
- b. Perform crisis management needed in dealing with different cruise ship emergencies.
- c. Exhibit professionalism representing the graduate’s culinary skills

**PERFORMANCE INDICATORS (PI):**

- a.1** Discuss the importance of human relation on board
- a.2** Memorize some of the various distress signals used onboard ships
- a.3** Recite and demonstrate passenger/crew drills onboard the ship
- a.4** Apply proper discipline needed in the industry through BT internship
- a.5** Asses the effects of proper communication on board through ship practicum
- b.1** Recite and memorize the cruise ship terms and phrases
- b.2** Explain the safety and security protocols onboard ships
- b.3** Recite and demonstrate the different shipboard distress signals

- c.1 Recognize proper hygiene and sanitation standards and apply HACCP (Hazard Analysis Critical Control Points) protocol in a professional; food service facility
- c.2 Prepare quantity and quality production of classic and contemporary stocks, sauces and other pastries, Western, Asian and other cuisines.
- c.3 Practice knife skills thru vegetable and fruit carving.

**Program: Culinary Arts in Kitchen Operations**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

- 1. Performed culinary competencies in the areas of food & beverage or hospitality related establishment adhering to the international standards set by the industry.
- 2. Exhibited competencies as leaders and managers in the culinary field, utilizing critical thinking and analytical skills in hotel, restaurant, hospitality industry and academe in the local, national, and/or international arena.
- 3. Performed as culinary professionals & entrepreneurs mindful of their social responsibility through involvement in the community development.

**STUDENT OUTCOMES (SO):**

- a. Apply the basic principles of sanitation and safety and be able to apply them in the food service operations.
- b. Demonstrate the ability to produce a wide variety of classical and contemporary dishes in the professional kitchen environment
- c. Perform tasks and practice responsibilities in handling special events

**PERFORMANCE INDICATORS (PI):**

- a.1 Organize and control the means of production & to manage service of food in the kitchen.
- a.2 Cognizant of food safety & preparation and to determine how it affects the quality, taste, nutritional values, & food presentation.
- a.3 plan and develop an effective and safe kitchen & Food Production Concept
- b.1 demonstrate basic knowledge & techniques on different kinds of local & international cuisines, knife skill, food hygiene, safety and sanitation and principles of food preparation
- b.2 Lead, organize and control the means of production & to manage service of food in the kitchen.
- c.1 construct an events proposal with objectives, mission and vision and other elements
- c.2 create a concept of a simple event with considerations to logistics, catering, technical and programs
- c.3 perform the duty of an event's organizer in accordance to the established rules and regulations

- c.4 Establish rapport with peers, clients and other stakeholders in the industry.
- c.5 adopt the effective human relations in the workplace
- c.6 Familiarize and understand the different forms and reports used by the hospitality industry.
- c.7 Recognize the significance of corporate social responsibility and practice ethical behavior in the management of tourism and hospitality organizations.

**Program: Hotel and Restaurant Administration**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

- 1. Practiced as hotelier and restaurateur locally or internationally
- 2. Performed as Hospitality industry professionals & entrepreneurs mindful of their social responsibility through involvement in the community development.
- 3. Engaged in lifelong learning through continuous personal and professional advancement to keep current with local and global standards.

**STUDENT OUTCOMES (SO):**

- a. Articulately speaks and express themselves clearly both oral and written.
- b. Perform acquired knowledge and skills in food and beverage service operations, housekeeping and other related operations under Hospitality Industry.
- c. Perform tasks and practice responsibilities in handling special events

**PERFORMANCE INDICATORS (PI):**

- a.1 Demonstrate confidence to participate in all kinds of communication situation.
- a.2 Ability to find ways of minimizing the barriers of communication.
- a.3 Communicate fluently through simulations and interview.
- b.1 explain the different types of food service establishments, and describe examples of each
- b.2 Describe the different levels of service in the food and beverage industry and be able to practice it. (American service, Silver Service Russian Service etc.)
- b.3 practice the different napkin folding, table skirting and carving of table accompaniments necessary in F&B service operations
- b.4 Demonstrate the ability to handle complaints.
- b.5 identify typical cleaning responsibilities of the housekeeping department
- b.6 identify procedures for laundering different fabrics
- b.7 practice providing housekeeping services to guests
- b.8 Demonstrate the ability to handle complaints.
- b.9 provide and handle guest service
- c.1 construct an events proposal with objectives, mission and vision and other elements

- c.2 create a concept of a simple event with considerations to logistics, catering, technical and programs
- c.3 perform the duty of an event's organizer in accordance to the established rules and regulations
- c.4 Establish rapport with peers, clients and other stakeholders in the industry.
- c.5 adopt the effective human relations in the workplace
- c.6 Familiarize and understand the different forms and reports used by the hospitality industry.
- c.7 Recognize the significance of corporate social responsibility and practice ethical behavior in the management of tourism and hospitality organizations.

**Program: International Travel and Tourism Management**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

- 1. Performed travel and tourism competencies in the areas of tourism services, and other hospitality services adhering to the international standards set by the industry.
- 2. Exhibited competencies as leaders and managers in the field of tourism, utilizing critical thinking and analytical skills in travel and tourism industry and the academe in the local, national and international arena.
- 3. Performed as travel and tourism professionals and entrepreneurs mindful of their social responsibility through involvement in the community development.

**STUDENT OUTCOMES (SO):**

- a. Able to communicate and convey themselves both oral and written with a range of audiences regardless of nationality, ethnicity, gender and beliefs.
- b. Use current techniques, skills and tools necessary for travel and tourism services
- c. Develop professionalism and self-confidence in performing basic duties and responsibilities of an airport ground support and flight attendant.
- d. Provide knowledge about local and international scenes in travel and tourism industry

**PERFORMANCE INDICATORS (PI):**

- a.1 Works to establish trust through appropriate communication.
- a.2 Relate to gender, age, language ethnicity, cultural background, disability, sexual orientation and religious belief in workplace diversity.
- b.1 Prepare simple and complex tour program
- b.2 Prepare all the competencies needed in acquiring National Certificates. (Food and Beverage Service NCII, Tourism Promotion NCII, Events Management NCII, Tour Guiding NCII)



- c.1 Show basic skills and knowledge in the performance of preflight duties during boarding, in-flight and landing stage of scheduled airline flights.
- d.1 Explain the economic impact and international policies on travel and tourism industry
- d.2 Explain and describe the measures used to analyze the nature of current economic conditions and problems concerning the industry.

## **COLLEGE OF ENGINEERING AND COMPUTER STUDIES**

### **Bachelor of Science in Civil Engineering**

#### **PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

In the first three years on their job, graduates of Bachelor of Science in Civil Engineering program of Lyceum of the Philippines–Laguna, shall have;

1. Engaged in life-long learning and professional development through continuing education, participation in professional organizations or acquiring additional competency certifications related to the profession.
2. Practiced engineering works with good ethical and professional standards imbued with LPU Laguna core values.
3. Demonstrated civil engineering capability by holding positions with increasing responsibility or by transferring knowledge and skills into education, business or government career path.

#### **STUDENT OUTCOMES (SO):**

The students should attain the following by the time of graduation:

- a. An ability to apply knowledge of mathematics, physical sciences, engineering sciences to the practice of civil engineering.
- b. An ability to design and conduct experiments, as well as to analyze and interpret data
- c. An ability to design, build, improve, and install systems or processes which meet desired needs within realistic constraints.
- d. An ability to work effectively in multi-disciplinary and multi-cultural teams.
- e. An ability to recognize, formulate, and solve civil engineering problems.
- f. An understanding of the effects and impact of civil engineering projects on nature and society, and of the civil engineers' social and ethical responsibilities.
- g. Specialized engineering knowledge in each applicable field, and the ability to apply such knowledge to provide solutions to actual problems.
- h. An ability to effectively communicate orally and in writing using the English language.
- i. An ability to engage in life-long learning and an acceptance of the need to keep current of the development in the specific field of specialization.

- j. An ability to use the appropriate techniques, skills and modern engineering tools necessary for the practice of civil engineering.
- k. A knowledge of contemporary issues.
- l. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment.

**PERFORMANCE INDICATORS (PI):**

- a.1 Select a mathematical model of the system or process that yields accuracy required for the output.
- a.2 Identify and apply appropriate mathematical principles in yielding analytical or numerical solution to the model equation.
- a.3 Evaluate approaches to solving an engineering problem in order to choose the more effective method.
- a.4 Analyze and interpret the result.
- b.1 Identify the objectives of the experiments.
- b.2 Observe good laboratory practice and operates instrumentation properly and with ease.
- b.3 Gather, record, analyze and interpret the necessary data.
- b.4 Formulate conclusion.
- b.5 Develop solutions based on findings.
- c.1 State a clear needs statement in the design project considering the constraints.
- c.2 Analyze and examine the appropriate design tools.
- c.3 Develop the working system in accordance with standards.
- c.4 Evaluate the system and provide recommendation for further development.
- d.1 Recognize and perform the role as a team member to ensure the achievement of the team's objectives.
- d.2 Collect input from all team members and make decision in relation to the objectives.
- d.3 Apply leadership capability.
- e.1 Identify and analyze the problem.
- e.2 Formulate solutions to engineering problems.
- e.3 Execute and validate solutions.
- f.1 Express understanding of code of ethics for the discipline.
- f.2 Evaluate ethical dimensions of a problem in the discipline.
- f.3 Create a sound decisions in accordance to ethical standards.
- g.1 Express ideas relevant to the topic being discussed.
- g.2 Apply right medium of communication with appropriate grammar and mechanics.
- g.3 Writing conforms to appropriate technical style format.

- h.1** Evaluate conflicting/competing social values in order to make informed decisions about an engineering solution.
- h.2** Analyze and consider the best practices of engineering solutions.
- h.3** Relate the appropriate solutions to other problems that concern social issues.
- i.1** Recognize the need for continuous education by identifying learning needs.
- i.2** Participate in the educational and extra-curricular activities.
- i.3** Evaluate the involvement in various activities.
- j.1** Identify today's issues and challenges in the discipline.
- j.2** Compare issues that may affect the engineering field.
- j.3** Discuss solutions and alternatives on how to solve the issue.
- k.1** Identify the appropriate technique to be utilized performing engineering tasks.
- k.2** Evaluate modern engineering tools that provide suitable and reliable outcomes of engineering processes.
- k.3** Apply necessary skills in assessing the accuracy and efficiency of engineering practices utilized in the work environment.
- k.4** Recommend optimum solutions through research and evaluation of engineering operations.
- l.1** Describe the key concept that leads to effective project management.
- l.2** Explain the principles, concepts and techniques that are applied to manage and control project quality.
- l.3** Relate key issues of team working in terms of composition, cohesiveness, communication and organization.

**Program: Bachelor of Science in Computer Engineering**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

- 1. Engaged in life-long learning and professional development through** continuing education, participate in professional organizations or acquiring additional competency certifications related to the profession.
- 2. Practiced engineering works with good ethical and professional standards** imbued with LPU Laguna core values.
- 3. Apply computer engineering knowledge and skills in addressing the needs of** the society locally or globally.

**STUDENT OUTCOMES (SO):**

- a.** An ability to apply knowledge of mathematics, sciences, and engineering sciences to the practice of computer engineering.
- b.** An ability to design and conduct experiments, as well as to analyze and interpret data

- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- d. An ability to function on multidisciplinary teams
- e. An ability to identify, formulate, and solve engineering problems
- f. Understanding professional and ethical responsibility
- g. An ability to communicate effectively, both orally and in writing
- h. A broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. A recognition of the need for, and an ability to engage in life-long learning
- j. A knowledge of contemporary issues
- k. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
- l. An ability to apply acquired computer engineering knowledge and skills for national development
- m. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment.

**PERFORMANCE INDICATORS (PI):**

- a.1 Select a mathematical model of the system or process that yields accuracy required for the output.
- a.2 Apply appropriate mathematical principles in yielding analytical or numerical solution to the model equation.
- a.3 Evaluate approaches to solving an engineering problem in order to choose the more effective method.
- a.4 Interpret the result.
- b.1 Identify the objectives of the experiments.
- b.2 Observe good laboratory practice and operates instrumentation properly and with ease.
- b.3 Gather, record, analyze and interpret the necessary data.
- b.4 Formulate conclusion.
- b.5 Develop solutions based on findings.
- c.1 State a clear needs statement in the design project considering the constraints.
- c.2 Analyze the appropriate design tools.
- c.3 Develop the working system in accordance with standards.
- c.4 Evaluate the system and provide recommendation for further development.
- d.1 Perform the role as a team member to ensure the achievement of the team's objectives.

- d.2** Collect input from all team members and make decision in relation to the objectives.
- d.3** Apply leadership capability.
- e.1** Identify and analyze the problem.
- e.2** Formulate solutions to engineering problems.
- e.3** Validate solutions.
- f.1** Express understanding of code of ethics for the discipline
- f.2** Evaluate ethical dimensions of a problem in the discipline
- f.3** Create sound decisions in accordance to ethical standards.
- g.1** Express ideas relevant to the topic being discussed.
- g.2** Apply right medium of communication with appropriate grammar and mechanics.
- g.3** Writing conforms to appropriate technical style format appropriate to the intended readers.
- h.1** Evaluate conflicting/competing social values in order to make informed decisions about an engineering solution.
- h.2** Analyze the best practices of engineering solutions.
- h.3** Relate the appropriate solutions to other problems that concern social issues.
- i.1** Recognize the need for continuous education by identifying learning needs.
- i.2** Participate in the educational and extra-curricular activities.
- i.3** Evaluate the involvement in various activities.
- j.1** Identify today's issues and challenges in the discipline.
- j.2** Compare issues that may affect the engineering field
- j.3** Discuss solutions and alternatives on how to solve the issue.
- k.1** Identify the appropriate technique to be utilized performing engineering tasks.
- k.2** Evaluate modern engineering tools that provide suitable and reliable outcomes of engineering processes
- k.3** Apply necessary skills in assessing the accuracy and efficiency of engineering practices utilized in the work environment.
- k.4** Recommend optimum solutions through research and evaluation of engineering operations
- l.1** Identify key issues affecting local communities.
- l.2** Demonstrate knowledge and skills related to computer engineering that address local issues.
- l.3** Recommend solutions and alternatives that address the issue.
- m.1** Describe the key concept that leads to effective project management
- m.2** Explain the principles, concepts and techniques that are applied to manage and control project quality

- m.3** Relate key issues of team working in terms of composition, cohesiveness, communication and organization.

**Program: Bachelor of Science in Computer Science**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

In the first three years on their job, graduates of Bachelor of Science in Computer Science program of Lyceum of the Philippines–Laguna, shall have;

1. Applied their specialization in computing discipline with morally upright and ethical responsibilities.
2. Attained the best industry practices in the field of computer science by acquiring at least a team leader position or being an expert in the field of specialization.
3. Gained at least an ICT-related award, recognition, certification or continuous professional development that is locally or internationally accepted.

**STUDENT OUTCOMES (SO):**

The students should attain the following by the time of graduation:

- a. An ability to apply knowledge of computing and mathematics appropriate to the discipline.
- b. An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
- c. An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired need.
- d. An ability to function effectively on teams to accomplish a common goal.
- e. An understanding of professional, ethical, legal, security and social issues and responsibility.
- f. An ability to communicate effectively with range of audiences.
- g. An ability to analyze the local and global impact of computing on individuals, organizations, and society.
- h. A recognition of the need for and an ability to engage in continuing professional development.
- i. An ability to use current techniques, skills and tools necessary for computing practice.
- j. An ability to apply mathematical foundation, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
- k. An ability to apply design and development principles in the construction of software systems of varying complexity.

## **PERFORMANCE INDICATORS (PI):**

- a.1 Follow algorithms, tools, and models for computing.
- a.2 Acquire data based on appropriate models and tools.
- a.3 Evaluate and compare information based on results.
- a.4 Explain the outcomes and provide interruptions.
- b.1 Identify the problems focused in computing.
- b.2 Analyze the problem according to the specified requirements.
- b.3 Develop a plan using computer tools and methodologies.
- b.4 Evaluate the plan according to a well-established standards.
- c.1 Follow the rules on designing computing requirements using appropriate tools and methodologies
- c.2 Define the required data to be applied based on the chosen tools and models
- c.3 Implement and test data as per requirement
- c.4 Evaluate, analyze and explain results based on acquired information
- d.1 Researches and gathers information about theories, models, and various concepts in systems design and development
- d.2 Fulfill duties as team members and identify roles in project analysis, design, and development
- d.3 Shares valuable knowledge and skills to function and work as member of a team to analyze, interpret, and evaluate processes necessary to build application
- d.4 Listens and collaborate with other members of a team in providing relevant and constructive solutions, algorithms and mathematical concepts to provide solutions to problems.
- e.1 Follow the code of ethics, rules, regulations and policies in computing.
- e.2 Integrate critical thinking in data and information security.
- e.3 Implement intellectual property rights, ethical rules on computing and privacy.
- f.1 Communicate effectively with the necessary techniques, resources and modern computing tools internally and externally to come up with effective solution to problems.
- f.2 Integrate computing activities by being able to write and present effective reports, clear instructions and system documentation.
- f.3 Demonstrate and articulate ideas, concepts and skills that calls for brevity of solutions, prototypes and models to provide computing solutions to problems.
- g.1 Categorize the current local and global issues in computing according to the level of impact.
- g.2 Explain issues arising from global business revolution.
- g.3 Point out solutions based on the issues involved.
- g.4 Synthesize the solutions based on the issues involved.

- h.1** Participate in different activities that will continue the learnings.
- h.2** Determine the different resources available to facilitate the learning.
- h.3** Acquire certifications in the different areas in computing.
- h.4** Continue higher level of graduate studies.
- i.1** Acquire information appropriate to the emerging techniques, skills and tools.
- i.2** Analyze the acquired information from the modern techniques, skills and tools to be used in the computing practices.
- i.3** Apply the appropriate techniques in choosing the proper tools in computing.
- i.4** Formulate conclusions based on objectives.
- j.1** Analyze the mathematical problems and identify relevant algorithmic principles on problem.
- j.2** Provide a model as per requirement.
- j.3** Apply the mathematical formula and algorithmic result.
- j.4** Evaluate and explain the mathematical and algorithmic result.
- k.1** Identify the right technologies and methodologies as per requirement of varying complexity.
- k.2** Use the appropriate techniques in choosing the proper tools in computing.
- k.3** Evaluate the results based on method used.
- k.4** Formulate conclusions based on objectives.

**Program: Bachelor of Science in Electronics Engineering**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO)**

Three to five years after graduation, the Electronics Engineering alumni shall have

- 1.** Engaged in life-long learning and professional development through continuing education, participate in professional organizations or acquiring additional competency certifications related to the profession.
- 2.** Practiced engineering works with good ethical and professional standards imbued with LPU Laguna core values.
- 3.** Applied electronics engineering knowledge and skills in dealing with local or international industrial community for the advancement of society.

**STUDENT OUTCOMES (SO):**

The students should attain the following by the time of graduation:

- a.** An ability to apply knowledge of mathematics, science, and engineering.
- b.** An ability to design and conduct experiments, as well as to analyze and interpret data
- c.** An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- d.** An ability to function on multidisciplinary teams
- e.** An ability to identify, formulate, and solve engineering problems



- f. Understanding professional and ethical responsibility
- g. An ability to communicate effectively, both orally and in writing
- h. A broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. A recognition of the need for, and an ability to engage in life-long learning
- j. A knowledge of contemporary issues
- k. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
- l. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment.

**PERFORMANCE INDICATORS (PI):**

- a.1 Select a mathematical model of the system or process that yields accuracy required for the output.
- a.2 Identify and apply appropriate mathematical principles in yielding analytical or numerical solution to the model equation.
- a.3 Evaluate approaches to solving an engineering problem in order to choose the more effective method.
- a.4 Analyze and interpret the result.
- b.1 Identify the objectives of the experiments.
- b.2 Observe good laboratory practice and operates instrumentation properly and with ease.
- b.3 Gather, record, analyze and interpret the necessary data.
- b.4 Formulate conclusion.
- b.5 Develop solutions based on findings.
- c.1 State a clear needs statement in the design project considering the constraints.
- c.2 Analyze and examine the appropriate design tools.
- c.3 Develop the working system in accordance with standards.
- c.4 Evaluate the system and provide recommendation for further development.
- d.1 Recognize and perform the role as a team member to ensure the achievement of the team's objectives.
- d.2 Collect input from all team members and make decision in relation to the objectives.
- d.3 Apply leadership capability.
- e.1 Identify and analyze the problem.
- e.2 Formulate solutions to engineering problems.
- e.3 Execute and validate solutions.
- f.1 Express understanding of code of ethics for the discipline
- f.2 Evaluate ethical dimensions of a problem in the discipline

- f.3 Create sound decisions in accordance to ethical standards.
- g.1 Express ideas relevant to the topic being discussed.
- g.2 Apply right medium of communication with appropriate grammar and mechanics.
- g.3 Writing conforms to appropriate technical style format appropriate to the intended readers.
- h.1 Evaluate conflicting/competing social values in order to make informed decisions about an engineering solution.
- h.2 Analyze and consider the best practices of engineering solutions.
- h.3 Relate the appropriate solutions to other problems that concern social issues.
- i.1 Recognize the need for continuous education by identifying learning needs.
- i.2 Participate in the educational and extra-curricular activities.
- i.3 Evaluate the involvement in various activities.
- j.1 Identify today's issues and challenges in the discipline.
- j.2 Compare issues that may affect the engineering field
- j.3 Discuss solutions and alternatives on how to solve the issue.
- k.1 Identify the appropriate technique to be utilized performing engineering tasks.
- k.2 Evaluate modern engineering tools that provide suitable and reliable outcomes of engineering processes
- k.3 Apply necessary skills in assessing the accuracy and efficiency of engineering practices utilized in the work environment.
- k.4 Recommend optimum solutions through research and evaluation of engineering operations
- l.1 Describe the key concept that leads to effective project management
- l.2 Explain the principles, concepts and techniques that are applied to manage and control project quality
- l.3 Relate key issues of team working in terms of composition, cohesiveness, communication and organization.

**Program: Bachelor of Science in Electrical Engineering**  
**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

Three to five years after graduation, the alumni of the Bachelor of Science in Electrical Engineering program of Lyceum of the Philippines–Laguna, shall have;

1. Engaged in life-long learning and professional development through continuing education such as trainings, seminars, conventions and pursuing graduate-studies; participate in professional organizations and acquire additional competency certifications related to the profession.
2. Practiced engineering works with good ethical and professional standards imbued with LPU Laguna core values.

3. Contributed in any fields related to electrical engineering profession for the improvement and development of society.

### **STUDENT OUTCOMES (SO):**

#### **The students should attain the following by the time of graduation:**

- a. An ability to apply knowledge of mathematics, science, and engineering.
- b. An ability to design and conduct experiments, as well as to analyze and interpret data
- c. An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
- d. An ability to function on multidisciplinary teams
- e. An ability to identify, formulate, and solve engineering problems
- f. Understanding professional and ethical responsibility
- g. An ability to communicate effectively, both orally and in writing
- h. A broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
- i. A recognition of the need for, and an ability to engage in life-long learning
- j. A knowledge of contemporary issues
- k. An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.
- l. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment.

### **PERFORMANCE INDICATORS (PI):**

- a.1 Select a mathematical model of the system or process that yields accuracy required for the output.
- a.2 Identify and apply appropriate mathematical principles in yielding analytical or numerical solution to the model equation.
- a.3 Evaluate approaches to solving an engineering problem in order to choose the more effective method.
- a.4 Analyze and interpret the result.
- b.1 Identify the objectives of the experiments.
- b.2 Observe good laboratory practice and operates instrumentation properly and with ease.
- b.3 Gather, record, analyze and interpret the necessary data.
- b.4 Formulate conclusion.
- b.5 Develop solutions based on findings.
- c.1 State a clear needs statement in the design project considering the constraints.

- c.2 Analyze and examine the appropriate design tools.
- c.3 Develop the working system in accordance with standards.
- c.4 Evaluate the system and provide recommendation for further development.
- d.1 Recognize and perform the role as a team member to ensure the achievement of the team's objectives.
- d.2 Collect input from all team members and make decision in relation to the objectives.
- d.3 Apply leadership capability.
- e.1 Identify and analyze the problem.
- e.2 Formulate solutions to engineering problems.
- e.3 Execute and validate solutions.
- f.1 Express understanding of code of ethics for the discipline
- f.2 Evaluate ethical dimensions of a problem in the discipline
- f.3 Create sound decisions in accordance to ethical standards.
- g.1 Express ideas relevant to the topic being discussed.
- g.2 Apply right medium of communication with appropriate grammar and mechanics.
- g.3 Writing conforms to appropriate technical style format appropriate to the intended readers.
- h.1 Evaluate conflicting/competing social values in order to make informed decisions about an engineering solution.
- h.2 Analyze and consider the best practices of engineering solutions.
- h.3 Relate the appropriate solutions to other problems that concern social issues.
- i.1 Recognize the need for continuous education by identifying learning needs.
- i.2 Participate in the educational and extra-curricular activities.
- i.3 Evaluate the involvement in various activities.
- j.1 Identify today's issues and challenges in the discipline.
- j.2 Compare issues that may affect the engineering field
- j.3 Discuss solutions and alternatives on how to solve the issue.
- k.1 Identify the appropriate technique to be utilized performing engineering tasks.
- k.2 Evaluate modern engineering tools that provide suitable and reliable outcomes of engineering processes
- k.3 Apply necessary skills in assessing the accuracy and efficiency of engineering practices utilized in the work environment.
- k.4 Recommend optimum solutions through research and evaluation of engineering operations
- l.1 Describe the key concept that leads to effective project management
- l.2 Explain the principles, concepts and techniques that are applied to manage and control project quality

**I.3** Relate key issues of team working in terms of composition, cohesiveness, communication and organization.

**Program: Bachelor of Science in Industrial Engineering**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

In the first three years on their job, graduates of Bachelor of Science in Industrial Engineering program of Lyceum of the Philippines–Laguna, shall have;

1. Engaged in life-long learning and professional development through continuing education, participation in professional organizations or acquiring additional competency certifications related to the profession.
2. Practiced or performed industrial engineering works with good ethical and professional standards imbued with LPU Laguna core values.
3. Applied technical ability or management skills to assess enterprise value through analyzing and designing optimized solution to systems of people, technology and information.

**STUDENT OUTCOMES (SO):**

The students should attain the following by the time of graduation:

- a. An ability to apply knowledge of mathematics, physical and information sciences, and engineering sciences to the practice of industrial engineering.
- b. An ability to design and conduct experiments, as well as to analyze and interpret data
- c. An ability to design, build, improve, and install systems or processes which are efficient, effective, as well as robust to meet desired needs within identified constraints.
- d. An ability to work effectively in multi-disciplinary and multi-cultural teams.
- e. An ability to identify, formulate, and solve engineering problems
- f. A recognition of professional and ethical responsibility
- g. An ability to effectively communicate orally and in writing using the English language.
- h. An understanding of the effects of engineering solutions in a comprehensive context.
- i. An ability to engage in life-long learning and an understanding of the need to keep current of the developments in the specific field of specialization.
- j. An ability to use the techniques, skills, and engineering tools necessary for engineering and business practice.
- k. An ability to perform services in the form of analysis, design, preparation of plans, specifications, estimates, and implementation of:
  - work standards
  - statistical process control systems
  - production planning and materials control systems

- manufacturing and service facilities
  - operations research models for production and operations
  - information systems
- I. Knowledge and understanding of engineering and management principles as a member and leader in a team, to manage projects and in multidisciplinary environment.

**PERFORMANCE INDICATORS (PI):**

- a.1** Select a mathematical model of the system or process that yields accuracy required for the output.
- a.2** Identify and apply appropriate mathematical principles in yielding analytical or numerical solution to the model equation.
- a.3** Evaluate approaches to solving an engineering problem in order to choose the more effective method.
- a.4** Analyze and interpret the result.
- b.1** Identify the objectives of the experiments.
- b.2** Observe good laboratory practice and operates instrumentation properly and with ease.
- b.3** Gather, record, analyze and interpret the necessary data.
- b.4** Formulate conclusion.
- b.5** Develop solutions based on findings.
- c.1** State a clear needs statement in the design project considering the constraints.
- c.2** Analyze and examine the appropriate design tools.
- c.3** Develop the working system in accordance with standards.
- c.4** Evaluate the system and provide recommendation for further development.
- d.1** Recognize and perform the role as a team member to ensure the achievement of the team's objectives.
- d.2** Collect input from all team members and make decision in relation to the objectives.
- d.3** Apply leadership capability.
- e.1** Identify and analyze the problem.
- e.2** Formulate solutions to engineering problems.
- e.3** Execute and validate solutions.
- f.1** Express understanding of code of ethics for the discipline
- f.2** Evaluate ethical dimensions of a problem in the discipline
- f.3** Create sound decisions in accordance to ethical standards.
- g.1** Express ideas relevant to the topic being discussed.
- g.2** Apply right medium of communication with appropriate grammar and mechanics.

- g.3** Writing conforms to appropriate technical style format appropriate to the intended readers.
- h.1** Evaluate conflicting/competing social values in order to make informed decisions about an engineering solution.
- h.2** Analyze and consider the best practices of engineering solutions.
- h.3** Relate the appropriate solutions to other problems that concern social issues.
- i.1** Recognize the need for continuous education by identifying learning needs.
- i.2** Participate in the educational and extra-curricular activities.
- i.3** Evaluate the involvement in various activities.
- j.1** Identify the appropriate technique to be utilized performing engineering tasks.
- j.2** Evaluate modern engineering tools that provide suitable and reliable outcomes of engineering processes
- j.3** Apply necessary skills in assessing the accuracy and efficiency of engineering practices utilized in the work environment.
- j.4** Recommend optimum solutions through research and evaluation of engineering operations
- k.1** Identify appropriate tools in analyzing systems problem.
- k.2** Evaluate effective tools in solving systems problem
- k.3** Develop optimal solution to the problem.
- l.1** Describe the key concept that leads to effective project management
- l.2** Explain the principles, concepts and techniques that are applied to manage and control project quality
- l.3** Relate key issues of team working in terms of composition, cohesiveness, communication and organization.

**Program: Bachelor of Science in Information Technology**

**PROGRAM EDUCATIONAL OBJECTIVES (PEO):**

In the first three years on their job, graduates of Bachelor of Science in Information Technology program of Lyceum of the Philippines–Laguna, shall have;

- 1.** Applied their specialization in Information and Communication Technology (ICT) with morally upright and ethical responsibilities.
- 2.** Attained the best practices in the field of Information Technology by acquiring at least a team leader position or being an expert in the field of specialization.
- 3.** Gained at least an ICT-related award, recognition, certification or continuous professional development that is locally or internationally accepted.

## **STUDENT OUTCOMES (SO):**

The students should attain the following by the time of graduation:

- a.** Apply knowledge of computing, science and mathematics appropriate to the discipline.
- b.** An ability to design and conduct experiments, as well as to analyze and interpret data
- c.** Design, implement and evaluate a computer based system, process, component or program to meet desired needs appropriate constraints for public health and safety, cultural, societal, and environmental considerations.
- d.** Use modern techniques, skills and tools of computing practice in complex computing activities.
- e.** Function effectively as an individual and as a member or leader in diverse teams and in multi-disciplinary settings.
- f.** Communicate effectively about complex computing activities with various communities, such as computing experts and society at large, using appropriate levels of discourse.
- g.** Analyze the local and global impacts of computing on individuals, organizations and society.
- h.** Understand professional, ethical, legal, security, and social issues and responsibilities relevant to professional computing practice.
- i.** Recognize the need for, and have the ability to engage in continuous professional development and lifelong learning.
- j.** Identify and analyze user needs and take them into account in the selection, creation, evaluation, and administrators of computer based systems.
- k.** Use and apply current technical concepts and practices in the core information technologies.
- l.** Integrate IT based solutions into the user and practices in the core information technologies.
- m.** Understand best practices and standards and their applications.
- n.** Assist in the creation of an effective project plan.

## **PERFORMANCE INDICATORS (PI):**

- a.1** Follow algorithms, tools, and models for computing.
- a.2** Acquire data based on appropriate models and tools.
- a.3** Evaluate and compare information based on results.
- a.4** Explain the outcomes and provide interruptions.
- b.1** Identify problems based on their complexity.
- b.2** Analyze solutions according to the specified requirements.
- b.3** Develop a plan using appropriate computer tools and methodologies.
- b.4** Evaluate the plan according to the results based on identified requirements.



- c.1** Determine the rules on designing computing requirements using appropriate tools and methodologies without disregarding the constraints for public health and safety, cultural, societal, and environment.
- c.2** Apply the constraints for public health and safety, cultural, societal, and environment on designing computing requirements tools and methodologies.
- c.3** Implement and test the results of developed computer based systems.
- c.4** Evaluate, analyze and explain results based on acquired information.
- d.1** Acquire information appropriate to the emerging techniques, skills and tools.
- d.2** Analyze the acquired information from the modern techniques, skills and tools to be used in the computing practices.
- d.3** Use the appropriate techniques in choosing the proper tools in computing.
- d.4** Formulate conclusions based on objectives.
- e.1** Analyze the uniqueness of each member in a multi-disciplinary setting.
- e.2** Open communication and interaction between team members.
- e.3** Practice mutual respect, trust and inclusiveness between team members.
- e.4** Practice professional ethics and code of conduct such as individual accountability.
- f.1** Demonstrate the ability to work in heterogeneous environments which are diverse in gender, ethnicity, and academic accomplishment through good communication skills.
- f.2** Demonstrate the ability to comprehend what is said and to show an appreciation of the importance of listening.
- f.3** Practice the ability to communicate technical design and implementation concepts to computing professionals as well as to non-computing personnel, both orally and in writing.
- g.1** Describe some of the major impacts of information technology on individuals, organizations and society.
- g.2** Analyze the changes that take place in the workplace and the lives of individuals when information technology eliminates geographical and spatial barriers.
- g.3** Identify the issues that arise on the development of information technology across countries and socio-economic classes.
- g.4** Discuss the positive and negative effects associated with the abundance of information made available by IT.
- h.1** Analyze the different information on professional, ethical, legal, security, and social issues.
- h.2** Adopt the code of ethics, rules, regulations and policies in computing.
- h.3** Integrate critical thinking in data and information security.
- h.4** Implement intellectual property rights, privacy, and ethical rules on computing.

- i.1** Participate in different activities that will continue the learnings.
- i.2** Determine the different resources available to facilitate the learning.
- i.3** Acquire certification in the different areas in computing.
- i.4** Continue higher level of graduate studies.
- j.1** Identify correctly the users' needs to be used in computing problems to get the best results.
- j.2** Use the correct identified users' needs to design and to create computer based systems.
- j.3** Validate the correctness of identified users' needs based on the outputs of the created systems.
- j.4** Formulate conclusions based on objectives.
- k.1** Acquire information appropriate to the emerging techniques, skills and tools.
- k.2** Analyze the acquired information from the modern techniques, skills and tools to be used in the core information technologies.
- k.3** Use the appropriate techniques in choosing the proper tools in computing.
- k.4** Formulate conclusions based on objectives.
- l.1** Identify the problems focused in computing.
- l.2** Analyze the problem according to the requirement.
- l.3** Develop a plan using computer tools and methodologies.
- l.4** Evaluate the plan according to established standards.
- m.1** Analyze the best practices and standards of the different areas in IT discipline.
- m.2** Integrate these best practices in the designs of computing solutions.
- m.3** Evaluate the outputs based on the applied best practices in computer applications.
- m.4** Create historical record for future use.
- n.1** Assist to outline the questions that need to be answered at the outset in order to establish clear and measureable project goals.
- n.2** Assist to define the specific expertise that is needed to move a plan forward.
- n.3** Assist to address how the objectives of a project will be determined. Once the objectives are defined, the project manager can focus on the strategies required to achieve them.
- n.4** Assist to specify the reporting mechanism(s) that will be used for the project to the plan sponsor(s) and/or senior management can evaluate the progress that is being made toward its goals and objectives.

# **ARTICLE IV**

## **GENERAL**

### **DIRECTIVES**

**Section 1.** All LPU-L students are required to abide by the provisions of this Student Handbook. It is their responsibility to familiarize themselves with its content. **Ignorance of any provision in this handbook does not excuse any student from compliance.**

**Section 2.** The LPU-L students shall enjoy the following rights subject to the limitations provided in **Batas Pambansa BLG. 232:**

- **(Section 9. Right of Students in School - In addition to other rights, and subject to the limitation prescribed by law and regulations, and student and pupils in all schools shall enjoy the following rights:**
  1. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as person with human dignity;
  2. The right to freely choose their field of study subject to existing curricula and to continue their program therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
  3. The right to school guidance and counseling services for decisions and selecting the alternatives in fields of work suited to his/her potentialities;
  4. The right of access to his/her own school records, the confidentiality of which the school shall maintain and preserve;
  5. The right to the issuance of official certificates, diplomas, transcript of records, grades, transfer credentials and other similar documents within thirty days from request;
  6. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
  7. The right to free expression of opinions and suggestions, and to effective channels of communication with appropriate academic channels and administrative bodies of the school or institution;
  8. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law; and
  9. The right to be free from involuntary contributions, except those approved by their own he organizations or societies.

- **Section 13. Rights of Schools** - In addition to other rights provided for by law, schools shall enjoy the following:
  1. The right of their governing boards or lawful authorities to provide for the proper governance of the school and to adopt and enforce administrative or management systems; and
  2. The right for institutions of higher learning to determine on academic grounds who shall be admitted to study, who may teach, and what shall be subjects of the study and research.)

**Section 3.** Students are stewards of the school facilities and equipment and are partners in keeping a clean and orderly campus.

**Section 4.** Students should uphold the basic principles and ideals of LPUL and contribute to the attainment of its objectives.

**Section 5.** LPU-L recognizes the hazards of smoking to health and declares the campus and its premises a non-smoking area.

**Section 6.** LPU-L is committed to provide a healthy learning and development for students. Alcohol abuse and illegal drugs use which endangers health is at all cost prohibited in the campus thus declaring itself as DRUG-FREE community. (See Annex L)

**Section 7.** LPU-L promotes the integrity of students through enhancing their truthful capabilities in their academic efforts and works thus declaring no to plagiarism and fabrication. (See Annex F)

**Section 8.** Students should be polite and courteous towards all persons and help preserve the academic atmosphere within the campus and its premises.

**Section 9.** All students should attend each class prepared, study conscientiously and achieve the best possible academic performance.

**Section 10.** Students should always wear their official school uniform and ID and present the latter to authorities if requested. (Institution's Attire Guide p.107)

**Section 11.** The loss of ID should immediately be reported to the Office of Student Affairs and Services for the issuance of new ID. If a student wishes to transfer, the ID should be surrendered to the Office Student Affairs and Services as a prerequisite to the issuance of transfer credentials. (Lost ID/Damaged ID p.127)

**Section 12.** Students are liable for any false information on their ID, Student Personal Data Sheet, Student Inventory Form, registration forms and other school documents. Students who have transferred residence or have changed their civil status should immediately inform the Registrar's Office in writing of the change. Grade slips and any other information sent to the last recorded address of students shall be considered delivered even if returned.

**Section 13.** Any misrepresentation and perjury committed by students will invalidate his/her enrolment.

**Section 14.** Students are regarded as responsible individuals by LPU-L from the time they are admitted. It is therefore the duty of the students to keep their parents or guardians informed and updated on their true academic standing, the status of their attendance including the failures and absences. Midterm and Final Grade Slips are sent to parents but does not excuse the student from their obligation to keep them informed. Moreover, the grades of the students can be viewed online through: [students.lpulaguna.net.ph](https://students.lpulaguna.net.ph).

**Section 15.** For security reasons, all students without classes are not allowed to stay in the campus beyond 9:00 p.m. unless with permission from the Facilities and Property Office and with the presence of a faculty member or staff of LPU-L.

**Section 16.** In cases wherein a student or a student organization has been duly authorized to use any of the institution's room facilities, only the security personnel are allowed to have the key.

**Section 17.** Any student who wishes to enter the campus should be in official school uniform, present the official school ID or, in case both have not been released enrolment form, otherwise may be refused entry.

**Section 18.** Any student who gets pregnant during the semester is advised to consult her Dean and the Guidance Counselor to address their welfare, wellbeing, and condition during pregnancy.

**ARTICLE V**  
**ADMISSION AND**  
**REGISTRATION**

Admission to LPU-L is selective and limited to students who meet the academic standards and who agree to abide by the school's policies, rules and regulations. The Admission Committee is composed of the Admission's Director/VPA, Guidance Counselor, Registrar, Dean / Chairperson of his / her designated college department.

### **Section 1. ADMISSION REQUIREMENTS**

Applicants for admission are required to pass both the College Entrance Test administered by the Guidance and Testing Center and go through an interview (if applicable). Applicants also needs to submit the following credentials:

- 1.1 Freshman.** Original H.S. Report Card (Form 138), copy of College Entrance Test Result, PSA authenticated birth certificate, Certificate of Good Moral Character issued by the Principal or Guidance Counselor and two pieces 2x2 ID picture with white background.

For Non-Formal Education Accreditation and Equivalency (NFE/A&E)/ Alternative Learning System Accreditation and Equivalency (ALS A&E), Philippine Education Placement Test (PEPT) Passers: Original NFE, ALS A&E Exam Result or certification/ photocopy of diploma and original PEPT Certificate of Rating, photocopy of PSA issued birth certificate.

- 1.2 Transferees.** Certificate of Eligibility to transfer, True Copy of Grades, Official Transcript of Records, Certificate of Good Moral Character issued by the Guidance Counselor of school of origin, photocopy of NSO authenticated birth certificate, course description with course content taken duly signed by the Registrar and two pieces 2x2 ID picture with white background.

- 1.3 Re-Admission of Returning Students.** A student who stopped for one term or more should accomplish a clearance for re-admission at the Registrar's Office.

#### **1.4 International Students.**

**1.4.1 Admission Requirements for Foreign Students.** A foreign student applying as freshmen or transferee from a foreign school should submit the following requirements;

- 1.4.1.1** Letter of Intent to study addressed to the school Registrar.
- 1.4.1.2** Two (2) passport size colored photographs.
- 1.4.1.3** Original/Red Ribbon of of student's Personal History Statements (PHS – 1998)
- 1.4.1.4** Six (6) 2x2 photograph on plain and white background taken not more than six months prior to submission.



**1.4.1.5** Two (2) original/Red Ribbon copies of Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student-applicant's country of origin or legal residence.

**1.4.1.6** Original/Red Ribbon of Good Moral Character and a recommendation letter from the school last attended/Police Clearance.

**1.4.1.7** Red Ribbon of Support including bank statements to cover the expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.

**1.4.1.8** Photocopy of data page of student's passport showing date and place of birth.

**1.4.1.9** Birth Certificate duly authenticated by the Philippine Foreign Service Post (PFSP)

**1.4.1.10** Student Visa

**1.4.2 In Case of Transfer In.** The following are the requirements for the foreign student applying for admission to LPU as a transferee from another school in the Philippines;

**1.4.1.1** Letter of Intent to study addressed to the school Registrar.

**1.4.1.2** Endorsement of the transfer by the Commission on Higher Education address to the Bureau of Immigration

**1.4.1.3** Photocopy of student's passport/ACR or I-Card

**1.4.1.4** Certificate of Eligibility to Transfer (Honorable Dismissal)

**1.4.1.5** Certification of Grade/Transcript of Records.

**1.4.1.6** Photocopy of Birth Certificate.

**1.4.1.7** Good Moral Character

**1.4.1.8** 3 pcs. 2x2 picture (white background)

**1.4.1.9** Student VISA (*for rules on student VISA, please refer to Immigration memorandum Circular No. SBM-2015-007*)

**1.4.1.10** Latest passport for foreign nation

**1.4.1.11** Other documents maybe required by the school and government authorities.

**1.4.3 For Dual Citizen**

**1.4.1.1** Certificate of recognition as a Filipino.

**1.4.1.2** Certificate of Naturalization in case of one parent is Filipino. (Effective date application of VISA year of 2013 onward)

**1.4.4 Special Study Permit.** The Special Study Permit (SSP) issued by the Philippine Bureau of Immigration is required of foreign students below eighteen (18) years who enroll in baccalaureate degree. Upon reaching the age of eighteen (18), the student should apply for a Student Visa.

**1.4.1.1** Letter request addressed to the Commissioner from the authorized representative of the petitioning school'

**1.4.1.2** Duly accomplished CGAF (B1 Form CGAF-003 Rev 0). If the applicant is minor it shall be signed by the parent or the legal guardian;

**1.4.1.3** Photocopy of passport bio-page and the latest admission with valid authorized stay;

**1.4.1.4** Certificate of Appearance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary secondary level courses for applicants below 18 years of age;

**1.4.1.5** Photocopy of BI school accreditation ID of the registrar or school representative;

**1.4.1.6** Photocopy of ACR I-Card (front and back portions), in case or renewal/extension of SSP;

**1.4.1.7** Four (4) pcs. Passport-size color ID picture

**1.4.1.8** BI Clearance Certificate

## **Section 2. ENROLLMENT REQUIREMENTS AND EFFECTS**

Enrolment is formal admission by the school of a person who applies as a student for the term or the summer term. It is conditioned on the payment of the required fees and compliance with the prescribed rules and regulations for admission. Once admitted, the reciprocal relationship between the student and school begins, involving rights, duties and responsibilities for both.

**2.1. Official Class Record.** Only students whose names appear in the official class record of the faculty member in the school system are considered officially enrolled in a class. Internal arrangements between faculty and students in relation to changes in sections/schedules are not allowed.

**2.2. Enrollment Period.** All students shall enroll during the prescribed enrollment period. No enrollment shall be allowed after the lapse of two weeks following the first classes, unless the enrollment period is officially extended.

**2.3. Term of Enrollment.** Enrollment in any course or college is understood to be for only one term or summer term for semestral scheme and three term for trimester scheme.

**2.4. Dropping of Ineligible Students.** A student who, after he has enrolled, is discovered to be ineligible for admission as provided in this Student Handbook shall be dropped from the roll.

**2.5. Adding/Changing of Courses.** Students are allowed to change/add Courses only for dissolved classes and for valid reasons during the adjustment period within two (2) weeks from the start of classes.

**2.6. Cross-Enrollment**

**2.6.1. In other Institutions.** An undergraduate LPU-L student may be allowed to cross-enroll in approved educational institutions if the needed Course(s) is/are not offered in the LPU-L and provided further that the student secures the written approval of the Dean/Chair and of the Registrar prior to his/her cross-enrollment.

**2.6.2. From other Institutions.** Students already enrolled in any educational institutions maybe admitted in LPU-L on a case to case basis and only upon submission of an official permit to cross-enroll issued by the Registrar of the school in which they are principally enrolled. This permit shall state the Course(s) and total number of units the students are authorized to take. Cross enrollees are not compelled to adopt the uniform of LPU-L.

### **Section 3. ACADEMIC LOAD**

**3.1. Regular Load.** The regular load of students is reflected in their curriculum. As a general rule, students should enroll in Courses prescribed by the curriculum for the term in order to complete their degrees within the prescribed period

**3.2. Overload.** Upon the discretion of the higher education institution, only a graduating student may be allowed additional Course-loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term.

**3.3. Summer Load.** In the summer term, undergraduate students shall carry a maximum academic load of nine (9) units, except for students graduating in the summer term who may take a maximum of twelve (12).

#### **Section 4. PAYMENT OF FEES**

List of tuition fees and other school charges are available at the Treasury office during the registration period.

Assessed fees shall be paid in full or installment, in cash or by Manager's and Cashier's check. Personal checks will not be accepted. If full payment is made within the registration period, such will be considered payment on "cash basis".

Payment of tuition and other fees should be made only to the Cashier or through any bank designated by LPU.

A student is considered enrolled in the program that appears on his Registration Form only after payment of the required amount as down or full payment for tuition and other fees.

#### **Section 5. DISCOUNTS TO STUDENTS**

As an incentive, the LPU-L offers the following discounts on tuition fees to students.

**5.1 When two or more siblings are enrolled during the same term in LPU-L, the second sibling shall be granted a 20% discount, the third a 40% discount, the fourth a 60% discount.**

The discount will apply to the youngest of the siblings.

To avail of the discount the following requisites must be met;

1. All siblings must be duly enrolled for the term applied for; and
2. Submission of original birth certificates of all siblings issued by the Philippine Statistics Offices (PSA). This requirement will be submitted to the Registrar's Office only once and updated for every additional sibling enrolled.
3. Application/renewal of sibling discount shall be filed every term upon submission of Registration Form within a specified period of Academic Calendar at the Registrar's Office.

#### **5.2 Employee Discount**

**5.2.1** Legal spouses and/or maximum of 3 children of regular employees are entitled to maximum of 50% discount on tuition fee only. Legal proof of kinship should be submitted to support the discount application.

**5.2.2** Legal spouses and/or maximum of 3 children of regular/full-time employees who are 10years and above in service are entitled to 100% discount on tuition fee only. Legal proof of kinship should be submitted to support the discount application.

**5.2.3** Legal spouses and/or children of part – time teaching personnel who have served for at least 3 years are entitled to a maximum of 25% discount. Legal proof of kinship should be submitted to support the discount application.

**5.3** LPU (Manila, Cavite, Batangas, Laguna and LSC) alumni, their legal spouses and/or children and/or siblings enrolled in any course are entitled to 10% discount

**5.4** LPU-Laguna will be giving 10% discount for the children of employees of the partner companies.

## **Section 6. REFUND OF FEES**

A refund of fees shall be made only in accordance with Section 66 of the Manual of Regulations for Private Schools (8<sup>th</sup> edition, 1992) and with the following rules:

### **6.1 Dropping of Individual Courses / Entire Load or Withdrawal**

A duly enrolled student who wishes to drop one or more Courses of his entire load or to withdraw from the school and obtain a refund must give written notice to that effect by filing an accomplished dropping form with the Registrar's Office copy furnished the Dean / Chairperson. This is to be within two weeks from the first day of classes during the regular term and within the first three days of classes during the summer term. Beyond this period no refund will be made.

If the student files the required dropping notice within one week after the opening of classes during the regular term or within the first three days of classes during summer term, the student shall entitled to a refund of 90% of the total tuition fees assessed for the Course/s dropped.

If the student files the required dropping notice within the second week after the opening of the class during the regular term or after the third day but before the seventh day of summer classes, student shall be entitled to a refund of 80% of the total tuition fees paid for the Course/s dropped.

A student may be charged of all the school fees in full if he withdraws anytime after the second week of classes, regardless of whether or not he has actually attended classes.

### **6.2 Official Dropping without Refund**

Official dropping without refund is done after the 2<sup>nd</sup> week of classes during the regular term or starting on the seventh day of summer classes before Midterm examination provided the student has not incurred more than the allowable 20% absences. A mark of DROPPED will appear in his/her grade slip.

## **Section 7. CONSEQUENCES OF LOAD WITHDRAWAL/DROPPING WITHOUT NOTICE**

A student who drops one or more Courses without filing the dropping form shall receive a mark of 5.0 (Failure Due Absences) and be charged the total assessment or the corresponding assessment for the Course/s dropped regardless of whether or not he has actually attended classes. Balance of tuition and miscellaneous fees shall be fully paid prior to re-enrollment in LPU-L or issuance of transfer credentials.

## **Section 8. PROCESS FOR A PETITIONED PROGRAM**

1. Student/s will consult the Dean regarding the intention to offer the course during the Term/Summer

(Please take note of the following):

- Procedures for petition courses should follow the regular schedules and deadlines for regular courses
  - Processing of petitioned courses is 1 week after the opening of classes for the regular term and 3 days after the opening of classes for summer.
2. If approved, the Dean will post on the bulletin board the approved course/s for petition for the information of other students.
  3. The Dean will issue the standard Petition Request Form to be signed by the student/s.
  4. Students will sign on the standard Petition Request Form and will gather 20 students to open the section.
  5. Simultaneously, the Dean will communicate / inform the Registrar Office about the Petition Request.
  6. The Registrar will request for the computation of the fee of the petitioned course/s to the Treasury Office.
  7. The Treasury Office will prepare the computation indicating the total petition assessment fee per # of student per course.
  8. Once the computation is available, the Registrar's Office will forward it to the College.
  9. The Dean will inform the student/s about the petition fee.
  10. Once the student agreed, the student/s will submit the notarized consent.

Please take note:

- If after having paid the minimum down payment and the students decide to drop the petitioned course/s, they are still required to pay the whole amount as assessed.

11. Filled up Petition Request Form attached with student/s notarized consent will be forwarded to the Registrar's Office for the recommendation to the EVP/VPAA.
12. Once approved, the Registrar Office will encode the petitioned courses.
13. After encoding, the Registrar will forward the approved Petition Request Form and Students' Notarized Consent to the College for the processing of enrollment / adding and changing of the students.
14. If more than 20 students will sign, there will be no more additional charges.
15. The Registrar's office will monitor the number of students enrolled in the petition course and give updates to the concerned College.
16. END OF PROCESS

## **Section 9. POLICY ON SHIFTING**

### **A student may be allowed to shift from:**

- a degree program to any non-degree program;
- a non-degree program to a degree program provided that the student received no failing grades in the previous term and has met the required college entrance test score for the new program;
- a degree program to another degree program, Course to the approval of the Dean of the recipient school and provided that the student has not been excluded on the basis of academic deficiency.

### **Shifting is Course to the following conditions:**

- Approval of the receiving college
- Non-exclusion on the basis of academic deficiency
- No sanction of non-re admission
- Endorsement of the Guidance Counselor
- Approval of the School Registrar

Application for shifting to another program shall be processed by the Registrar's Office before the start of the term when the shifting will be effective.

**ARTICLE VI**  
**ACADEMIC**  
**DIRECTIVES**



**Section 1. CLASS ATTENDANCE**

Registration forms are required for admission or attendance in class. Beginning on the first day attendance is checked by the respective professors. Late enrollees and those who submit their registration forms after the first day of classes will be required to catch up for things that they have missed.

Regular classes for the academic year shall commence from the official declaration of the date of the start of classes. Thus, students are required to maintain prompt and regular attendance and to religiously observe all policies stated herein.

**1.1 Maximum Allowable Absences**

A student who has incurred absences of more than 20% of the total class hours for the term in any course shall be dropped from the roll and given a failing grade (FDA –Failure Due to Absences). The maximum allowable absences are enumerated as follows:

**Units per Program Maximum Hours of Allowable Absences**

- 1 unit program 3 hrs.**
- 2 unit program 7 hrs.**
- 3 unit program 10 hrs.**
- 4 unit program 15 hrs.**
- 5 unit program 17 hrs.**
- 6 unit program 21 hrs.**

**1.2 Tardiness and Consecutive Absences**

A student who comes late to class shall be marked “tardy”. Three tardy marks are equivalent to one absence. A student who leaves the classroom and stays out for the duration of the class period without the professor’s permission shall be marked “absent” 1.3 Policy on Tardiness of Students during Major Examinations Policy Guidelines:

- 1.** Students should come on time during major examinations.
- 2.** A major examination shall be any of the three periodic examinations, namely, prelim examination, mid-term examination and final examination.
- 3.** The term tardy or tardiness means to be late or arriving after the scheduled time of major examination. Student are allowed to take the major exams only during the allotted time.

4. The faculty, Dean or Department Chair shall take note of the report of the examination proctor and follow-up the case of the erring student until its resolution.

### **1.3 Excused Absences**

- Participation in an authorized university activity. An absence may be excused if the student concerned has been authorized in writing by the Dean to officially represent the school, or a student organization the student belongs to, in an activity or function inside or outside the institution.
- Death or major illness in a student's immediate family. Immediate family may include: mother, father, siblings, grandparents, spouse, offspring, spouse's child, spouse's parents, spouse's grandparents, stepmother, step-father, stepsister, step-brother, step-grandparents, grandchild, stepgrandchild, and legal guardian.
- Absences due to illness may be considered "excused" however, a medical certificate from the physician must be presented. Prolonged absences due to illness have to be reported to the Dean immediately for appropriate action.
- In cases where the student has suffered an injury or an illness that is too severe or contagious for the student to attend class, he/she shall be considered excuse only if the student secures a letter of parents with the indicated number of days of absence.
- Participation in off-campus legal proceedings or administrative procedures that require the student's presence.
- Graduating students with mandatory interviews for professional or graduate school, or post-graduate employment interviews that cannot be rescheduled. A valid proof that the interview cannot be rescheduled shall be presented to his/her instructor or to the Dean of his/her college department. The student should also submit the e-mail from the company or certificate of appearance. Excused absences may be reflected in the teacher's class record but should not be included in the student's maximum allowable absences.
- Moreover, students may presume that a class is dismissed if the instructor has not arrived within 15 minutes of the scheduled start time thus, shall not be marked as absent provided that the students present within 15 minutes of the scheduled start time have secured an attendance sheet that should be submitted to the secretary of their respective department.
- Responsibility of the Student who Misses Program Content A student is held responsible for all assignments and for the entire program content missed, regardless of reasons for the absences.

## **Section 2. INTERRUPTION OF CLASS BY EXTERNAL VISION**

Parents and other callers are not allowed to interrupt classes EXCEPT for grave or compelling reasons. In such case, visitor should seek permission from the Dean of the teacher or student.

No visitors will be allowed to go directly to the classrooms. Student will be requested to come to the Dean's Office where the visitor is asked to wait.

## **Section 3. ACADEMIC REQUIREMENTS FOR CONTINUED RESIDENCE**

Every student must maintain at least 60% of the required minimum academic standing of his/her or her program as pre- requisite for continued residence or readmission in the institution as set forth in this Handbook.

## **Section 4. RETENTION POLICY**

### **4.1 First Warning**

A student who fails in at least three (3) courses during the current semester of the school year shall be warned to improve his/her performance in the succeeding trimester and shall be allowed to take maximum load of 12 units only.

### **4.2 Second Warning**

A student placed under First Warning who again fails in at least two (2) of his/her courses shall be under Second Warning and shall be allowed to take maximum load of 9 units only and must pass all his/her courses.

### **4.3**

If the student under the last warning status fails to pass in all courses for three terms, he shall undergo consultation with Office of the Dean for the following possibilities:

- (a) Non-readmission to the program**
- (b) Non-readmission to the college**

## **Section 5. SHIFTING TO ANOTHER PROGRAM**

A student who fails to comply with the conditions required for retention in the program shall be advised to shift to another program in accordance with the guidelines of the college he is transferring to. He shall be permitted to enroll 60% of the allowable number of units of the term. After which the retention policy will apply.

## **Section 6. PROCEDURE ON THE ISSUANCE OF TRANSFER CREDENTIALS:**

- 6.1** A student who wishes to leave LPU shall file an application for transfer credential with the Registrar's Office. Before the transfer credentials are

issued, the student must fully settle all his/her indebtedness or property accountability and secure the necessary clearances from offices and departments concerned.

- 6.2 A student excluded for academic deficiency or any other reason under this Handbook shall be entitled to the issuance of transfer credential, courses to the settlement of his indebtedness or property accountability with LPU.

## **Section 7. STUDENT INTERNSHIP**

Student internships are handled by the Palaestra Consortio Office. For inquiries regarding the policies, please refer to the internship manual/journal.

## **Section 8. EXAMINATION AND GRADING SYSTEM**

### **8.1 Examinations**

Every student regardless of class performance is required to take the major examinations i.e. the preliminary test, mid-term and final examination as scheduled.

Every student is required to present a permit before taking any of the major examinations.

**If for some reason, a student fails to take the major examination as scheduled, he or she should apply for a completion exam in accordance with the scheduled referred in the Mandatory Schedule of Completion Examinations announced by the Registrar's Office.** Failure to do so for any reason shall merit a zero score for the examination missed. **Teachers however, are allowed to give consideration to the students.**

### **8.2 Mandatory Schedule of Completion Examinations**

Application to take completion examination shall be given only for the following reasons:

- Demise of any immediate family member
- Sickness
- Late payment of tuition or other school fees
- Other valid reasons constituting an emergency which is beyond the student's control. The Dean shall determine if the reason presented by the student is valid

Depending on the reason, the following must be presented to the Dean before the approval to take completion examinations:

- Medical Certificate/Death Certificate of immediate family member or Official Receipt as evidence of late payment of tuition fee
- Examination Permit/Official Receipt

- Letter from the parent/guardian indicating the reason why the student was unable to take the examination

**8.2.1 Preliminary Examination** – shall be completed not later than ten (10) days after the last day of preliminary examinations

**8.2.2 Midterm Examination** – shall be completed not later than ten (10) days after the last day of midterm examinations

The schedule and conduct of the completion examination for missed preliminary/ midterm examinations shall be arranged by the faculty concerned within the grace period. If the faculty member is no longer connected to LPU, the Dean or hi/her authorized representative can arrange the conduct of the completion examination.

A missed prelim or midterm examination shall incur a grade of 50%. After the completion examination for prelim or midterm examination, the grade of 50% shall be replaced with the new examination grade in the class record of the faculty member.

**8.2.3 Final Examination** – shall be completed not later than one (1) term during which the student was not able to take the final examinations. In case the Course is pre-requisite to another Course in which case, the special examination should be taken and passed before the enrollment of the succeeding courses. For serious medical reasons or prolonged illnesses, the student shall be allowed to complete the missed final examination within one (1) academic year from the close of the term during which the student missed the final examination.

For a missed final examination, the student shall incur a grade of NFE (No Final Examination) for the missed final exam. Final grade shall also be NFE (No Final Examination). After the completion examination for the final examination, the final grade of NFE (No Final Examination) shall be replaced with the new final grade in the record of the student in the school system. An NFE (No Final Examination) final exam grade shall be converted to 5.00 after the lapse of the completion period.

### **Completion Examination Procedures**

1. Get and fill out the Completion Examination Application Form from the Registrar's Office.
2. Seek permission of the teacher concerned and the recommendation of the College Dean of the faculty.
3. Seek Registrar's approval.
4. Have your account verified at the Treasury Office then pay for the Completion Examination Fee.

5. Take the completion exam on schedule set by the teacher.
6. Teacher will fill out the Completion Examination Form and will be forwarded to the Dean for approval
7. The College will provide the students' copy of the completion form to the student.
8. The College will forward the Approved Completion Examination Form to the Registrar Office
9. The Registrar / Data In-Charge will encode the grade to the ERP.
10. After a week, the student may check / verify his / her grade on the portal / at the Dean's Office / Registrar's Office.

### **Section 9. DEAN'S LIST**

Outstanding Scholastic Achievement shall be recognized at the end of each term through the publication of the Dean's List. To qualify, a student must:

- carry no less than the regular curriculum load for his or her course;
- have a general weighted average of at least 1.75;
- have a grade of 2.25 or higher in all academic courses;
- have the passing mark in PE and NSTP;
- not have been subjected to any disciplinary action during the semester.

### **Section 10. GRADUATION REQUIREMENTS**

**10.1** Only students who have satisfactorily completed the requirements of a particular program shall be eligible for graduation and allowed to join the Commencement Exercises.

**10.2** All candidates for graduation are required to settle their deficiencies (academics and credentials) within the given period of the Registrar's Office

**10.3** All candidates for graduation are required to attend the graduation orientation and other graduation activities arranged by the Registrar's Office.

### **Section 11. HONORS AND AWARDS**

Only students who have complied with the following requirements shall be **eligible to graduate** with honors.

#### **11.1 Subject Load**

An academic load of at least eighteen (18) units each regular term or as indicated in the curriculum.

**SUMMA CUM LAUDE** – A candidate for graduation who has a GWA of at least 1.25 with only one (1) grade of 1.75 and a passing grade in NSTP may qualify for Summa Cum Laude. Must have at least four (4)-year residence for a four-year degree program and five-year residence for a five-year degree program.

**MAGNA CUM LAUDE** – A candidate for graduation who has a GWA of 1.50 with only one (1) grade of 2.00 and a passing grade in NSTP may qualify for Magna Cum Laude. Must have at least four (4)-year residence for a four-year degree program and five-year residence for a five-year degree program.

**CUM LAUDE** – A candidate for graduation who has a GWA of at least 1.75 with only one (1) grade of 2.25 and a passing grade in NSTP may qualify for Cum Laude. Must have at least three (3)-year residence for a four-year degree program and four (4)-year residence for a five-year degree program.

**HONORABLE MENTION** - – A candidate for graduation who has a GWA of at least 1.75 with no failing grade in any subject may qualify for Cum Laude. Must have at least two (2)-year residence for a four-year degree program and three (3)-year residence for a five-year degree program.

**Honors candidates must also comply with the following requirements;**

- Meet the minimum residency requirement of the Institution.
- Must not have committed any infraction ranging from Serious to Very Serious offence as defined in the Student Handbook during his/her entire stay in the institution.

## **Section 12. NON-ACADEMIC AWARDS**

A Student Recognition that aims to honor and award the graduating students, student organizations and college councils of each academic year who showed exemplary effort to excel not just in academics but also in extra-curricular. This awarding ceremony is organized by the Office of the Student Affairs and Services.

**Awards given during Award of Excellence are the following:**

1. Male and Female Artist of the Year
2. Male and Female Singer of the Year
3. Male and Female Dancer of the Year
4. Male and Female Athlete of the Year
5. Top 2 Performing Student in Community Extension
6. Sotero H. Laurel Community Involvement Award
7. LYCEUM SUPREME STUDENT COUNCIL LEADERSHIP AWARDS
8. President of the Year
9. TOP 3 PERFORMING STUDENTS IN EXTRA CURRICULAR ACTIVITIES
10. TOP 5 OUTSTANDING STUDENT ORGANIZATIONS
11. TOP 5 OUTSTANDING COLLEGE STUDENT COUNCIL
12. TOP 10 OUTSTANDING STUDENTS

**ARTICLE VII**  
**SCHOLARSHIP**  
**AND GRANTS**



## **Policies and Guidelines**

### **AY 2018-2019**

#### **A. General Provisions**

1. The LPU-L scholarship and financial aid program is administered by the Scholarship Committee whose chairman and members are appointed by the President.
2. The Scholarship Committee is composed of the following: EVP/VPAA, VPOER, OIC for Scholarship, Deans, School Registrar, Accounting, Treasury, Director of Business Development Center.
3. Scholarship is NOT automatic. Students will have to apply every semester. Application for scholarship is duly verified through careful examination of pertinent documents.
4. Scholarships are granted on the basis of academic performance and per semester basis (excluding summer). Renewal of grants depends on the continuation of scholastic achievements, financial need and good conduct, and is course to the conditions governing each type of grant. Any violation against the provision of this Handbook shall automatically disqualify any grantee from the scholarship.

#### **5. Requirements for Applying Scholarship/Discount:**

##### **Academic Scholarship**

- Photocopy of Updated Gradeslip

##### **Siblings Discount**

- Brother/Sister must be enrolled first at same semester.
- If coming from the other LPU schools, provide a photocopy of registration form and Birth Certificate.

##### **Athletic Scholarship**

- Updated list of students coming from the Sports Director
- Photocopy of Updated Gradeslip

##### **Alumni Discount**

- For the first time application, photocopy of Diploma and Birth Certificate of the alumni.

##### **Yazaki-Torres Dependent/Other (Part Company Discount)**

- One list of Certificate of Employment

##### **Student Assistant Discount**

- Update Student Assistant Contract

##### **Cultural Scholarship**

- Updated list of students coming from the Cultural Director.
- Photocopy of Updated Gradeslip.

## B. Types of Scholarship

### 1. President's Scholarship

(a) **Jose P. Laurel (JPL) Scholarship**- one (1) slot for the following programs: BS Electronics Engineering, BS Civil Engineering, BS Electrical Engineering, and BS Psychology.

(b) **Sotero H. Laurel (SHL) Scholarship**- one (1) slot for the following programs: BS Accountancy, BS Radiologic Technology, BS Medical Technology, BS Nursing and BS Pharmacy

#### **Qualifications:**

- Must have passed the LPU-L / LSC admission requirements;
- Must belong to the top ten (10) of the graduating class of 100 and below or the top ten percent (10%) of the graduating class of 101 and above students;
- Must pass the qualifying examination, scholarship exam and interview;
- Must be enrolling in college for the first time;
- Must be a Filipino citizen; and
- Must carry the regular full load during the semester, as reflected in the curriculum of his/her chosen program.

#### **Privileges:**

- Free tuition fee, miscellaneous fees and other fees (EXCEPT PRISAA FEE, Community Extension Fee, Student Activity Fee, Insurance and Student Council Fee) for the semester.
- Monthly stipend (2,000.00) during the semester
- Block allowance (900.00) per semester
- Clothing allowance (1,500.00) per semester

#### **Conditional for Renewal**

The JPL and SHL scholarships are renewable every semester subject to the following terms and conditions:

- The guarantee shall maintain a general weighted of 1.75 with no grade lower than 2.00 in all courses.
- The grantee shall take the program in the area identified and approved by the Scholarship Committee;
- The guarantee shall carry the full load as prescribe in the curriculum of his program;
- Once disqualified, the grantee cannot be reinstated to the same scholarship scheme;
- The grantee cannot enjoy more than once LPU scholarship at one time.
- The grantee should pursue his/her program continuously;

- The grantee should not commit a serious misconduct of infraction of rules and regulations as define in the Student Handbook.

**(c) Regina P. Laurel Scholarship**

- One (1) slot for Accountancy

Established in memory of Regina P. Laurel, former Comptroller of the Lyceum of the Lyceum of the Philippines, one scholarship shall be granted to one who meets the following:

**Qualifications:**

- The applicant must be a freshman with a final grade in high school Math, Physics and Chemistry (Engineering), Math and Science (Psychology), Math, Science and English (Medtech) not lower than 85%;
- Must belong to the top ten (10) of the graduating class of 100 and below or the top ten percent (10%) of the graduating class of 101 and above students;
- Must pass the qualifying examination, scholarship exam and interview;
- Must be enrolling in college for the first time;
- Must be a Filipino citizen;
- All areas in the exam must be 5 (Stanine) and
- Must carry the regular full load during the semester, as reflected in the curriculum of his/her chosen program.

**Condition for Renewal:**

- The applicant must have earned a grade not lower than 2.00 in any Accounting courses in the previous semester, and
- Should have obtained a weighted average of at least 2.00 with no failure in other courses in the previous semester.

Privileges:

Free tuition fee, miscellaneous and other fee (EXCEPT PRISAA Fee, Community Extension Fee, Student Activity Fee, Insurance and Student Council Fee) for the semester.

**2. Entrance Scholarship**

**(a) Honor Graduates**

The scholarship is granted to high school graduates who are valedictorian, salutatorian and first honorable mention and must be enrolling in college for the first time.

**Privileges:**

One hundred percent (100%) discount in total fees (EXCEPT PRISAA NCRAA Fee, Community Extension Fee, Student Activity Fee, Insurance

and Student Council Fee) during their first semester provided they carry The Semester's full load and do not drop any courses within the semester.

- Students who ranked first, second and third among the total graduating students

	<b>Slots given</b>	<b>Available slots</b>
	<b>2015-2016</b>	<b>2018-2019</b>
<b>Available slots</b>		
With highest rank (1)	2	40
With 2 <sup>nd</sup> highest (2)	38	40
With 3 <sup>rd</sup> highest (3)	<u>60</u>	<u>40</u>
	<b>100</b>	<b>120</b>

### 3. High Weighted / General Average from High School

This scholarship is granted to high school graduates who are enrolling in college for the first time with the following conditions:

- (a) those with general / weighted average of 91% and above will be entitled to 50% tuition fee, miscellaneous fees for one semester
- (b) those with general / weighted average of 88%- 90% will be entitled to 25% tuition fees, miscellaneous fees for the one semester.

Those above entrance scholarships are renewable in the subsequent semester subject to the terms and conditions governing the school's academic scholarship.

### 4. Academic Scholarship

(a) **FULL SCHOLARSHIP:** The applicant must obtain a general weighted average of 1.50 in all courses in the previous semester with no final grade lower than 1.75. He must carry the full load during the semester and must have a grade not lower than 2.00 in P.E.

(b) **EXPANDED PARTIAL SCHOLARSHIP:** If the applicant does not meet the above grade requirements, the following partial scholarship may apply:

<b>Tuition Fee</b>	<b>Gen. Weighted</b>	<b>Lower Grade</b>
<b>Discount</b>	<b>Average</b>	<b>Average</b>
75%	1.60	2.0
50%	1.75	2.25

### (c) Academic Scholarship Policy

Scholars have to apply and attach the required documents (as suggested by Scholarship Committee).

- Upon enrolment for the first semester, all academic scholars fill out the scholarship application form at the Registrar's Office.
- The Registrar's Office will evaluate ONLY the grades of those who filed their application
- Discount privileges will be on TUITION FEES only and not total fees.
- This Policy is applicable to all students who carry a full load equivalent to the regular load stated in the curriculum year of the program they are enrolled in. the transferees are not entitled to this grant except they became regular.

## 5. Cultural Scholarships

The scholarship is granted to incumbent LPL/LSC students who have exemplary talents in singing, dancing, and acting.

### (a) Lyceum Concert Singers

#### **Privileges:**

Twenty five percent (25%) tuition discount for one semester shall be granted to at most twenty (20) student who shall be recommended by the Director, Business Development Center approved by the Scholarship Technical Committee as members of Lyceum Concert Singers.

#### **Conditional for Renewal:**

- Applicants, in order to qualify, must have no failing grades
- Must have carried a minimum of 18-unit load during the preceding semester.
- One (1) year residency period,
- Attendance
- Rehearsal
- Active participation in school activities
- No violation in student code of the provisions stated in the Student Code
- The grant is renewable each semester subject to the recommendation of the Director, Business Development Center and the Scholarship Technical Committee.

### (b) LPU Theater Ensemble

#### **Privileges:**

Twenty five percent (25%) tuition discount for one semester shall be granted to at most twenty (20) student who shall be recommended by the Director, Business Development Center approved by the Scholarship Technical Committee as members of Lyceum Theatre Ensemble (LTE)

**Condition for Renewal:**

- Applicants, in order to qualify, must have no failing grades
- Must have carried a minimum of 18-unit load during the preceding semester.
- One (1) year residency period,
- Attendance
- Rehearsal
- Active participation in school activities
- No violation in student code of the provisions stated in the Student Code
- The grant is renewable each semester subject to the recommendation of the Choir Director and the Scholarship Technical Committee.

**(c) LPU Pirates Dance Troupe**

**Privileges:**

Twenty five percent (25%) tuition discount for one semester shall be granted to at most twenty (20) student who shall be recommended by the Director, Business Development Center as member of Lyceum Pirates Dance Troupe

**Condition for Renewal:**

- Applicants, in order to qualify, must have no failing grades
- Must have carried a minimum of 18-unit load during the preceding semester.
- One (1) year residency period,
- Attendance
- Rehearsal
- Active participation in school activities
- No violation in student code of the provisions stated in the Student Code
- The grant is renewable each semester subject to the recommendation of the Choir Director and the Scholarship Technical Committee.

**6. Athletic Scholarship**

**Privileges:**

A full Scholarship and tuition fee discount for one semester is given to those who will be selected by the Coach and Sports Development Director as members of the varsity team of the school.

**Condition for Renewal:**

- To qualify one must have no failing grades in the previous semester and must carry at least 15 units of the course load.
- 60% required number of units to be passed
- The grant is renewable each semester subject to the recommendation of the Sports Development Director and the Scholarship Technical Committee.

**7. Student Assistant**

The Human Resource Management Development Office selects applicants on the basis of academics performance, results of school ability work values tests, interview and class schedule. Monthly allowance is based on the number of hours rendered.

**Privileges and Condition:**

A Student can avail of a 50 percent discount on tuition fee if he or she received no failing grade during the previous semester on minimum load 18 units and can render 20-24 work hours per week. The grantee must have passed a forty (40) – hour training program.

**8. Partner Company Discount**

A student may qualify if his/her parent is working in our partner company. He may enjoy 10% discount on tuition fee only.

**ARTICLE VIII**  
**NON-ACADEMIC**  
**DIRECTIVES**



## **Section 1. ADMINISTRATIVE DUE PROCESS**

### **All students are entitled to administrative due process.**

**1.1** Disciplinary investigations shall be commenced through the submission of a written complaint or incident report by any student, parent, victim, witness, any faculty member, any officer of LPU-L, or any concerned individual to the Discipline Officer. The President or the Discipline Officer, *motu proprio* or on their own initiative, can likewise commence disciplinary investigations on reported violations.

**A. Section 102 (under Student Discipline) of Manual of Regulations for Private Higher Education (MORPHE)**, provides that; every higher education institution shall maintain discipline inside its campus as well as within the immediate surroundings of the school premises. An institution shall also exercise disciplinary authority over students outside its campus and beyond school hours, term or year on the instances as follows:

1. Where school policies or regulations are violated; and
2. Where the misconduct involves or affects a student's status, or the good name or reputation of the school.

**B.** To appraise students of the rules/codes on student discipline, and proper decorum and behavior in their association with fellow students, teachers, employees and administrative officers; and also to ensure that due process as provided under **Section 105 of the Manual for Private Higher Education** has been observed in every administrative proceeding:

1. The student must be informed in writing of the nature and cause of any accusation against him, and is required to answer the accusation in writing. If the student is a minor, the parent or the guardian shall be furnished with a copy of show cause letter;
2. If the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence;
3. In all stages of the proceedings, the student shall have the right to assistance of a counsel of his own choice;
4. The student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on his behalf;
5. The fact-finding committee must consider the pieces of evidence presented, and receive the proceedings;

6. The student shall be informed in writing of the decision promulgated in his case; and
7. If the student is found culpable for the offense charged, the punishment shall be commensurate with the nature and gravity of the offense.

**1.2** The disciplinary investigation shall be conducted in a summary manner and shall not be subject to the technical rules of evidence that are prevailing in courts of law.

**1.3** The disciplinary investigation of cases that are punishable by suspension, expulsion or exclusion shall be conducted based on the following procedure:

- A. The Disciplinary Officer shall inform in writing the student concerned of the nature and cause of the accusation against him/her.
- B. The student shall have the right to be informed of any evidence against him/her and as well as to adduce evidence in his/her own behalf.
- C. The student shall have Five (5) days from the receipt of the foregoing written notice to submit a written explanation. In which case, the student may be assisted by his/her counsel of choice, if desired.
- D. Within Five (5) days from receiving the written explanation of the student, or from the expiration of the Five (5) period to submit the written explanation with the student not having submitted his/her written explanation, the Disciplinary Officer shall endorse the case for evaluation and decision of the Board of Discipline.

**1.4** The Board of Discipline shall conduct a conference with the student and his/her parents to allow the student to provide further explanation or evidence. The student maybe assisted by his/her own counsel during the said conference.

**1.5** The Board of Discipline shall have the authority to conduct interviews of witnesses, and examine documents and other evidence that are relevant to the case.

**1.6** The Board of Discipline shall evaluate and decide the case taking into consideration all evidence presented once the case is submitted for decision. A decision of the Board of Discipline shall be made adopted and approved through a vote of at least a majority of its members.

**1.7** After the case is submitted for decision, the Board of Discipline shall submit to the Office of the Executive Vice President a Final

Recommendation for comment and approval of EVP with a discussion on the relevant issues and evidence involved in the case.

**1.8** The Executive Vice President upon receipt of the final recommendation of the Board of Discipline shall render a written decision on the case, which shall be implemented by the Discipline Coordinator.

**1.9** The decision rendered by the Board of Discipline maybe appealed to the President of LPU-L within a period of Ten (10) days from receipt of the decision by the party who will appeal.

**1.10** In the event of such appeal, the President of LPU-L shall evaluate the case and render a final decision on the appeal. The Decision of the President on the said appeal shall be final and executory.

**1.11** For light offenses or those that are punishable by penalties other than probation, suspension, revocation of admission, ineligibility for graduation, withholding of diploma, non-readmission, exclusion or expulsion as the principal penalty, the Disciplinary Officer is authorized to conduct the disciplinary investigation following the requirements of administrative due process in Paragraphs 1.3.1 to 1.3.3 above. However, instead of referring the case to the Board of Discipline to evaluation and Decision, the Disciplinary Officer shall refer the case to the Executive Director of Office of Student Affairs and Services for evaluation and decision. The decision of the Executive Director of Office of Student Affairs and Services on the said case shall be final and executory.

## **Section 2. ADMINISTRATIVE PENALTIES**

**The violations committed by students or student organizations are sanctioned depending on the nature and gravity of offense. Any one or a combination of the following penalties maybe imposed upon the student or the student organization:**

### **2.1 Discretionary Classes/Seminars/Projects**

This sanction applies to students who have not reached the age of majority and includes writing reflection papers, researching specific topics which can help in the institution's processes, sharing their talents (e.g. intermission number/s for school activities, designing or making layouts of for specific department or office, making computer programs and the likes), attending seminar or classes organized by the institution, a specific department, student council and/or student organization/s.

### **2.2 In-House Community Service**

This penalty applies to students who have not yet reached the age of majority. The student shall render hour/s of community service in the assigned department identified by the Office of Student Affairs. The Office

of Student Affairs will not sign any clearance or request of Good Moral certificate if a student has pending community service based on updated monitoring of violations.

**\*Note:** The schedule of the duty/attendance will always be observed only during the students' vacant hours until they complete the corresponding time. However, note that the Ban Period (Sec. 11.4, pg. 50) shall be observed where-in "No extracurricular or co-curricular activities shall be held within the week before any scheduled major examination."

### **2.3 Written Warning and Reprimand**

This is a formal letter of censure issued to the student for minor offenses.

### **2.4 Disciplinary Probation**

This sanction will give a student or organization a specific time where they should observe ALL rules and regulations of the institution. Failure of which will automatically give them a potential suspension.

### **2.5 Fines**

This is the imposition of monetary fines to students or student organizations when they violate school policies or other provisions in the in the student handbook.

### **2.6 Loss of Privelege/s**

This is the denial of participation in designated privileges and extracurricular activities for a specified period of time. This also includes the suspension of registration for student organization/s.

In this manner, after the specified period, the organization/student shall secure a recommendation from the Student Development Coordinator citing among others the reason why the sanction should be lifted.

### **2.7 Suspension**

Suspension from the Institution withdraws the student from all his/her class/es, on-the-job training, tour/s and other institution related activities for a specific period of time. He/she should be banned from entering in the school premises and other extended campus, establishments and/or place of activities or tours. The student's transcript will indicate that the student was withdrawn by the institution.

During this time, the student should comply and respect the directives and decision of the institution. Failure of which will result to expulsion from the institution.

### **2.8 Ineligibility for Graduation**

For certain cases enumerated in Article VIII, Section7, a graduating student who committed an offense during his/her last semester in the institution may not graduate, participate in graduation ceremonies, or

receive a diploma until the matter has been processed and sanctions completed.

### **2.9 Revocation of Admission**

Admission to the institution or a degree awarded may be revoked for fraud, misrepresentation, or other violation of student handbook prior to matriculation or graduation.

### **2.10 Withholding Diploma**

The institution may withhold the diploma of students who have been charged with a violation of student handbook even though they have completed all academic requirements.

### **2.11 Exclusion/Expulsion from the Institution**

**Exclusion** is a penalty involving the removal of an undesirable student from the school rolls. The student is excluded during the same year or term he/she is found guilty of a serious breach of school rules.

**Expulsion** is the most severe disciplinary penalty on a student which will involve debarring offending student from all public or private schools in the Philippines. This penalty can only be imposed upon the approval of the DepEd Secretary, CHED Chair, or TESDA Director General as the case may be.

### **2.12 Restitution**

The institution may require restitution for damage, destruction, or theft of the institution or other property/ies of the academic community. These charges may not be in excess of the damage or loss incurred and may be imposed together with other sanctions listed here.

### **2.13 Other Sanctions**

The institution may impose any other sanction, depending upon the circumstances and the nature of the violation.

## **Section 3. ACADEMIC PENALTIES**

**For Academic Dishonesty** cases such as cheating (**Article VIII, Section 7.3.10**), plagiarism and fabrication (**Article VIII, Section 7.3.16**), there will be an additional academic sanction given in addition to the administrative sanction imposed.

**For minimum academic sanction**, any student who violated the **Article VIII, Section 7.3.10 and 7.3.16** shall be given a failing grade of “5.00” in the test, quiz or any other academic requirement/s where he or she committed the aforementioned violation.

**For maximum sanction**, a failing grade of “5.00” for his whole course will be given to students who failed to observe academic honesty.

#### **Section 4. BOARD OF DISCIPLINE**

**The Board of Discipline is composed of the following:**

**Chairman** - Executive Director for Student Affairs and Services

**Vice-Chairman** - VP for Administration

**Members:**

1. Concerned Dean or in his/her absence, the Program Chair;
2. Head of the Office of Student Affairs;
3. PQA Director;
4. One (1) Dean other than the concerned dean for academic considerations and arguments;
5. Student Discipline Coordinator

**\*Note: The Discipline Coordinator has no voting right in the process of final recommendation.**

#### **Section 5. AGGRAVATING CIRCUMSTANCES**

**These are acts or factors that increase the severity of a violation committed by the student against the policy of the institution. Below are the possible circumstances which may be classified as aggravating:**

- 5.1 When a student takes advantage of his/ her position (e.g. officer of an organization or student council) for the commission of the offense;
- 5.2 When the student committed the offense with contempt or insult to the academic community, including violation of gender equality, sex, rank, age or race;
- 5.3 When the student committed the offense with abuse of confidence or obvious ungratefulness;
- 5.4 When the offense was committed inside the premises of the Office of the Dean, Office of the Directors/Directress, Office of the Office-in-charge Manager, Supervisor, Adviser or Faculty Office, Office of the Executive Vice President, and/or Office of the President;
- 5.5 When the offense was committed in the presence of the authorities of the institution;
- 5.6 When the student was previously charged by the same violation or any other violation with equal or greater punishment;
- 5.7 When the offense was made by the student through unlawful entry in the school premises or when the student is under probation or suspension but nevertheless, committed the offense;
- 5.8 When the student committed an offense augmenting another offense which causes a wrongful act. (e.g. Drinking while in uniform and simultaneously using or smoking marijuana, the first offense will be

aggravated considering the commission of another wrongful act. It will not be a different violations but instead an augmented violation.)

#### **Section 6. MITIGATING CIRCUMSTANCES**

**These are acts or factors that decrease the severity of a violation committed by the student against the policy of the institution. Below are the possible circumstances which may be classified as mitigating:**

- 5.1** The student has no intention of doing the wrong act but was only forced to do the same due to fear, threat or intimidation;
- 5.2** There is a clear and founded provocation which caused the student to react. The act should be an immediate reaction and not premeditated;
- 5.3** When the student voluntarily submits himself to the Office of Student Affairs or other institution's authority;
- 5.4** When the respondent student admits before the Board of Discipline or the investigating person that he/she in fact committed the offense.

#### **Section 7. OFFENSES AND DISCIPLINARY SANCTIONS**

**It is the omission or commission of a violation against the policy of the school or of this Student Handbook. This institution classifies offenses based on its gravity.**

**A school official or personnel shall have the right to impose appropriate and reasonable disciplinary measures for minor offenses or infractions of good discipline committed in their presence, provided, that no cruel or physically harmful punishment shall be imposed upon any erring student. (Article XXI Section 104 of Manual of Regulations for Private Higher Education (MORPHE) issued by Commission on Higher Education (CHED))**

##### **7.1 LESS SERIOUS OFFENSE**

- These are offenses which are somehow light in nature but nevertheless, in need of proper disciplinary measures. They are punishable by shorter period of sanctions and light in gravity. - Less serious offenses include but are not limited to:

- 7.1.1** Intentional payment of tuition or other fees to persons other than the cashier/teller or those authorized to receive them.
- 7.1.2** Shouting/conducting boisterous conversation, forming disruptive noises that may disturb ongoing classes including, but is not limited to, using foul or vulgar language inside the School/Institution.
- 7.1.3** Loitering and running along corridors and staircases while classes are going on or contributing to any form of disorder within the classroom or university premises.

- 7.1.4** Wearing of incomplete, altered, improper uniform or inappropriate campus attire during other than the prescribed uniform by each department per program.
- 7.1.5** Sporting long hair/unprescribed haircut/punk and colored hair (except natural hair color), sporting /maintaining mustache, goatee and beard. Male student's hair must not be touching collar.
- 7.1.6** Wearing of multiple earrings (piercings) for both male and female. Dangling earrings are also not allowed.
- 7.1.7** Littering of paper or any form of waste inside the classrooms or other parts of the school premises.
- 7.1.8** Chewing of gum inside the school premises
- 7.1.9** Violation of "Clean-As-You-Go Policy"
- 7.1.10** Disruptive use of electronic gadgets including but not limited to cellular phone, digital camera, MP3, MP4, PSP or other similar devices that disturb/disrupt on-going classes, or the operation and services of the library and other offices of the School.
- 7.1.11** Room-to-room campaign for whatever purpose without prior approval of the OSA.
- 7.1.12** Attending classes without having duly enrolled therein or not completing registration by missing procedures during enrollment and transferring to a different class or section without accomplishing "change of section form".
- 7.1.13** Changing of uniform while inside the university to inappropriate campus attire.
- 7.1.14** Quarrelling within the school premises, classrooms and offices.
- 7.1.15** Entering school premises without prior approval and not using the prescribed school gates.
- 7.1.16** Unauthorized distribution of leaflets within the school premises, bills or other printed materials whose authorship is not clearly specified or related therein.
- 7.1.17** Unauthorized use of materials which include but are not limited to the following:
  - a)** Computer games which are not part of the assigned course work;
  - b)** Writing or transmitting of chain letters that malign or in any way affect the reputation of the



School or any member thereof;

- c) Propagating or transmitting of commercial advertisement or solicitations;
- d) Making or distributing political campaign material related to elections to be held outside the school;
- e) Sharing one's computer account with others or using another person's account.
- f) Unauthorized use or visit of irrelevant websites or social networking sites during class.

**7.1.18** Connecting any device to the school network without permission.

**7.1.19** Bringing out of books, theses, feasibility studies, magazines, newspapers and other materials outside the library, outside the proper place of storage or safekeeping thereof, or outside school premises without approval of librarian or other authorized officer of the school.

## **7.2 SERIOUS OFFENSES**

- These are offenses which carries significant effect/s in the student and the institution and punishable by more severe penalties.

- Serious offenses include but are not limited to:

**7.2.1** Use of school premises and/or facilities without prior approval, including but not limited to, classrooms, laboratories, offices, gymnasium, auditoriums, AVR, and the likes.

**7.2.2** Failure or refusal to wear student ID (regardless of the ID's state or condition; whether it be broken or damaged) upon entering and/or within Campus premises.

**7.2.3** Illegally crossing the National Highway or not using the provided pedestrian overpass and pedestrian lanes.

**7.2.4** Male student entering/using female comfort rooms or female student entering/using male comfort rooms.

**7.2.5** Unauthorized use of the name and logo of Lyceum of the Philippines University in any transaction within or outside the university whether electronically or in any form of communication including social networking sites and blogs.

**7.2.6** Lending and/or borrowing of registration forms, IDs, grades, report, clearance, certificate or other documents, or committing, allowing or abetting acts of impersonation, or

- representation for the purpose of entering the school premises, enrolling, securing permit or taking examinations.
- 7.2.7** Smoking and drinking liquor within the school premises and within 100 meters from any point of the school's perimeter.
  - 7.2.8** Gambling, maintaining or participating in any game of chance, with or without money involved, within the school premises.
  - 7.2.9** Possessing, Viewing, copying or transmitting obscene materials.
  - 7.2.10** Cheating in any form during an examination, test or written reports such as reaction paper, case analysis, experiment or assignment required, practical, pre-board or any form of examination. The act of cheating includes but is not limited to the following:
    - a)** Unauthorized possession of notes or any materials relative to the examination or test;
    - b)** Copying or allowing to copy from one's examination paper. In such, both parties are liable;
    - c)** Glancing or looking at another student's examination paper, or allowing another student to glance or look at his or her examination paper;
    - d)** Communicating with another student or any person in any form during examination or test without permission from the teacher or proctor. This includes leaking examination questions to another student;
    - e)** Having somebody else take an examination or test report in behalf of the other. If both parties are students of this school, then both shall be liable;
    - f)** Use of any electronic gadgets deemed not essential to the course work.
  - 7.2.11** Unauthorized use of LPU-L computers and/or peripheral system and network which disrupts network services and harms the school's computer equipment.
  - 7.2.12** Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the school premises.
  - 7.2.13** Borrowing or solicitation of money, donation or contribution in cash or any kind without prior approval of the duly authorized officers of the school.
  - 7.2.14** Act of vandalism including but not limited to defacing and/or writing in walls, bulletin boards, paintings, doors, desks, tables, chairs, stamping of stamps on the walls or tearing of

books, notices or circulars, or other acts which can cause major damage to the school premises.

- 7.2.15** Fraudulent act of switching on the fire alarm system.
- 7.2.16** Smoking or drinking liquor when in uniform in and off campus.
- 7.2.17** Plagiarism, fabrication, violation of copyright laws or using or copying thesis, feasibility studies, dissertations or software.
- 7.2.18** Intentional disruption of network services and harming the school's computer equipment.
- 7.2.19** Public Display of Affection (PDA) such as passionate kissing, petting, necking and the likes within the school premises which scandalize or tend to offend the sensibilities of the academic community.

### **7.3 VERY SERIOUS OFFENSES**

- These are offenses are those of such nature that result in in so much dismay in the academic community and/or tarnish the reputation of the institution. These offenses are punishable by capital sanctions which may lead to expulsion from the institution if proven guilty.
- Very serious offenses include but are not limited to:
  - 7.3.1** Discourtesy/disrespect towards administrators, faculty members, fellow students, security guards, service personnel, and any member of the school.
  - 7.3.2** Misrepresentation, or providing false testimony or misleading information in aid of violators/offenders or acts of gross dishonesty and gross misconduct.
  - 7.3.3** Unauthorized access to, alteration and/or duplication of LPU-L computer programs and files.
  - 7.3.4** Misappropriation of or failure to account for funds belonging to the school or any recognized organizations or failure to submit financial document within the prescribed period.
  - 7.3.5** Indecent exposure, gross immorality and other acts constituting scandalous and reprehensible action, sexual activities, display and distribution of pornographic materials and the likes.
  - 7.3.6** Uploading of photos or videos in any social networking sites involving a student, faculty member, administrative personnel, employees or other members of this School with the intent to slander and causes or tends to cause dishonor or ridicule to the person concerned and/or this University or

- giving any unfounded, baseless or malicious statements/comments therein.
- 7.3.7** Extortion or blackmail whether or not the purpose is accomplished.
  - 7.3.8** Entering School premises under the influence of liquor or being in a mode of drunkenness therein.
  - 7.3.9** Assaulting and/ or challenging persons in authority, faculty members, personnel or fellow students, or threatening to do any of the aforementioned acts.
  - 7.3.10** Preventing in any manner/ school officials, faculty members and personnel and/or fellow students from performing their duties or exercising their legitimate rights.
  - 7.3.11** Any deliberate act that disrupts or causes to disrupt the operation of LPU's computer system which serves other members of the academic community, including all networks to which the school computers are detected.
  - 7.3.12** Forging, falsifying, tampering of school records or School forms and securing or using forge school records, forms and documents.
  - 7.3.13** Instigating, inciting, provoking, leading or taking part in illegal and/or violent demonstrations or activities, or giving active support thereto in any form or manner whether financial, physical or material.
  - 7.3.14** Leading or otherwise taking part in any activity which disrupts school functions and adversely affects classroom instructions, whether such activity is or not accompanied by violence, including acts of rudeness.
  - 7.3.15** Going to movie house, arcades, nightspots, billiard halls, bars and the like while in uniform.
  - 7.3.16** Carrying explosives, firearms, knives, or other deadly weapons of whatever kind within the school premises and detonating explosives or firearms within the school and its immediate vicinity.
  - 7.3.17** Robbery, thievery and acts of malicious mischief involving school property or that of the members of the academic community including guests and callers.
  - 7.3.18** Resorting to invectives, personal insults, black propaganda or malicious imputations, oral or written, in order to discredit or ridicule school officials, personnel, faculty members, or fellow students.

- 7.3.19** Intentional destruction of window panes, fans, laboratory equipment, water fountains, air conditioners, clocks and other school properties.
- 7.3.20** Creation or transmission of computer viruses or any form of intentionally destructive program.
- 7.3.21** Physical abuse directed against persons in authority, faculty members, personnel or fellow students, or threatening to do any of said acts within and outside the School.
- 7.3.22** Acts of treachery and sabotage including but not limited to arson, tampering electric connections, switches, generators, elevators, motors, air conditioners and fire alarm system.
- 7.3.23** Use of LPU's computer system and networks to commit crimes to violate pertinent laws or rules, or to facilitate or commit spamming or hacking.
- 7.3.24** Use, possession, sale, distribution or trafficking of prohibited drugs, marijuana and other illegal substances.
- 7.3.25** Sexual harassment or mere threat to commit the same and other forms of harassment.
- 7.3.26** Any act or omission, whether or not made inside or outside school premises or whether or not made during or outside of official school activities, that damages or tends to damage the good name and reputation of LPU-L or which adversely affects the reputation of LPU-L.
- 7.3.27** Recruitment or membership in a fraternity or sorority or any student organization not recognized by LPU-L.
- 7.3.28** Hazing or subjecting a person to physical or mental injury for the purpose of admission and/or maintenance of membership in any organization, whether recognized or not. Members who are present and aware of the hazing at the time of its commission shall be held liable, regardless of whether they participate therein or not. Officers of such organization shall be equally liable of whether they were present during hazing or not.
- 7.3.29** Act of killing or shooting whether attempted, frustrated or consummated.
- 7.3.30** RA 10627 – Anti-Bullying Act – An Act Requiring All Elementary and Secondary Schools to Adopt Policies to Prevent and Address the Acts of Bullying in their Institutions (See “Annex N”).

#### **7.4 Sanctions for Less Serious Offenses**

<b>Minimum Sanction</b>	=	Written Warning and Reprimand (letter to parents)
<b>Maximum Sanction</b>	=	In-house Community Service
<b>Other Possible Sanctions</b>	=	Discretionary Educational Classes/Seminars/Projects/ Community Extension/

#### **7.5 Sanctions for Serious Offenses**

<b>Minimum Sanction</b>	=	In-house Community Service
<b>Maximum Sanction</b>	=	Disciplinary Probations
<b>Other Possible Sanctions</b>	=	Suspension/Fines/Loss of Privilege/s

#### **7.6 Sanctions for Very Serious Offenses**

<b>Minimum Sanction</b>	=	Disciplinary Probation
<b>Maximum Sanction</b>	=	Expulsion from the Institution
<b>Other possible sanctions</b>	=	Fine/Loss of Privilege/s/ Suspension/Ineligibility for Graduation/Revocation of Admission and/or Degree/ Withholding Degree/Restitution

### **Section 8. ERRING GRADUATING AND TRANSFERRING STUDENTS**

Graduating or transferring students, who have committed at least a Serious Offense (depending on the nature) or any other offenses which the Board of Discipline determined to be major and very serious, shall not be issued Certificate of Good Moral Character.

### **Section 9. ERRING FOREIGN STUDENT ENJOYING SPECIAL SCHOLARSHIP GRANT**

Erring foreign students enjoying special scholarship grants from their own governments or agencies thereof who have been meted suspension for fifteen (15) days, one (1) semester, or one (1) year may be excluded from LPU-L and/or repatriated. The said foreign students shall be likewise subject to the further rules, regulations or limitations which include but is not limited to maintaining certain academic standard and possession of good moral character as may be imposed by the grantor or benefactor for the purpose of continuing the grant.

### **Section 10. COMMISSION OF THREE OR MORE OFFENSES WITHIN A SEMESTER**

Any student committing three (3) or more offenses whether less serious, serious, or very serious, within a semester shall be given the maximum penalty of

suspension, exclusion or expulsion depending on the sound discretion of the Board of Discipline.

### **Section 11. MEDIATION PROGRAM**

As a response to one of our core values upheld by the institution which is "SERVICE ORIENTATION", the Student Discipline Office implements a program for mediation in settling the conflicts and problems of the students.

While we cannot guarantee specific results in the mediation process, the complainant/s and the respondent/s can have the opportunity to settle disputes before elevating the case to the Board of Discipline. This will not erase the committed or omitted violation but it can mitigate the sanction given to the erring student/s or organization. With this, serious and very serious offenses will be lessened and the students will actually give a perception to the office of being formative rather than punitive. Statements given by the parties involved in the mediation process are strictly confidential.

#### **11.1 CASES COVERED BY MEDIATION PROGRAM**

Cases subject for mediation are those involving disputes of students with other students and faculty/non faculty personnel or officers of LPU-L with corresponding sanctions of disciplinary probation, suspension, ineligibility for graduation, revocation of admission and/or degree, withholding degree, exclusion or expulsion from the institution. Cases in which the complainant or the offended party is the LPU-L itself shall not be subject to mediation.

#### **11.2 MEDIATION PROCESS**

- A)** There will be accredited mediators who will be identified by the Director of Student Affairs and Services. These mediators can be teachers or administrative personnel who have undergone mediation seminar and training. This accreditation shall be effective for one (1) school year.
- B)** The Director of Student Affairs and Services shall lead the mediation process. In his/her unavailability and absence, he shall appoint and assign an accredited mediator to lead the mediation process.
- C)** The Director of Student Affairs and Services or his/ her chosen mediator shall facilitate the process and attempt to arrive at an amicable settlement of the disputes of the parties accordingly with an open mind, partial and just for both sides.
- D)** After the mediation, whether the conflict is settled amicably or not, there should be a report of mediation signed by the facilitator (Director of OSAS or assigned mediator).

If the dispute is settled amicably, there should be a signed memorandum or letter of understanding by both parties which shall serve as proof that the mediation process was successfully done.

If mediation is unsuccessful or the parties disagree to mediate the case, the Discipline Officer shall take appropriate action in line with the regular process for resolving the case.

- E) The mediation process shall be informal and confidential.

## **Section 12. JURISDICTION OF THE SCHOOL OVER CASES OF STUDENTS**

Students or student organizations are subject to the disciplinary jurisdiction of LPU-L even for offenses that are committed outside the premises of LPU-L or outside of official school activities when the act of omission damages or tends to damage the good name and reputation of LPU-L, or which adversely affects the reputation of LPU-L, or when the offense is of such nature that the same can be committed through means or methods done outside of school premises or outside of official school time or school activities.

## **Section 13. VIOLATION OF OTHER POLICIES AND RULES AND REGULATIONS OF LPU-L**

The list of Less Serious, Serious and Very Serious Offenses stated above are illustrative only and is not all inclusive. The circumstances of each case are different and LPU-L reserves the right to impose appropriate corrective action for other forms of disruptive or inappropriate behavior. Violation of other policies, rules and regulations of LPU-L shall also be subject to disciplinary action.

## **Section 14. STUDENT GRIEVANCE**

Students of LPU-L are given the right to air their grievance against administrators, faculty, employees, security guards, or fellow students. The procedure for the redress and settlement of complaints and grievances in the University shall conform to the due process of law to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned parties should seek all remedies through counselling, arbitration and amicable settlement of conflicts.

**A student shall follow the specific procedures for formal complaints:**

### **14.1 Student's Complaints against Another Student**

- a) The complainant must file a written complaint against the student respondent. If the case happened within an academic-sponsored activity, it will be referred to the Dean concerned. But if the case



occurred beyond academic-sponsored activity, the Office of Student Affairs shall act on it in coordination with the Dean concerned.

- b) The Office of Student Affairs or the Academic Head has three (3) to five (5) working days to act on the complaint.
- c) If the student feels that he/she does not receive the necessary actions on his/her complaint or if the Dean or the OSA fail to settle the complaint, the case may be referred to the higher authority.

#### **14.2 Student's Complaints against an Administrator/Faculty/Employee**

- a) The student must submit a written complaint against the administrator/faculty/employee to the Dean/Department Head concerned. The concerned administrator shall study the merit of the complaint and must do the necessary action.
- b) If the student fails to get the necessary action, his/her complaint shall be referred to the Executive Vice President. The Executive Vice President is expected to act on it by investigating the matter from both parties, that of the administrator/faculty/employee and that of the student.
- c) Offenses stipulated in the Faculty and Employee Handbook

#### **14.3 A Class Complaint against an Administrator/Faculty/Employee**

- a) If the class complains against an administrator/faculty/ employee, the class shall try first to present the complaint to the administrator/faculty/employee concerned. The said written complaint shall be signed by 50% plus one of the students. The Dean/Department Head shall be furnished a copy. If the complaint is settled, a written report shall be submitted by the administrator/faculty/ employee to the Dean/Department Head concerned.
- b) If the initial step fails to receive the necessary action, the written complaint shall be forwarded to the Dean/ Department Head. The class shall elect a committee of three representatives to see the Dean/Department Head. The Dean/Department Head has three working days to investigate and settle the complaint.
- c) If the class member feel that necessary actions on their complaint have not been taken within the prescribed period or if the Dean/Department Head fails to settle the complaint, the case shall be referred to the Executive Vice President.

- 14.4 The complaints of non-students**, namely, LPU-L administrators, faculty, employees, parents, and security guards, against LPU-L students shall also be entertained by the OSA and shall also be covered by its standard operating procedures.

## **Section 15. GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS**

HEIs are mandated by the government through Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this CHED MEMO NO.18 SO 2018 "IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION"

Now, therefore, premises considered, these rules and regulations to be made an integral part of the Institution's Student handbook, are hereby promulgated, as follows:

- 1. Notice and Waivers.** An undertaking form is distributed to all students as part of the enrollment process beginning AY 2020-2021. The Undertaking Form must be signed both by the student and guardian. One of the provisions in the form stipulates that the student, in conformity with the parent/guardian, recognizes that for the duration of his/her entire stay in the institution he or she shall voluntarily subject him/herself to random drug testing. The Registrar's Office will be responsible in ascertaining that all LPU students duly accomplished and signed the form during the enrollment.
- 2. Random Drug Testing Procedure**
  - a. For the upper class men, random drug testing will be applied in compliance with the Comprehensive Dangerous Drugs Act of 2002, (RA 9165) under Article 3, section 36 (c), requires students of secondary and tertiary schools to undergo random drug testing. Starting AY 2020-2021, all students will undergo drug testing scheduled anytime within the current academic year. On the date of the drug test, Three (3) percent of the total number of enrolled student per college will be called by OSA through call slips given to the faculty concerned of the sample students.
  - b. The testing will be conducted at the accredited testing site of the institution where he or she will be required to produce his or her urine sample to be tested for drug use. The student will be assisted by a school administrator going to the testing site until the student returns to the school.

- c. In order for the test to be considered a positive drug test, both the initial and confirmatory tests should be positive. If ever a student challenges the drug test result, he or she may submit a written petition to OSA. Failure to submit the petition within a period of ten (10) days from the date of notice of the initial positive drug test result shall be deemed waiver of the right to challenge said drug test and the same shall be considered as having been confirmed as final positive test.
- 3. Drug Testing Center and Site.** The drug screening of students will be conducted by and at a DOH accredited Testing Center to ensure the integrity and confidentiality of the test results.
- 4. Confidentiality.** In the conduct of the drug testing, all parties are required to observe confidentiality. The Institution guarantees full compliance with the Data Privacy Act of 2012 and ensures that all records will be strictly confidential and confirmed positive results shall not be a basis for disciplinary action.
- 5. Post-test Consequences of Positive Drug Test.** Any student found to be positive for a drug test shall undergo intervention/counselling under the Guidance and Testing Office.
- 6. Expenses.** The Office of Student Affairs (OSA) shall designate the drug testing laboratory that shall be utilized for the purposes of the program. Payment of testing fee shall be initially borne by the University.
- 7. Definition of Terms.** For purposes of this guideline, the definition of terms used in the Dangerous Drugs Board Regulations No. 6 series of 2003 and No.3 series of 2009, as implemented by CHED Memorandum Orders (CMOs) No. 19 series of 2003 and No. 25 series of 2009, shall be adopted.

**Section 16. INSTITUTION’S ATTIRE GUIDE AND USE OF STUDENT ID**

**As a member of the Institute community, all the students, academic staff and administrative staff are expected to project the Institute’s culture through their overall image and bearing. Each one is free to express personal style or individuality as long as he or she remains consistent with the Institute, which subscribes to the standards of elegance, urbanity, and decency.**

**(1) Uniform**

All college student are required to wear their prescribed uniform from Monday to Friday except for Wednesday (wash day) in which students need to wear their department shirts.

**Exemptions from Wearing the Uniform**

- A. Working Students and Graduating Students undergoing on-the-job training or practicum** may be exempted from wearing their school

uniform, provided they present the following documents to the Office of Student Affairs:

**Working Student Requirements**

- Certificate of employment stating, among others, his specific working hours;
- Valid identification card issued by the employer;
- Written Request endorsed by the Dean; and
- Photocopy of official registration form.

**Graduating students undergoing on-the-job-training or practicum Requirements**

- Valid identification card issued by the company;
- Written Request endorsed by the Dean;
- Photocopy of official registration form; and
- Acceptance form duly signed by the company concerned and verified by the practicum supervisor or adviser.

**B. Pregnant students** may be exempted from wearing the school uniform after they secure a permit from Office of Student Affairs (OSA). Such permit will be granted provided by the following documents are submitted:

- Photocopy of official registration form;
- Written request endorsed by the Dean;
- Marriage contract or if unmarried, letter from parents/guardian; and
- Medical certificate from OB-Gyne or Health services validation attesting to the student’s pregnancy.

Students are not allowed to wear the school uniform in public places like drinking areas, beer houses, KTV bars, motels, movie houses, billiard halls, and the like.

**(2) Civilian Attire**

On occasions when students are allowed to wear civilian attire, it is expected that they conform to the standards of propriety and decency.

Students who intends to enter the school premises for valid reason during no class days must secure a “No Class Slip” form secured from the Office of Student Affairs (OSA).

The following are examples of the **restricted clothes** inside the Institution.

- Statement shirts with offensive words
- Limits on the skirt length, it must be at least knee level.
- Wearing of shorts inside the campus (both male and female)
- Prohibited tops include, but are not limited to crop tops showing the midsection while standing or walking, clothing with high slits, tube tops, halter tops, backless, spaghetti straps, racer back, tank tops, and

sleeveless without bolero/blazer/cardigan/jacket, cleavage-baring tops, see-through tops where the undergarment can be seen, or tops and outfits that provide minimum coverage

- Jeans, pants, and trousers are not to have rips or tears that expose undergarments and/or are located mid-thigh or higher.
- Multiple piercing is strictly prohibited for male and female
- Slippers are not permitted

### (3) Hair Style/Color

Students' hair style should be clean, combed, and neatly trimmed or fixed. Unconventional hair colors are not permitted. Male students are not allowed to sport long hair. Hair should not touch the collar or neckline of the uniform for male students.

List of acceptable and prescribed hair colors. Shades of #01 Jet Black, #01B Natural Black, #02 Dark Brown, #4Chocolate Brown, and #6 Medium Brown should only be accepted while the others are not prescribed.



### (4) Student Uniform Policies per Program/Department

The following are the collected policies from every college departments regarding the proper wearing of uniform inside the school campus. As was stated in the following policies and the rules discussed on this student handbook, wearing the prescribed dress ethics will be strictly implemented. Thus, the students should always abide and observe the rules and regulations in this student handbook and the policies of their department regarding the proper wearing of the school uniform. Failure to do so will subject the student

to proper disciplinary actions from the OSA, or the department, or upon the judgment of The Board of Discipline.

**COLLEGE OF ARTS AND SCIENCES**  
**BS Psychology**

**First year and second year:**

**Female:**

<b>Hair:</b>	Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must be free of highlights.
<b>Make-up:</b>	Very light make-up (eye shadow, blush on, lipstick)
<b>Nail Polish:</b>	Natural or light colored nail polish.
<b>Top:</b>	Coat with tie
<b>Skirt:</b>	Knee-length or at least an inch above the knee
<b>Stockings:</b>	Skin-tone
<b>Shoes:</b>	Black leather shoes with at least an inch heel. No decoration with colored stitching, brass eyelets or any patterned etching.

**Male:**

<b>Hair:</b>	Hair must be maintained in a healthy manner that is well kept, tidy and appropriate to the wearing of school uniform. It must not touch the collar and must be free of highlights.
<b>Top:</b>	Coat with tie
<b>Socks</b>	Black Socks
<b>Shoes:</b>	Black leather shoes. No decoration with colored stitching, brass eyelets or any pattern etching.

**Additional Guidelines:**

- ID should be worn at all times.
- PE uniform should be worn during PE classes only
- Students should wear the school uniform every day except Wednesday and Saturday (wash day).

**Third year to fourth year:**

**Female**

<b>Hair:</b>	Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must be free of highlights.
<b>Make-up:</b>	Very light make-up (eye shadow, blush on, lipstick)
<b>Nail Polish:</b>	Natural or light colored nail polish.
<b>Top:</b>	White clinical blouse with LPU logo

**Skirt:** White clinical pants  
**Socks:** White socks  
**Shoes:** White clinical shoes; no decoration with colored stitching, brass eyelets or any patterned etching.

**Male:**

**Hair:** Hair must be maintained in a healthy manner that is wellkept, tidy and appropriate to the wearing of school uniform. It must not touch the collar and must be free of highlights.  
**Top:** White clinical polo with LPU logo  
**Skirt:** White clinical pants  
**Socks:** White socks  
**Shoes:** White clinical shoes; no decoration with colored stitching, brass eyelets or any patterned etching.

**Additional Guidelines:**

- ID should be worn at all times.
- PE uniform should be worn during PE classes only
- No wash day, school uniform should be worn at all times.

**AB Communication and Multi-Media Arts**

**Female:**

**Hair:** Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must be free of highlights.  
**Make-up:** Very light make-up (eye shadow, blush on, lipstick)  
**Nail Polish:** Natural or light colored nail polish.  
**Top:** White three-fourths sleeves with gray vest and maroon tie, student's program sewn at the back of the vest.  
**Slacks:** Gray  
**Shoes:** Black leather shoes with at least an inch heel. No decoration with colored stitching, brass eyelets or any patterned etching.

**Male:**

**Hair:** Hair must be maintained in a healthy manner that is wellkept, tidy and appropriate to the wearing of school uniform. It must not touch the collar and must be free of highlights. LONG HAIR is prohibited.  
**Top:** White three-fourths sleeves with gray vest and maroon tie, student's program sewn at the back of the vest.

**Socks:** Black Socks

**Shoes:** Black leather shoes. No decoration with colored stitching, brass eyelets or any pattern etching.

**Additional Guidelines:**

- ID should be worn at all times.
- PE uniform should be worn during PE classes only
- Students should wear the school uniform every day except Wednesday and Saturday (wash day). AB Communication students shall wear corporate attire in Organizational Communication class (1 day of the class schedule).

**BS Biology**

**Female:**

**Hair:** Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must be free of highlights.

**Make-up:** Very light make-up (eye shadow, blush on, lipstick)

**Nail Polish:** Natural or light colored nail polish.

**Top:** White clinical blouse with LPU logo

**Skirt:** Black pants

**Shoes:** Black leather shoes; no decoration with colored stitching, brass eyelets or any pattern etching.

**Male:**

**Hair:** Hair must be maintained in a healthy manner that is wellkept, tidy and appropriate to the wearing of school uniform. It must not touch the collar and must be free of highlights.

**Top:** White clinical polo with LPU logo

**Skirt:** Black pants

**Socks:** Black socks

**Shoes:** Black leather shoes; no decoration with colored stitching, brass eyelets or any pattern etching.

**Additional Guidelines:**

- ID should be worn at all times.
- PE uniform should be worn during PE classes only
- Students should wear the school uniform every day except Wednesday and Saturday (wash day).



## COLLEGE OF BUSINESS AND ACCOUNTANCY

A CBA student must come to school in complete uniform during Mondays, Tuesdays, Thursdays, and Fridays.

### 1. The following constitutes a complete uniform: MALE:

- Prescribed long sleeve polo shirt, tucked-in
  - Prescribed necktie
  - Prescribed business jacket
  - Prescribed pants
  - Black shoes
  - Valid School ID
- ### FEMALE:
- Prescribed blouse, tucked in
  - Prescribed skirt, knee length hemline
  - Prescribed blazer
  - Closed black shoes with heels of not more than two inches
  - Valid school ID

### 2. CBA students are required to observe the following haircuts:

- A. MALE: Barbers cut with no bangs, and hair does not cover the ears and nape. Natural color only.
- B. FEMALE: No limit as to hair length. Natural color only.

### 3. Others

- A. Earrings
  - For Men:** No earrings, nose rings, lip rings, chin rings, and other face rings
  - For Women:** One set of earrings but not more than 10mm in diameter.
- B. Body marks and tattoos are prohibited.
- C. Excessive make up is prohibited.

## COLLEGE OF ENGINEERING AND COMPUTER STUDIES

### Female:

- Hair:** Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must be free of highlights.
- Make-up:** Very light make-up (eye shadow, blush on, lipstick)
- Nail Polish:** Natural or light colored nail polish.
- Top:** White blouse with LPU-L logo
- Skirt:** Knee-length or at least an inch above the knee
- Slacks:** Black
- Shoes:** Leather black shoes. No decoration

**Male:**

<b>Hair:</b>	Hair must be maintained in a healthy manner that is well-kept, tidy and appropriate to the wearing of school uniform. It must not touch the collar and must be free of highlights.
<b>Top:</b>	White polo shirt with LPU-L logo. Undershirt must be plain white
<b>Slacks:</b>	Black
<b>Socks:</b>	Black Socks
<b>Shoes:</b>	Black leather shoes. No decoration with colored stitching, brass eyelets or any pattern etching.

**Additional Guidelines:**

- ID should be worn at all times.
- PE uniform should be worn during PE classes
- 1st and 2nd year students should wear the NEW uniform everyday except Wednesday and Saturday which is their wash day.
- 3rd and 4th year students should wear the NEW uniform every Monday, Thursday, and Saturday; OLD uniform every Tuesday and Friday; and wash day every Wednesday.

**COLLEGE OF INTERNATIONAL TOURISM AND HOSPITALITY  
MANAGEMENT**

**Female:**

<b>Skirt:</b>	Knee Length
<b>Hair:</b>	Must be in a bun or boknag; should be neatly tied away from the face. No striking hair color
<b>Make-up:</b>	Light make-up (eye shadow, blush on, lipstick)
<b>Stockings:</b>	Skin toned
<b>Accessories:</b>	White Pearl Earrings
<b>Shoes:</b>	Minimum of 2 inches heels. No wedge shoes, no straps
<b>Bags:</b>	Should be black hand/shoulder. No Backpack
<b>Nails:</b>	No nail polish
<b>ID:</b>	Should be worn at all times

**For Cruise line Students**

**Type A Uniform (Cruise line Complete Uniform):** Monday and Thursday

**Type B Uniform (Cruise line Uniform without Coat):** Tuesday, Wednesday and Friday

**Note:** Strictly no coat during Tuesday, Wednesday and Friday

**Male:**

**Hair:** Must not touch the collar, men bun is not allowed. No striking hair color.

**HRA, CAKO, TM:** upper uniform must be zipped thoroughly up to the zipper line.

**CLOHS, CLOCA:** uniform must be complete including shoulder badge.  
For Cruiseline Students Type A uniform on Mondays and Type B Uniform for the rest of the week.

**Type A:** Complete Uniform with Coat (M-TH)

**Type B:** without Coat (W-T-F)

**Shoes:** Plain black leather shoes with executive black socks

**Bag:** Black Men Bag/ Back Pack/Sling Bag/

**Additional Guidelines:**

- Special uniforms shall only be worn in courses where they are required:
  - PE Uniform – PE Courses
  - Bar Uniform – Bar Courses; Food and Beverages Course
  - House Keeping Uniform: Housekeeping Subject (NSTP Uniform)
  - Chef's Uniform – Food production/Culinary Courses
- PE uniform should be worn during PE classes only

**Uniform for College of Arts and Sciences  
ABCOMM**



**Uniform for College of Arts and Sciences  
MMA**



**Uniform for College of Arts and Sciences  
BS BIOLOGY**



**Uniform for College of Arts and Sciences  
BS PSYCHOLOGY (1<sup>ST</sup> YR 2<sup>ND</sup> YR)**



**Uniform for College of Arts and Sciences  
BS PSYCHOLOGY (3<sup>RD</sup> YR – 4<sup>TH</sup> YR)**





## Uniform for College of Business and Accountancy



**Uniforms for College of International Tourism and Hospitality  
Management**

**BSITTM**



**BSIHM-CAKO; BSIHM-HRA**



**BSIHM-CLOCA; BSIHM-CLOHS**



**Uniform for College of Engineering and Computer Studies**



## **(5) USE OF STUDENT ID**

The Institute requires the student to wear their school ID at all times upon entering and while within the school premises and allows the Institution to enforce better campus security. The wearing of ID is therefore a practice that will allow the Institution to exercise a modicum of control over the presence and decorum of persons within the Institution premises as well as ensure their personal safety.

### **Implementing Guidelines**

- (a)** An enrolled student of the Institution is required to wear a properly validated school ID at all time.
- (b)** ID laces/lanyards containing any alternation, offensive text/graphics or representing other schools/organization will be prohibited.
- (c)** Any person who is not currently enrolled student or employee of the Institution shall be required to present the necessary credentials at the Institution entrances and will be issued a Guess ID, which he must prominently wear at all times while inside the premises.
- (d)** The school personnel includes, security personnel, faculty members and administrative staff of the Institution has the right to call a student's attention if he observes that a student is not wearing his/her ID or request a student to present his/her IDs at various points on campus, including but not limited to the campus and building entrances, they may also do the same on other occasions, particularly if there is an apparent disciplinary or administrative incident, if they have reasonable grounds for establishing the student's credentials, or if the student is requesting access to a particular facility or service.
- (e)** Student who fails to wear his/her school ID or present it to any person in authority who asks for or requires it shall be either be disallowed case, access to the particular facility or service or entry into the Institution. In the latter case, access to Institution premises may be allowed only if the student secures that his/her ID is in the Office of Student Affairs and Services, therefore, he/she needs to present his/her registration form. Failure to present his/her registration form will directly links into a serious offense section **7.3.2**.
- (f)** The student who commits the violation will have his/her name written in the log book by the school personnel includes, security personnel, faculty members and administrative staff of the Institution, he/she needs to report to the Office of Student Affairs and Services for the notice of violation. The collected names from the Log Book of NO ID will be recorded on the monitoring of violation by the Office of Student Affairs (OSA). The students who had committed this offense needs to render

eight (8) hours of community service (Section 7.3.2 under Serious Offense of Article VIII).

## **(6) LOST ID/DAMAGED ID**

### **Procedures for processing LOST ID:**

- a. Student should report immediately to the Office of Student Affairs (OSA) and declare the loss of his/her ID and apply for an "*affidavit of loss*" (AOL) and get an ID form;
- b. Bring the affidavit of loss to any legitimate Notary Public Office and have it notarized;
- c. Make payment through cashier and present to them the ID form that was filled up from the OSA;
- d. Bring the required documents (i.e., ID form, notarized affidavit of loss, and receipt of the payment for new ID) to the OSA for the photo session and processing of the new ID;
- e. Claim the new ID from the OSA and sign on the log book.

### **Procedures for processing DAMAGED ID:**

- a. Student should report to the Office of Student Affairs (OSA) if his/her ID is damaged and wants to replace it with a new one;
- b. Claim an ID form from OSA and fill out the necessary information;
- c. Present the filled up ID form to the cashier for the payment of the new ID;
- d. Bring the required documents (i.e., ID form and receipt of the payment from the cashier) to the OSA for the photo session and processing of the new ID;
- e. Surrender the damaged ID to the OSA to claim the new one and sign on the receiving log book.

**\*Note:** Releasing of ID is also within the day, but if some technical problems or issues arose and the ID can't be processed within the day, you can claim a temporary gate pass from the office until the machine is fixed and can release the new ID.

**ARTICLE IX**  
**SERVICES TO**  
**STUDENTS**



### **Section 1. Guidance and Testing Center**

The Guidance and Testing Center offers a system of the consultation to the students in connection with their registration, assignments and other academic problems.

The Office also administers the college entrance test and other psychological tests required for students and psychological tests required for applicants to teaching and non-teaching positions. To nurture students' potential and aptitude, the Office undertakes guidance and counselling programs and offers services to help students overcome problems inhibiting the full development of their responsibilities.

### **Section 2. Library and Multi-media Resource Center**

The Library and Multi-media Resource Center maintains and develops library collection and facilities for purposes of research and continuous learning. It serves its customers through the following units: the Main Library and Cyber Library.

### **Section 3. Medical and Dental Services**

The Medical and Dental Health Clinic provides emergency medical and dental services during class hours. All students are required to go through the semester medical and dental check – ups at the clinic.

### **Section 4. Security Services**

Security Guards are instructed to inspect ID or Registration forms and bags of anyone entering and leaving the campus. They are in charge of taking care of the security of the faculty, students and the entire LPU-L community.

### **Section 5. Food Services**

#### **Cafeteria Hours:**

**Weekdays: 6:00 am – 6:00 pm**

**Saturdays: 6:00 am- 5:00 pm**

Hot meals and snacks are on sale at the cafeteria. Order, cleanliness and decorum must be observed in the cafeteria. The cafeteria exercised "Clean As You Go" Policy in collaboration with LSSC.

### **Section 6. Bookstore Services**

Textbooks, school supplies, and other related items may be purchased at the LPU-L bookstore.

### **Section 7. Campus Ministry**

Students are encouraged to avail the opportunities for more enriching and liberating spiritual life by attending the monthly Holy Masses as scheduled, and other spiritual/religious activities in the campus.

## **Section 8. Lost and Found**

Lost or misplaced items are surrendered to the Office of Student Affairs. If a student has lost an item, he/she can inquire to Office of Student Affairs. Please note that students must be responsible for their personal property (i.e.: cell phones, money, bag, laptops, etc.) and are advised to not leave their belongings unattended.

All unclaimed lost and found items within the School year will be donated to the partner community or to the less fortunate at the end of each academic year.

## **Section 9. Reservation of Facilities**

The Institution allows the students to use campus facilities and equipment for business meetings, social, cultural, and recreational activities with the approval from the Physical Plant and Facilities Office. Student needs to secure an approval thru a letter of request submitted to the PPFO for approval. The students shall abide by the rules and regulations set forth by PPFO.

## **Section 10. Access to School Facilities**

On regular school days, student are not allowed on campus beyond 9:00 pm unless an approved letter of request from the Executive Vice President to stay beyond the allowed time is given.

The Institution is closed on Sundays and Holidays. If there is a need to use the school facilities on a Sunday, there must be an approved letter of request addressed to the Executive Vice President and Vice President of Operations and External Relations to use the campus facilities on Sundays or holidays submitted a week before the requested date. Presence of a school admin/faculty is required.

## **Section 11. Extended Curfew and Overnight**

The use by the students and student groups of University facilities beyond the normal school operating hours is allowed given with rules and procedures to follow. An approval of the College Dean and Executive Vice President for the extension and overnight is required to be submitted to OSA one (1) week before the requested date.

## **Section 12. Request for CCTV review.**

In case of incident that requires for a viewing of a CCTV Footage, student concerned is allowed to request for the said footage. The student needs to file an Incident Report at the Office of Student Affairs and will be assisted by the Discipline Coordinator and Security Officer. Only the student involve is allowed to view the footage with the presence of the school admin. Taking a picture of the material is prohibited.

## **Article X. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

It is LPL's policy to encourage students, to the extent that their scholastic standing will allow, to participate in school activities and join recognized organizations that will supplement their formal education and serve as vehicles for substantial experiences, greater productivity and creative endeavours. The LPU-L reserves the right to exclude students from participation in such activities should they interfere with their studies.

### **Section 1. Extra-Curricular Activities**

The extra-curricular activities or projects of recognized organizations involving the entire institution or any School thereof shall be subject to review and approval by the Executive Vice President upon the recommendation of the Executive Director of OSAS. However, supervision of the same shall be responsibility of the chairperson/Dean concerned. Extra-curricular activities are meant to supplement classroom and co-curricular instruction.

### **Section 2. Co-Curricular Activities**

Co-curricular activities are optional and pursued outside the classroom to amplify and/or enrich the program syllabi. They are meant to complement, not to interfere with the studies. All recommended co-curricular activities for the semester shall be submitted by concerned faculty members to their respective Chairpersons/Deans for prior approval within thirty (30) days after the opening of the semester and copy furnish the OSAS. \*Effective school year 2013-14, terminal-year level students ( 4th- or 5th- year levels) who are enrolled in Board Review Program in preparation for the Licensure Examinations are not allowed to participate in extra-curricular activities, especially those that demand regular attendance or practice sessions, such as those in varsity athletics, cultural activities, or similar other activities that may distract attention from Board Review Program or related activities whose purpose is to adequately prepare students for their respective Licensure Examinations. Any exception to this regulation should have prior written permission from the concerned college dean.

### **Section 3. Ban Period**

No extra-curricular or co-curricular activities shall be held within the week before or on any scheduled major examination.

### **Section 4. Field Trip**

**For Local-Off Campus Trips, refer to CHED MEMO NO.63 S.2017 "Policies and Guidelines on Local Off-campus Activities" See Annex J.1 and J.2-J.4.**

**For International Off Campus Trips, refer to CHED MEMO No. 26 S.2015 "Policies Guidelines and Procedure on International Educational Trips of undergraduate and Graduate Students." See Annex J.1 and J.5-7**

## **Article XI. POSTING OF ANNOUNCEMENTS**

Announcements and similar forms of communication may be posted only on the designated locations and during the approved period. All posters should bear the name of the sponsoring organization and the approval stamp of the Office of Student Affairs and Services.

**Permitted poster sizes are as follows:**

- a. 8 ½ X 11
- b. 8 ½ X 14
- c. ½ roll cartolina

Students may not release, through the press or other channels of public communication, notices of student activities without a clearance from the Office of Student Affairs and Services.

## **Article XII. STUDENT ORGANIZATIONS**

The LPU-L recognizes the importance of developing creative and responsible student leaders who will eventually assume leadership in their chosen careers; it encourages activities with clearly established goals and which flow among social, cultural, religious, educational and recreational lines.

### **Section 1. Lyceum Supreme Student Council**

The Lyceum Supreme Student Council (LSSC) is the highest governing body of all bonafide LPU-L students. It has been constituted to serve the interest of the students. Its principal concern is the promotion of their welfare and protection of their rights. It promotes and upholds academic freedom in pursuit of the goal of academic excellence in school. It advances and carries on the tradition and enlightened the nationalism long recognized by the Lyceum of the Philippines -Laguna as a basic element of a truly responsive educational system. It promotes and maintains a harmonious and peaceful relationship among the student, faculty members and the administration, based on the mutual trust, respect, honesty, equality and fairness in pursuit of the goals of the academe. It adheres to democratic principles and processes, and abides by the rule of the majority.

The officers of the LSSC are elected by the entire student of the LPL.

**Section 2. VOYAGE** – The Voyage is the official Student Publication of the Lyceum of the Philippines – Laguna.

**Section 3. Institution-wide Organizations** – are open to qualified LPU-L students enrolled in any program.

- **Lyceum Scholastic Society** - This organization is an honorary society dedicated to the principles of academic excellence, academic freedom and the

ideals and enlightened nationalism. It aims to unite into one body brilliant and selected students of Lyceum of the Philippine-Laguna and to encourage through recognition, scholastic achievement among them.

- **International Students Association** – An organization comprised by any non-Filipino or half-Filipino duly enrolled at LPU-L that encourages LPU-L students from various countries to meet in a friendly atmosphere and to stimulate cultural awareness by providing a means for students of different cultures to interact and share their thoughts and ideas

- **LPU Concert Singers** - the official choral group of the Lyceum of the Philippines University - Laguna. The group represents LPU Laguna and LPUSC-SHS in various choral competitions in the regional and national level. The group also performs in different school occasions to raise cultural awareness and appreciation.

- **LPU Pirates Dance Troupe** - the official dance organization of the Lyceum of the Philippines University - Laguna. The group represents LPU - Laguna in various hip-hop competitions in the regional and national level. The group focuses in showcasing different styles of hip hop and aims to provide entertaining numbers during school events and activities.

- **LPU Theatre Ensemble** - the official theatrical organization of the Lyceum of the Philippines University - Laguna. The group performs stage plays that focuses on relevant social issues and events.

- Other Extra-Curricular Organizations, which need to apply for recognition annually.

#### **Section 4. Supervision of School-Based Activities**

Activities and operations of school-based organizations shall be supervised and regulated by the College Dean, who shall submit to the Office of Student Affairs and Services within the first month of the semester the organization's program of activities. This program shall, among others, strictly comply with the applicable ban period as provided for in the Student Handbook.

- The Office of Student Affairs and Services shall meet with each organization to discuss its projects, plans, and other concerns, and to assist the organization to attain the objectives.

- The Office of Student Affairs and Services may disapprove any proposed activity that violates existing policies and rules.

- The Office of Student Affairs and Services is vested with the authority to direct, supervise, and/or regulate the extra-curricular activities for individual students and student organizations for the purpose of ensuring compliance with the basic policies and guidelines of LPU-L and of the CHED. To this end, the Office of Student Affairs and Services shall issue such supplementary and

implementing rules and regulations as it deems necessary, subject to the review and approval of the President.

### **Section 5. Application and Renewal of Student Organization**

Accreditation of Student Organization is administered by Office of Student Affairs. The students who would like to open for a new student organization, visit the office of student affairs for the requirements.

### **Section 6. Dissolution of Campus Organizations**

Any recognized organization may be dissolved for the following reasons:

- If found to have violated its own objectives, constitution and bylaws or consistently failed to comply with the policies contained the implementing guidelines of the Student Handbook.
- Failure to apply and/or qualify for renewal.
- Submission of written request for dissolution, duly approved by the adviser and /or college dean.

### **Section 7. Effect of recognition**

**Recognized campus organizations will have the following privileges:**

- Appointment of an adviser.
- The use of facilities, after the approval and subject to the terms and conditions laid down by the Facilities and Property Office.

### **Section 8. External Activities**

No student organization shall participate in off campus activities without the written permission of the Dean concerned, clearance from Office of Student Affairs and approval of the Executive Vice President.

## **Article XIII. PUBLICATION OF WORKSHOP PAPER**

Workshop paper, websites or similar publications purporting to be a part of the academic or co-curricular activities of particular program of study in the school shall be published, issued or distributed within its premises only with prior written approval of the Chairperson/Dean concerned and Executive Vice President.

## **“ANNEX A”**

### **SUSPENSION OF CLASSES DUE TO INCLEMENT WEATHER (RAINS, WINDS, FLOODS, or TYPHOONS)**

#### **Section 1. Classes are automatically suspended upon:**

- a)** Declaration of Typhoon Signal 3 by PAGASA for the province of Laguna; or
- b)** Announcement of suspension of classes in the tertiary (college) level by the Governor of Laguna or by the Mayor of Calamba City; or
- c)** Announcement by LPL/LPU-SC Management

#### **Section 2. Students, faculty members, staff, and administrators are advised to listen to the radio or television for announcements or updates regarding suspension of classes.**

#### **Section 3. When classes are suspended due to inclement weather:**

- a)** For their own safety, students are advised to stay in their respective homes and no longer attempt to go to LPL/LPU-SC.
- Students who may already be at LPL/LPU-SC by the time announcement of suspension of classes is made will be advised to go home when it is already reasonably safe to travel back home.
- Students who may wish to stay at LPL/LPU-SC because they like to continue with school-related activities or projects, such as cultural rehearsals, practices for programs, cooking lessons, etc., shall be allowed to do so only on a case-to-case basis and upon special permission from either the Executive Vice President, Vice President for Academic Affairs, or Vice President for Administration:
- b)** Students assigned on internships are not obliged to report for their respective internship assignments in partner companies; however, they must comply with existing rules and regulations of the Palaestra Consortio Office regarding the number of required internship hours.
- c)** Students of the College of Allied Medicine/Department of Nursing who are assigned in Related Learning Experiences (RLE) in various hospitals should be guided by the rules and regulations governing the RLE Program of the College of Allied Medicine/Department of Nursing.
- d)** Faculty members need not go to LPL/LPU-SC however; they are strongly encouraged to implement make-up classes for lost class hours, such as through the use of MOODLE. All make-up classes or teaching through MOODLE must be coordinated with either the Department Chair or Dean.
- e)** Offices or work by staff and administrators - all staff and administrators should assume that offices and work will continue, unless:
  - There is a decision by Management, through the President, Executive Vice President, Vice President for Administration, or the Director of Human Resources Management and Development Office (HRMDO).

- As a general guideline, work or offices will be suspended if there is a developing and/or immediate hazard to the health or safety of the staff or administrators. In such a case, Management will make such a decision as soon as possible
- f) Other Natural Calamities or Man-Made Situations**
- Suspension of classes and/or offices due to other natural calamities or man-made situations shall be announced by the concerned government agencies or by Management on a case-to-case basis.

**“ANNEX B”**  
**REQUIREMENTS FOR THE DISTRIBUTION**  
**OF PRINTED MATTER**

Other printed matters, including leaflets and handbills, posters and the like, may be issued and distributed only upon prior approval of the Office of Student Affairs and Services.

This handbook is subject to review and revisions by the Management every two years for the purpose of ensuring the achievements of its objectives as an institution of higher learning in line with avowed fundamental principles and philosophy of education.

**AMENDMENTS AND REVISIONS**

This Student Handbook shall not be marked as final as for the subsequent amendments thereto to take effect within the academic year upon the authority of the Board of Trustees.

**EFFECTIVITY**

This Student Handbook shall be in full effect upon issuance with authority of the Board of Trustees within the academic year 2019-2020 with all the policies approved and will be approved herein. It has been issued by the authority of the Board of Trustees



## **“ANNEX C”**

### **ANTI-HAZING LAW**

#### **Republic Act No. 8049**

##### **AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE.**

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

**SECTION 1.** Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or cadet corps of the Citizen’s Military Training, or Citizen’s Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this act.

**SECTION 2.** No-hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiations. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**SECTION 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction

of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer.

- a.)** The penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom.
- b.)** The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c.)** The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg shall have lost the use of any such member shall have become incapacitated for the activity or work in which he/she was habitually engaged.
- d.)** The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his/her body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he/she has habitually engaged for a period of more than ninety (90) days.
- e.)** The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
- f.)** The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- g.)** The penalty of the prison mayor in its period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- h.)** The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall sustain physical injuries, which do not prevent him/her from engaging in his/her habitual activity, or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

- a.)** When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

- b.) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his/her person, is prevented from quitting.
- c.) When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his/her parents or guardians, to the proper school authorities or to the police authorities, through force, violence, threat or intimidation;
- d.) When the hazing is committed outside of the school or institution; or
- e.) When the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where the hazing is conducted shall be liable as an accomplice, when he/she has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, group, or organization, the parent shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as a principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision should not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

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

**SECTION 5.** If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

**SECTION 6.** All laws, Orders, rules or regulations, which are inconsistent with or contrary to the provisions of this Act, are hereby amended or repealed accordingly.

**SECTION 7.** This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

**Approved:**

**JOSE DE VENECIA JR. (Sgd)**  
**Speaker of the House of**  
**Representatives**

**EDGARDO J. ANGARA (Sgd)**  
**President of the Senate**

This Act which is a consolidation of the Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1999

**CAMILO L. SABIO ( Sgd)**  
**Secretary General**  
**House of Representatives**

**EDGARDO E. TUMANZAN (Sgd)**  
**Secretary of the Senate**

**Approved:**

**FIDEL V. RAMOS (Sgd)**  
**President of the Philippines**

**“ANNEX D”**  
**REPUBLIC ACT NO. 7877**  
**AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE**  
**EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND**  
**FOR OTHER PURPOSES**

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

**Section 1. Title** —This Act shall be known as the “Anti-Sexual Harassment Act of 1995.”

**Section 2. Declaration of Policy.** — The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**Section 3. Work, Education or Training-related Sexual Harassment Defined.** — Work, education or training-related sexual harassment is committed by an employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

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

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

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

- 1.** against one who is under the care, custody or supervision of the offender;
- 2.** against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

**Section 4. Duty of the Employer or Head of Office in a Work related, Education or Training Environment.** — It shall be the duty of the employer or the head of the work-related educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- a. Promulgate appropriate rules and regulations in consultation with the jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation or sexual harassment cases and the administrative sanctions therefore. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this section shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.
- b. Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with other officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual. Harassment. It shall also conduct the investigation of the alleged cases constituting sexual harassment. In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees. In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case maybe. The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**Section 5. Liability of the Employer, Head of Office, Educational or Training Institution.** — The employer or head of office, educational training institution shall be solidarity liable for damage arising from the acts of sexual harassment

committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.

**Section 6. Independent Action for Damages.** — Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

**Section 7. Penalties.** — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provision of this Act shall prescribe in three (3) years.

**Section 8. Separability Clause** — If any portion or provision of this Act is declared void and unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

**Section 9. Repealing Clause.** —All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**Section 10. Effectivity Clause.** —This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspaper of general circulation.

Approved,

**EDGARDO J. ANGARA**  
President of the Senate

**JOSE DE VENECIA, JR.**  
Speaker of the House of  
Representatives

This Act which is a consolidation of House Bill NO. 9425 and Senate Bill 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

**EDGARDO E. TUMANGAN**  
Secretary of the Senate

**CAMILO L. SABIO**  
Secretary General, House of  
Representatives

Approved: Feb 14, 1995

This Act which is a consolidation of House Bill NO. 9425 and Senate Bill 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

**FIDEL V. RAMOS**  
President of the Philippines

**“ANNEX E”**  
**JPL Multimedia Resource Center**  
**NEW LIBRARY POLICIES**  
**Effective January 2014**

The Library is a quiet area for study and research. Please be respectful and courteous of others in your use of the library.

The following policies has instituted by the JPL Multimedia Resource Center to protect its properties and to make your library experience productive and pleasant.

- Silence must be observed at all times.
- Observe loan policies at all times.
- Foods and drinks are not allowed.
- Bystanders are not allowed.
- Group discussion is allowed in the designated area only and in a minimal voice.
- Playing online games from library computers and personal gadgets are prohibited.
- Students who wish to watch videos from their laptops may proceed to AVR.
- All library materials, resources and facilities should be used with care.
- The sound on cell phone, laptops and other electronic devices should be turned down.
- All bags of all sorts except for valuables must be deposited at the baggage area.
- Bag numbers must be taken care of properly. In case of loss, a fine of P50.00 will be charged.
- Theft, mutilation and defacement of any library materials are strictly prohibited.

**DISCIPLINARY PROCEDURE**

1. Library personnel will call the attention of the student caught violating the library rules and regulations.
2. For minor offenses:
  - 1st offense, students will fill-out the disciplinary slip and referred to the section adviser.
  - Once the student sees the section adviser, the section adviser will remind the students to abide the library rules and regulations and put remarks in the slip provided.



- The student will return the disciplinary slip to the library for filing and record purposes.
  - 2nd offense, students will fill-out the disciplinary slip and shall be referred to the Guidance office for counseling, the guidance counselor will put remarks in the form provided.
  - The student will return the disciplinary slip to the library for filing and record purposes.
- 3.** For major offenses:
- The student will fill-out the disciplinary slip and will be given four (4) weeks suspension of library privileges and shall be required to render 24 hours community service in the library. Students shall be referred to the guidance office for counselling.
  - The student will be allowed to use the library only after the 4 weeks suspension and completion of community service in the library.

**Reminder:**

Clearance of the students who had an offense record in the library will be put on-hold until such time that they promise to obey the rules and regulations of the library.

## **“ANNEX F”**

### **POLICY ON PLAGIARISM and FABRICATION**

#### **Section 1. What is Plagiarism?**

Plagiarism is an act of taking someone’s idea without acknowledgement saying that it is his/her own. As a community upholding integrity as our core values, the Lyceum of the Philippines Laguna strictly prohibits act/s of Plagiarism and punish students for doing the same.

#### **Section 2. What are the specific acts which fall under plagiarism?**

- A writer or student who does not acknowledge the contributions of one’s sources;
- Improperly cited, or un-cited verbatim quotations;
- Paraphrasing, summarizing, or condensing, someone else’s work without acknowledgement;
- Claiming authorship of a paper or research when he or she in fact did not contribute to, or author it.
- Incomplete or improper acknowledgement or citation of sources;

#### **Section 3. What is the difference of Plagiarism from Fabrication?**

Fabrication is the falsification of data or making data which are considered false ab initio. On the other hand, plagiarism is the act of taking someone’s ideas and claiming it to be his/her own.

#### **Section 4. What can I do to avoid academic dishonesty?**

- When in doubt as to whether a concept or fact is common knowledge, always cite credible sources for ideas which appear to be common.
- Strongly double-check citations to avoid misleading acknowledgement;
- When working on paper or research, everybody should discuss the authorship determination prior to commencing a work in order to be clear to everyone who actually contributed to the research;
- Before the start of any academic research or paper, faculty should always identify the contributor of the said research to eye the possible plagiarism act of replicating or citing student’s work, if there will be one;
- Generally, to avoid such unethical act of plagiarizing, keep in mind the following reminders:
- Cite sources properly (use the accepted format of the school) and give credit when the idea or work is not one’s own.
  - a)** Value hard work and individual work as much as the result of the work;
  - b)** Use credible sources of information;
  - c)** Consult your professor when in doubt.

Plagiarism and Fabrication are Level 4 violations in LPU Laguna which sanction can be In-house community service, Disciplinary Probation, Loss of Privilege/s and/or Ineligibility for graduation (for graduating students).

**Approved.**

**Calamba, Laguna, Philippines**

**Peter P. Laurel (Sgd.)  
President**

**Representative  
Faculty Administrative personnel**

**Student Services Director**

**Student Council President**

**Discipline Officer**

**Chairman, Anti-Plagiarism Committee**

## **“Annex G”**

### **Policy on Consensual Relationship**

#### **Section 1. What is Consensual Relationship?**

Consensual relationship can also be referred to as Romantic and/or sexual relationships. It may occur in educational or supervisory contexts present serious ethical concerns and can compromise the school’s academic and working environment.

#### **Section 2. What are the kind of relationship not acceptable in the institution?**

- Ø Relationship between faculty and student;
- Ø Relationship between administrative officer and student

#### **Section 3. What are the possible risk/s when one engages to these kinds of relationship?**

- Ø Conflict of interest
- Ø Exploitation
- Ø Bias or Favoritism

#### **Section 4. Prohibitions**

Ø An employee shall not exercise academic responsibility (instructional, evaluative or supervisory) for any student with whom the employee has a consensual relationship.

Ø An employee shall not conduct performance evaluations, or make salary decisions, decisions regarding promotion and tenure, or decisions on continuation of employment for a person with whom he or she has a consensual relationship.

## “Annex H”

### Policy on Public Display of Affection (PDA)

**Section 1.** The institution recognizes student relationship with other students. However, overt acts of affections are prohibited by the school.

**Section 2. What are these acts?**

- Ø Hugging;
- Ø Kissing;
- Ø Petting;
- Ø Necking;
- Ø Touching partner’s private parts inside clothes or even outside;
- Ø Holding hands which affects the concentration of other students.

\*Note: These acts are not limited to boy-girl relationships but also to those same sex relationship. While the school respects the LGBT Community, students should still conform to the policy of the school and to social norms implemented by the institution.

**Section 3.** Students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities. Students are expected to conduct themselves respectfully at all times. These kinds of public display of affections will not be tolerated. Students caught doing the same will be punished based on the laid sanctions of the student handbook.



**“ANNEX I”**  
**Republic of the Philippines**  
**Congress of the Philippines**  
**Metro Manila**  
**Eighth Congress**  
**Republic Act No. 6728      June 10, 1989**  
**Amended by RA 8545**

**AN ACT PROVIDING GOVERNMENT ASSISTANCE TO STUDENTS AND  
TEACHERS IN PRIVATE EDUCATION, AND APPROPRIATING FUNDS THEREFOR**

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

**Section 1. Title.** - This Act shall be known as the "Government Assistance To Students and Teachers In Private Education Act."

**Section 2. Declaration of Policy.** - It is declared policy of the State in conformity with the mandate of the Constitution, to promote and make quality education accessible to all Filipino citizens. The State also hereby recognizes the complementary roles of public and private educational institutions in the educational system and the invaluable contribution that the private schools have made and will make to education. For these purposes, the State shall provide the mechanisms to improve quality in private education by maximizing the use of existing resources of private education, recognizing in the process the government responsibility to provide basic elementary and secondary education as having priority over its function to provide for higher education.

**SECTION 3. Criteria for Assistance.** - The programs for assistance shall be based on a set of criteria which shall include, among others, tuition fees charged by the schools, the socio-economic needs of each region, overall performance of the schools, the academic qualifications and the financial needs of the students, as well as the geographic spread and size of student population.

In addition to the foregoing criteria, within such reasonable time as the State Assistance Council may determine, student grantees under the Private Education Student Financial Assistance Program shall be enrolled in schools which have accredited programs or are applying for accreditation as determined by the Federation of Accrediting Agencies of the Philippines, namely: The Philippine Association of Accredited Schools, Colleges and Universities, the Association of Christian Schools and Colleges Accrediting Agency, and the Philippine Association of Colleges and Universities Commission on Accreditation.

Preference shall be given to students whose family income is not more than thirty six thousand pesos (P36,000) or such amount as may be determined by the Council, as defined hereinafter.

For purposes of this Act, programs of assistance to students of private post-secondary education shall likewise be extended to students of community colleges and students in non-degree programs including vocational and technical program. Implementation of the program shall encourage students to undergo tertiary education in the same region where their families reside.

The programs of assistance under this Act shall be extended only to students who are citizens of the Philippines.

**Section 4. Forms of Assistance.** - Assistance to private education shall consist of:

- (1) Tuition fee supplements for students in private high schools, including students in vocational and technical program;
- (2) High School Textbook Assistance Fund: Provided, That students in public schools shall be provided a comprehensive textbook program under the Secondary Education Development Program (SEDP);
- (3) Expansion of the existing Educational Service Contracting (ESC) Scheme;
- (4) The voucher system of the Private Education Student Financial Assistance Program (PESFA);
- (5) Scholarship grants to students graduating as valedictorians and salutatorians from secondary schools;
- (6) Tuition fee supplements to students in private colleges and universities;
- (7) Education Loan Fund; and
- (8) College Faculty Development Fund.

**Section 5. Tuition Fee Supplement for Students in Private High School. –**

(1) Financial assistance for tuition for students in private high schools shall be provided by the government through a voucher system in the following manner:

- (a) For students enrolled in schools charging less than one thousand five hundred pesos (P1,500) per year in tuition and other fees during school year 1988-1989 or such amount in subsequent years as may be determined from time to time by the State Assistance Council: The Government shall provide them with a voucher equal to two hundred ninety pesos (P290.00): Provided, That the student pays in the 1989-1990 school year, tuition and other fees equal to the tuition and other fees paid during the preceding academic year: Provided, further, That the Government shall reimburse the vouchers from the schools concerned within sixty (60) days from the close of the registration period: Provided, furthermore, That the student's family resides in the same city or province in which the high school is located unless the student has been enrolled in that school during the previous academic year.

(b) For students enrolled in schools charging above one thousand five hundred pesos (P1,500) per year in tuition and other fees during the school year 1988-1989 or such amount in subsequent years as may be determined from time to time by the State Assistance Council, no assistance for tuition fees shall be granted by the Government: Provided, however, That the schools concerned may raise their tuition fees subject to Section 10 hereof.

(2) Assistance under paragraph (1), subparagraphs (a) and (b) shall be granted and tuition fees under subparagraph (c) may be increased, on the condition that seventy percent (70%) of the amount subsidized allotted for tuition fee or of the tuition fee increases shall go to the payment of salaries, wages, allowances and other benefits of teaching and non-teaching personnel except administrators who are principal stockholders of the school, and may be used to cover increases as provided for in the collective bargaining agreements existing or in force at the time when this Act is approved and made effective: Provided, That government subsidies are not used directly for salaries of teachers of non-secular subjects. At least twenty percent (20%) shall go to the improvement or modernization of buildings, equipment, libraries, laboratories, gymnasias and similar facilities and to the payment of other costs of operation. For this purpose, school shall maintain a separate record of accounts for all assistance received from the government, any tuition fee increase, and the detailed disposition and use thereof, which record shall be made available for periodic inspection as may be determined by the State Assistance Council, during business hours, by the faculty, the non-teaching personnel, students of the school concerned, the Department of Education, Culture and Sports and other concerned government agencies.

**Section 6. High School Textbook Assistance Fund.** - There shall be established in the Department of Education, Culture and Sports (DECS) a High School Textbook Assistance Fund, so that an assistance on a per student basis shall be given to private schools charging less than one thousand five hundred pesos (P1,500.00) for 1988-1989 per year, or such amount in subsequent years as may be determined from time to time by the State Assistance Council, exclusively for the purchase of high school textbooks, in support of the implementation of the Secondary Education Development Program: Provided, That such fund shall not be used for the purchase of books that will advance or inhibit sectarian interest: Provided, further, That such textbooks are included in the list approved by the Department of Education, Culture and Sports.

**Section 7. Expansion of the Existing Educational Service Contracting (ESC) Scheme.** –

(a) The Department of Education, Culture and Sports (DECS) shall continue to enter into contracts with private schools whereby the Government shall



shoulder the tuition and other fees of excess students in public high schools who shall enroll under this program. It shall settle all outstanding obligations before contracting new obligations.

(b) The Department shall also enter into contract with private schools in communities where there are no public high schools, in which case the Department shall shoulder the tuition and other fees of students who shall enroll in said private schools. The number of such schools assisted by the program will be increased every year such that all schools in this category will be assisted within four (4) years from the promulgation of this Act.

(c) The amount of assistance to be given by the Government under this Section shall not exceed that determined as the per student cost in public high schools.

(d) The Department shall fully pay the subsidized amount to participating schools not later than the end of the school year, unless the delay incurred is attributable to the participating schools.

(e) The amount of assistance shall be allocated and distributed among the fourteen (14) regions in proportion to the total population as well as the high school age population for the first school year: Provided, That starting school year 1990, an equalization scheme shall be implemented by the State Assistance Council.

#### **Section 8. Assistance to College Freshmen. –**

**(a) The Voucher System of Private Education Student Financial Assistance (PESFA) Program.** The existing Private Education Student Financial Assistance (PESFA) Program which covers degree and vocational/technical program shall be expanded so that a minimum of ten percent (10%) for the school year 1989, fifteen percent (15%) for the school year 1990, twenty percent (20%) for the school year 1991, twenty-five percent (25%) for the school year 1992 and thereafter, of all enrolling first year students can benefit from a full or partial scholarship, plus an allowance. Such financial assistance shall be granted to deserving underprivileged students, who shall be selected on the basis of family income, geographic spread and results of competitive examinations to be given by the Department of Education, Culture and Sports to students in all secondary schools. The program shall be equitably allocated to provinces and cities in accordance with regional and national plans to priority program as determined by the Department of Education, Culture and Sports in coordination with the National Economic Development Authority (NEDA). The priority courses shall be submitted to Congress at the start of this program and any changes thereon periodically.

For purposes of this Act, an underprivileged student shall refer to a student whose annual gross income, if any, and that of the combined annual

gross income of his parents do not exceed thirty-six thousand pesos (P36,000).

- (b) Tuition Waiver.** - Private colleges and universities shall provide for full or half tuition waivers for five percent (5%) of the entering freshmen, which shall include among others, valedictorians and salutatorians of both public high schools and private high schools charging less than one thousand five hundred pesos (P1,500) per student per year as of school year 1988-1989, or such amount in subsequent years as may be determined by the State Assistance Council: Provided, That those valedictorians and salutatorians meet admission tests and retention requirements of the schools concerned. For this purpose, the tuition rates for entering freshmen in all private schools and colleges may be determined by the school itself, after appropriate consultations with parents, students and the alumni of the school. For this purpose, audited financial statements shall be made available to authorized representatives of these sectors.
- (c) Allowance of Valedictorians.** - Subject to rules and regulations as may be promulgated by the State Assistance Council, valedictorians referred to under subparagraph (b) above, may, in addition to tuition waivers granted by the school concerned, be entitled to such allowances from the government as are provided to PESFA grantees, provided they shall enroll in priority program.
- (d) Allowance for other Honorees.** - In case the graduating class is composed of more than two hundred and fifty students, all salutatorians and first honorable mention graduates thereof may also be entitled to the allowance granted to valedictorians under the preceding paragraph.

### **Section 9. Further Assistance To Students in Private Colleges and Universities.**

- Tuition fee supplements for non-freshmen students of private colleges and universities in priority program programs determined by the Department of Education, Culture and Sports shall be provided by the government through a voucher system in the following manner:

- (a)** For re-enrolling students in priority programs in schools, charging an effective per-unit tuition rate of eighty pesos (P80) or less per unit or such amount in subsequent years as may be determined by the State Assistance Council: The Government shall provide the student with a voucher with a value equivalent to the tuition fee increase: Provided, That all schools in this category shall not be allowed to raise their fees by more than twelve pesos (P12.00) per unit, for both priority and nonpriority program; and Provided, That such assistance shall be given only to students who have completed one academic year by June 1989 in priority programs and shall not apply to future college students and to current college students who transfer outside of their region.

(b) For students in schools charging an effective per unit tuition rate of more than eighty pesos (P80) per unit or such amount in subsequent years as may be determined from time to time by the Senate Assistance Council: The Government shall provide no assistance, and the schools can determine their own tuition rates, subject to Section 10 hereof: Provided, That they grant full or half-tuition waivers to five percent (5%) of all their students.

(c) Schools with accredited programs charging a tuition rate of less than eighty pesos (P80.00) per unit or such amount in subsequent years as may be determined from time to time by the State Assistance Council, may continue to determine tuition rates, subject to Section 10 hereof, and non-freshmen students in their accredited priority program will be entitled to a voucher equivalent to the tuition increase as in paragraph (a) hereof.

(d) Government assistance and tuition increases as described in this Section shall be governed by the same conditions as provided under Section 5

**Section 10. Consultation.** - In any proposed increase in the rate of tuition fee, there shall be appropriate consultations conducted by the school administration with the duly organized parents and teachers associations and faculty associations with respect to secondary schools, and with students governments or councils, alumni and faculty associations with respect to colleges. For this purpose, audited financial statements shall be made available to authorized representatives of these sectors. Every effort shall be exerted to reconcile possible differences. In case of disagreement, the alumni association of the school or any other impartial body of their choosing shall act as arbitrator.

**Section 11. Education Loan Fund. –**

(a) "Study Now, Pay Later Plan". There is hereby created a special fund to be known as the Students' Loan Fund to be administered by the Department of Education, Culture and Sports, or upon delegation by the Department, by the Student Loan Fund Authority created under Republic Act No. 6014 which is hereby reinstated pursuant to the terms of the same Republic Act which shall be used to finance educational loans to cover matriculation and other school fees and educational expenses for book, subsistence and board and lodging.

(b) Amounts covering payments for tuition, matriculation and other school fees shall be paid directly to the school concerned.

(c) Any loan granted under this Section shall be paid by the studentdebtor after he has finished the program or profession for which the proceeds of the loan was expended, but only after a period of two (2) years from the time he has acquired an employment: Provided, however, That interest at the rate of not more than twelve percent per annum shall accrue on the balance thereof.

(d) Social Security Fund. The Social Security System Fund shall make available low interest educational loans to its members and to private educational institutions for school buildings and/or improvement of their plants and facilities.

**Section 12. Limitation.** - The right of any student to avail himself of the benefits under this Act shall not apply:

(a) If he fails for one (1) schoolyear in the majority of the academic courses in which he has enrolled during the Program of his/her study unless such failure is due to some valid cause beyond his/her control; and

(b) If he enrolls for the first time, or transfers, outside of the region where he is domiciled unless the program he wants to pursue is a priority program as determined by the Department of Education, Culture and Sports and is not offered in any private school in his/her region.

**Section 13. College Faculty Development Fund.** - For the purpose of improving the quality of teaching in higher education, there is hereby established in Department of Education, Culture and Sports a College Faculty Development Fund to provide for scholarships for graduate degrees and non-degree workshops or seminars for faculty members in private colleges and universities: Provided, That faculty member recipients of such scholarships shall serve three (3) years return service for every year of scholarship availed of. The scholarship shall be in priority program as determined by the Department of Education, Culture and Sports in coordination with the National Economic Development Authority (NEDA) and cannot be awarded to promote or inhibit sectarian purposes.

**Section 14. Program Administration/Rules and Regulations.** - The State Assistance Council shall be responsible for policy guidance and direction, monitoring and evaluation of new and existing programs, and the promulgation of rules and regulations, while the Department of Education, Culture and Sports shall be responsible for the day to day administration and program implementation. Likewise, it may engage the services and support of any qualified government or private entity for its implementation.

The State Assistance Council (SAC), hereinafter known as the Council, shall be headed by the Secretary of Education, Culture and Sports as chairman, with representatives from NEDA, DBM, DOST, and representatives from duly organized nationwide associations of teachers, students and school administrators as members. The last three (3) members shall be appointed by the President upon the recommendation of their respective sectors for a term of four (4) years.

The Council shall meet, from time to time, as the need arises, to assess the effectivity of the programs and to ensure that schools, colleges and universities

where student recipients are enrolled continue to provide quality education. For this purpose, the Council shall establish criteria, including accreditation status, to determine which schools, colleges and universities may continue to enroll students who are recipients of government assistance under this Act.

**Section 15. Appropriations. –**

**(a)** The appropriations of the Department of Education, Culture and Sports authorized in General Appropriations Act for Fiscal Year 1989, Republic Act No. 6688, for A.7.d Implementation of programs for secondary education, A.7.e Implementation of programs for higher education, A.7.g Implementation of free secondary education shall be reduced as far as practicable on a proportionate basis by region to provide funds for the requirements of this Act in Fiscal Year 1989: Provided, That savings from any other item of appropriation of the Department of Education, Culture and Sports may be utilized for the implementation of this Act in Fiscal Year 1989: Provided, further, That any deficiency shall be taken from any or all of the following sources:

**(1)** Portions of the coconut levies authorized under Republic Act No. 620 and Presidential Decree No. 1468 and other laws earmarked to finance scholarships for the benefit of deserving children of the coconut farmers, and the income thereof: Provided, That such funds shall be used exclusively for the program of assistance for said children including their books, board and lodging and other allowances in case these are not provided in a particular program of assistance;

**(2)** Twenty percent (20%) of the travel tax and airport departure tax collections;

**(3)** Ten percent (10%) of any funds collected by the Sugar Regulatory Administration or the Philippine Coconut Authority for students in provinces where they are collected;

**(4)** Ten percent (10%) of the net income of the Development Bank of the Philippines;

**(5)** Portions of the Overseas Welfare Fund to benefit the dependents or children of overseas workers; and

**(6)** Any other lump sum appropriations or collections under the supervision and control of the Office of the President.

Provided, finally, That the total amount made available to carry out the purposes of this Act shall not exceed five hundred million pesos (P500M) for Fiscal Year 1989.

Thereafter, such amount as may be necessary for its continued implementation shall be included in the annual General Appropriations Act.

**(b)** The amount of assistance on a per student basis as determined under Section 5(a) and (b) and Section 9(a) of this Act shall remain the same for the subsequent years unless Congress provides otherwise.

**Section 16. Penalties.** - In case of any violation of the provisions of this Act or the rules and regulations promulgated pursuant thereto by an institution, the Department of Education, Culture and Sports, upon the recommendation of the Council, may bar the institution from participating in or benefiting from the programs of this Act, and from other programs of the Department, without prejudice to administrative and criminal charges as may be filed against the school and/or its responsible officers under existing laws.

Any school who shall refuse, as required under paragraph (1) (c) of Section 5, Section 8 (b) and Section 9 (b), to furnish copies of their audited financial statements to concerned sectors with whom they are having consultations prior to tuition fee increases, shall forfeit the right to increase their tuition fees, in addition to other penalties or sanctions as may be imposed under the preceding paragraph or by existing laws.

**Section 17. Repealing Clause.** - All laws and decrees particularly Presidential Decree Nos. 932 and 1371 and such letters of instruction, rules and regulations or parts thereof which are inconsistent with this Act are hereby repealed or modified accordingly.

**Section 18. Separability Clause.** - If any provision of this Act is declared unconstitutional, the same shall not affect the validity and effectivity of the other provisions not affected thereby.

**Section 19. Effectivity Clause.** - This Act shall take effect immediately upon its publication in English in an English newspaper and in Filipino in a Filipino newspaper, both of general circulation.

Approved: June 10, 1989

**“Annex J”**  
**CHED Memorandum Order**  
**No. 63**  
**Series of 2017**

**SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES.**

In accordance with the pertinent provisions of Republic Act (R.A) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambasa Big. 232, the Constitution which states that, “The State shall exercise reasonable supervision over all higher education institutions,” and by virtue of Commission en Banc Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

**ARTICLE I**

**RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are actively conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students’ learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe industry linkage. These learning situations include: internship, education tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

**ARTICLE II**

**STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the counting intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI’s particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observed due diligence and strict adherence to the requirements stipulated in this GMO and the Joint Memorandum Circular (JMC)

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### **ARTICLE III**

#### **OBJECTIVES**

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct off-campus activities in order to develop the holistic experience of students and to provide:

**5.1** access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum

**5.2** quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;

**5.3** Mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and

**5.4** Mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### **ARTICLE IV**

#### **COVERAGE**

**Section 6.** The GMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

##### **6.1 CURRICULAR**

a) Educational Tours/Field trips

- Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students
- Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
- Plant industry visit, host training establishment visit, and other related visits.

b) Participation and/or attendance in degree program-relevant events

c) Field Study/Experimental Learning/Related Learning Experience



## **6.2 NON-CURRICULAR**

- a)** Mission-based activities (e.g., retreat, recollection, etc.)
- b)** Conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c)** Volunteer work including peer helper programs, relief operations community outreach and immersion;
- d)** Advocacy projects and campaigns;
- e)** Participation in sports activities
- f)** Activities initiated by recognized various student groups;
- g)** Interschool competitions/tournaments; or
- h)** Culture and arts performance competition

### **ARTICLE V**

#### **DEFINITION OF TERMS**

**Section 7.** For the purposes of this GMO, the following terms are defined as follows:

**7.1** Approved curriculum refers to the curriculum duly approved by the HEI and duly noted by CHED regional offices (CHEDROs)

**7.2** Curricular activities are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

**a)** Educational Tours refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.

**b)** Field trips refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only once (1) day and with fewer places of destination

**c)** Field Study/Experiential Learning/Related Learning Experience refer to off-campus activities which are congruent to the learning outcomes of the program in terms of time and context. These activities required substantial off-campus learning as curriculum delivery.

**7.3** Institution refers to the HEI where the student is enrolled or where personnel is employed

**7.4** Non-curricular activities refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of

implementation as long as the safety and security of the students are duly ensured.

**7.5** Off-campus activities refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

## **ARTICLE VI**

### **EXCLUSIONS**

The following off-campus activities shall be excluded from this CMO. However, HEI shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for safety and security of the academic community.

#### **Section 8. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015

#### **Section 9. Internship/OJT/Practicum**

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

## **ARTICLE VII**

### **REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED**

#### **Section 10. Government**

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies;

**10.1** Commission on Higher Education (CHED);

**10.2** Department of Tourism (DOT);

**10.3** Department of the Interior and Local Government (DILG);

**10.4** Land Transportation Office (LTO);

**10.5** Land Transportation Franchising and Regulatory Board (LTFRB)

**10.6** League of Cites of the Philippines (LCP); and

**10.7** League of Municipalities of the Philippines (LMP)

#### **Section 11. Higher Education Institutions (HEIs)**

##### **11.1 Responsibilities and Obligations;**

##### **The HEIs shall:**

**a)** Design, determine and approved the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.

**b)** Adopt and implements its own institutional polices, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.

**c)** Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.

**d)** Ensure a 1:35-50 PIG-student ratio for the curricular activities. For non-curricular activities the HEIs shall adopt an appropriate PICstudent ratio, as it deems fit.

**e)** Ensure safety and welfare of mobility of students through the following transportation vehicles.

- owned by the HEI- updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
- third party or sub-contracting- Updated/validated documents pertaining to registration, insurance coverage driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.

**f)** Coordinate with the appropriate LGU/s or non-government organizations (NGOs)

**g)** Required the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.

**h)** Establish. Q mechanisms to provide parallel activities for curricular and alternatives activities for non-curricular which provide similar acquisition 'lpf knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and nonpunitive activities to concerned students.

**i)** Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs)

**j)** Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

(For the requirements please see Annex J.4 p.169)

## ARTICLE VIII

### MONITORING AND EVALUATION

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-a-cis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Executive Director and SeNices (OSDS)

## ARTICLE IX

### FEES

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct offcampus activities should be included in the student handbook or manual.

## ARTICLE X

### VIOLATIONS AND SANCTIONS

**Section 17. Violations.** The following are considered violations of these policies and guidelines.

**17.1** Failure to comply with any of the requirements in the CMO, such as:

- a) Conduct of orientation or consultation;
- b) Conduct of activity without approval of the President/Head of the HEI;
- c) Verification with agency concerned on road worthiness of vehicles;
- d) Validation of appropriate license of the driver;
- e) Establishment of parallel activities;
- f) Submission of required reports to CHEDRO;
- g) Submission of requirements per required timelines; or
- h) Compliance with the requirements and obligations.

(Faculty/student ratio, loading capacity of transportation)

**17.2** Imposition of punitive measure upon the student who failed to attend/join the activity

**17.3** Deployment of unqualified PIC **17.4** All other analogous circumstances.

**Section 18. Sanctions.**

**18.1** The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a) Written warning**
- b) Cancellation of the activity**
- c) Order the refund of collected fees**

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.

**18.2** For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs;

- a.** Blacklisting of the third party (franchisee or tour operator);
- b.** Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c.** Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phaseout and such other penalties may be validly imposed by the Commission to the concerned HEIs.

**18.3** This is without prejudice to the right of the concerned students/injured party/ies to file necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

#### **ARTICLE XI**

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled “Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.” All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

#### **ARTICLE XII**

##### **TRANSITORY PROVISION**

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled “Imposition of Moratorium Order No. 17, Series of 2012, and Review the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular Research and Extension Programs of Higher Education Institutions” shall also be deemed lifted upon the effectivity of this CMO.

### **ARTICLE XIII**

#### **EFFECTIVITY**

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

**Issued this \_Q\_ day of July, in Quezon City, Philippines.**

**For the Commission:**

**PATRICIA IA B. LICUANAN, Ph.D (Sgd.)**  
**Chairperson**

## Annex J.1



# LYCEUM OF THE PHILIPPINES LAGUNA

Km. 54 National Highway, Makiling, Calamba City, Laguna  
(049) 502-0971 to 75; 502-8946 [www.lpl.edu.ph](http://www.lpl.edu.ph)

OFFICE OF STUDENT AFFAIRS AND SERVICES

MEMO NO. : 2019-028  
DATE : July 24, 2019  
TO : DEANS/ PROGRAM CHAIRS/ CONCERNED INSTRUCTORS  
RE : CHED MEMORANDUM ORDER NO. 26 Series of 2015 –  
POLICIES AND GUIDELINES ON INTERNATIONAL  
EDUCATIONAL TRIPS &  
  
CHED MEMORANDUM ORDER NO. 63 SERIES OF 2017:  
POLICIES AND GUIDELINES ON LOCAL OFF  
CAMPUS ACTIVITIES

In recognition to the vast opportunities presented before our students and our institution, not only nationally but also internationally, and our strict compliance to CHED regarding off-campus activities, we would like to inform that there is a CHED Memorandum Order on International Educational Trips (IET) and Local-Off Campus Activities. All guidelines presented in this memorandum shall be followed accordingly. Failure to comply may result to deferral in participation to the said activity.

To assure compliance with both memorandums, OSA will require the following:

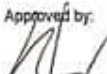
	Deadline at CHED	Deadline at OSA
Local Off Campus Activities	15 days before the trip	20 days before the trip
International Educational Trips	30 days before the trip	35 days before the trip

\* Please comply with the said deadlines, this is to assure compliance with the required lead time from CHED. Late submission of compliance reports will not be accepted.

Respectfully yours,

  
Ma. Angelita Acelar  
Supervisor, Office of Student Affairs

Noted by:  
  
Mr. Christopher C. Torres  
Executive Director, OSAS/Business Development

Approved by:  
  
Dr. Fibrenina V. Javier  
EVP/PPA

## Annex J.2



**Lyceum of the Philippines-Laguna**  
**LOCAL OFF-CAMPUS ACTIVITIES**  
**CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No. \_\_, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Name of Activity: \_\_\_\_\_ Destination: \_\_\_\_\_  
Date: \_\_\_\_\_

Cleared by: \_\_\_\_\_  
(Signature over Printed Name)

**Certified Correct:**

**Recommending approval:**

\_\_\_\_\_  
**Personnel-in-Charge**  
(Signature over Printed Name)

\_\_\_\_\_  
**Executive Director, OSAS/Business Development**  
(Signature over Printed Name)

\_\_\_\_\_  
**College Dean/Program Head**  
(Signature over Printed Name)

**Approved by:**

\_\_\_\_\_  
President/Head of HEI/  
Authorized Representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ by \_\_\_\_\_ who  
exhibited to me (his/her) competent proof of identification \_\_\_\_\_ issued at  
\_\_\_\_\_, Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;





### Annex J.3

Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION  
LOCAL OFF-CAMPUS ACTIVITIES  
REPORT OF COMPLIANCE

NAME OF HEI: LPU-Laguna

ADDRESS: KM 54 National Highway, Makiling Calamba City, Laguna

BASIC INFORMATION:

REGION: 4-A

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE

**REPORT BEFORE THE ACTIVITY:**

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

**Certified Correct:**

**Recommending approval:**

**Personnel-in-Charge**

President for Academic Affairs

**Reviewed by:**

(Signature over Printed Name)



**Approved by:**

**Dean/Program Head**

(Signature over Printed Name)

President/HEAD of HEI/ Authorized Representative

## Annex J.4

### List of Requirements/Attachments. (See Annex B)

**1. Accomplished Certificate of Compliance (Annex A) and Report of Compliance (Annex B)**

**2. Notarized Parents' Consent**

**3. Medical certificate**

**4. List of students (3copies)**

**5. The personnel-in-charge** (The admin/professor that will supervise the students during the trip must have a **certificate of first aid training**)

**6. Request of First Aid Kit** (signed by the school nurse on the Remarks of Annex B)

**7. Mobility/Transportation**

\*If the mode of transportation is owned by our school (LPU Van/LSSC Van), **Remarks on #9 of Annex B must be signed by the VP for Operations and External Relations**

\*If third party vehicle, the request must be submitted to Purchasing Office, and all the attachments from the agency must be attached (i.e. Certification of LTFRB for the validity of franchise/updated valid documents pertaining to registration and driver's license) **If this is the case, # is signed by the Purchasing Manager.**

**8. Minutes of the meeting-** the meeting must be done prior to the activity. The meeting's agenda is to discussed/brief the students regarding the trip, safety reminders and other necessary concerns about the trip. The P.I.C is the one in charge of the meeting. Attached with an attendance sheet signed by the attendees.

**9. NOTARIZED CERTIFICATE OF COMPLIANCE**

For the Annex A (Certificate of Compliance) it must be notarized before submitting to OSAS. All signatories must be complete before having it notarized.

## Annex J.5



Lyceum of the Philippines-Laguna  
INTERNATIONAL EDUCATIONAL TRIP 8  
CERTIFICATE OF COMPLIANCE

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activities pursuant to CMO No. 26, s. 2015 entitled "*Policies and Guidelines International Educational Trips*" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Name of Activity: \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Cleared by: \_\_\_\_\_  
(Signature over Printed Name)

Certified Correct:

Recommending approval:

\_\_\_\_\_  
Personnel-in-Charge  
(Signature over Printed Name)

\_\_\_\_\_  
MR. CHRISTOPHER C. TORRES  
Executive Director, O&B &  
Business Development  
(Signature over Printed Name)

\_\_\_\_\_  
College Dean/Program Head  
(Signature over Printed Name)

Approved by:

\_\_\_\_\_  
DR. PETER P. LAUREL/  
DR. FLORA V. JAVIER  
President/Head of HEV  
Authorized Representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ by \_\_\_\_\_ who exhibited to me (his/her) competent proof of identification issued at \_\_\_\_\_, Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

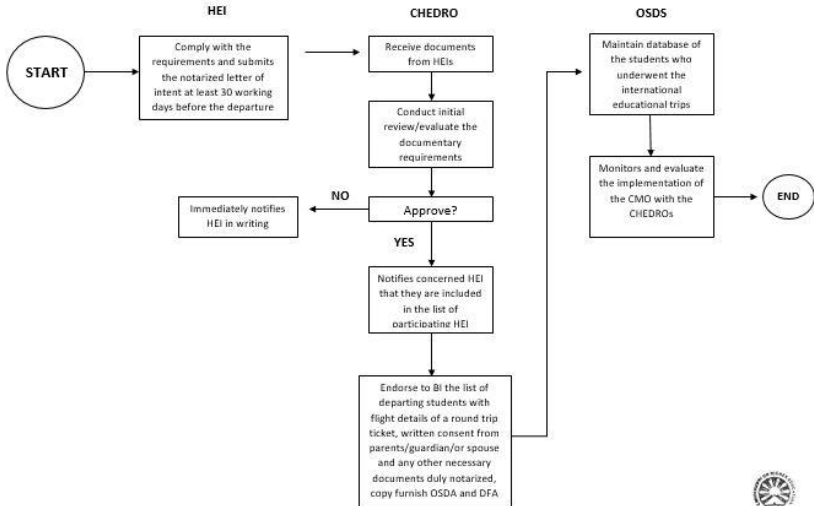
Book No. \_\_\_\_\_

Series of \_\_\_\_\_



## Annex J.6

### PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS



## Annex J.7

Annex A

### CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

	COMPLIED		REMARKS
	YES	NO	
<b>A. Before the International Educational Trips</b>			
<b>1. Included in the curriculum</b>			
<ul style="list-style-type: none"> <li>➤ Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)</li> </ul>			
<b>2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places and included in the General Orientation of Freshmen</b>			
<ul style="list-style-type: none"> <li>➤ Updated guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places and included in the General Orientation of Freshmen</li> <li>➤ Outline of Assessment Report to be filled in by the concerned faculty and students</li> </ul>			
<b>3. Faculty-in-Charge</b>			
<ul style="list-style-type: none"> <li>➤ Present designation</li> <li>➤ With letter of solicitation from the Administration indicating the Faculty-in-Charge roles and responsibilities before, during and after the International Educational trips</li> </ul>			
<b>4. Consultation conducted to concerned students, faculty and stakeholders</b>			
<ul style="list-style-type: none"> <li>➤ Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</li> </ul>			
<b>5. Destination chosen considering cost and benefit requirements</b>			
<ul style="list-style-type: none"> <li>➤ Destination, including accommodation chosen, considering cost and benefit requirements, safety and relevance with the subject matter</li> </ul>			
<b>6. Fund and other resources properly secured</b>			
<ul style="list-style-type: none"> <li>➤ Fund and other resources properly secured and accounted for</li> </ul>			
<b>7. Briefing to concerned faculty and students</b>			
<ul style="list-style-type: none"> <li>➤ Briefing to concerned faculty and students and provided the needed information materials</li> </ul>			
<b>8. Written plans submitted to HEI</b>			
<ul style="list-style-type: none"> <li>➤ Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI</li> </ul>			
<b>9. Insurance for the students, faculty and other concerned stakeholders</b>			
<ul style="list-style-type: none"> <li>➤ Individual or group insurance for students, faculty and other concerned stakeholders</li> </ul>			



**“Annex K”**  
**Republic of the Philippines**  
**OFFICE OF THE PRESIDENT**  
**COMMISSION ON HIGHER EDUCATION**

**CHED Memorandum Order**

**No. 25 Series of 2009**

**TO: CHED Regional Directors**  
**School Heads/Presidents of Private Schools, Colleges and**  
**Universities**  
**Presidents of State Colleges and Universities**

**SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG**  
**TESTING (RDT) FOR TERTIARY STUDENTS**

**x-----x**

**1.** In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the “Higher Education Act of 1994” and pursuant to Section 36 ( c ) of Article III of RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”, random drug testing of students in public and private tertiary/higher educational institutions will be scheduled this year.

**2.** The primary purpose of this Random Drug testing is to determine the prevalence of drug users among the students so that appropriate interventions be instituted. The cost of the Random Drug testing shall be borne by the government.

**3.** The enclosed General Guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No. 3, series of 2009 dated June 3, 2009 and Board Regulation No. 6 series of 2003 dated August 1, 2003, shall serve as the major reference in the implementation of the random drug-testing program. For other provisions of the law, reference shall be made to the Implementing Rules and Regulations (IRR) of RA 9165.

**4.** The CHED Regional Office must inform all Higher Education in their respective region that the government funded Random Drug Testing will start this July 2009 through the collaborative efforts of the Dangerous Drugs Board, Department of Health and the Commission on Higher Education.

**5.** Immediate dissemination of and compliance with this Order is directed.

**Issued this 17th day of August, 2009 at Quezon City, Philippines.**

**EMMANUEL Y. ANGELES (Sgd.)**  
**Chairman**

## **“Annex L”**

**REPUBLIC ACT NO. 9165      June 7, 2002**

**AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES**

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

**Section 1. Short Title.** – This Act shall be known and cited as the "Comprehensive Dangerous Drugs Act of 2002".

**Section 2. Declaration of Policy.** – It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today's more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

### **ARTICLE I**

#### **Definition of terms**

**Section 3. Definitions.** As used in this Act, the following terms shall mean:

**(v) Cannabis or commonly known as "Marijuana" or "Indian Hemp" or by it's any other name.** – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa* L. including, but not limited to, *Cannabis americana*, hashish, bhang, guaza, churrus and ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.

- (w) Methylenedioxymethamphetamine (MDMA) or commonly known as "Ecstasy", or by its any other name.** – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- (x) Methamphetamine Hydrochloride or commonly known as "Shabu", "Ice", "Meth", or by its any other name.** – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- (y) Opium.** – Refers to the coagulated juice of the opium poppy (*Papaver somniferum* L.) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.
- (z) Opium Poppy.** – Refers to any part of the plant of the species *Papaver somniferum* L., *Papaver setigerum* DC, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.
- (aa) PDEA.** – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.
- (ff) Pusher.** – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.
- (gg) School.** – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.
- (hh) Screening Test.** – A rapid test performed to establish potential/presumptive positive result.
- (ii) Sell.** – Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.
- (jj) Trading.** – Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, email, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.



**(kk) Use.** – Any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, and of the dangerous drugs.

## ARTICLE II

### Unlawful Acts and Penalties

**Section 15. Use of Dangerous Drugs.** – A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): Provided, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

## ARTICLE III

### Dangerous Drugs Test and Record Requirements

**Section 36. Authorized Drug Testing.** – Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue which may be used for other purposes. The following shall be subjected to undergo drug testing:

- (c) Students of secondary and tertiary schools.** – Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing: Provided, That all drug testing expenses whether in public or private schools under this Section will be borne by the government;
- (d) Officers and employees of public and private offices.** – Officers and employees of public and private offices, whether domestic or overseas, shall be subjected to undergo a random drug test as contained in the company's work rules and regulations, which shall be borne by the

employer, for purposes of reducing the risk in the workplace. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively which shall be a ground for suspension or termination, subject to the provisions of Article 282 of the Labor Code and pertinent provisions of the Civil Service Law;

- (f) All persons charged before the prosecutor's office with a criminal offense having an imposable penalty of imprisonment of not less than six (6) years and one (1) day shall have to undergo a mandatory drug test; and
- (g) All candidates for public office whether appointed or elected both in the national or local government shall undergo a mandatory drug test.

In addition to the above stated penalties in this Section, those found to be positive for dangerous drugs use shall be subject to the provisions of Section 15 of this Act.

#### **ARTICLE IV**

#### **Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act**

**Section 41. Involvement of the Family.** – The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

**Section 42. Student Councils and Campus Organizations.** – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

**Section 43. School Curricula.** – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:

- (1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
- (2) Preventive measures against drug abuse;
- (3) Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
- (4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
- (5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic

use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

**Section 44.** Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers.

Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

**Section 45.** Publication and Distribution of Materials on Dangerous Drugs. – With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on

Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

**Section 46.** Special Drug Education Center. – With the assistance of the Board, the Department of the Interior and Local Government (DILG), the

National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

## ARTICLE VIII

### Program for Treatment and Rehabilitation of Drug Dependents

#### **Section 54. Voluntary Submission of a Drug Dependent to Confinement, Treatment and Rehabilitation.**

– A drug dependent or any person who violates Section 15 of this Act may, by himself/herself or through his/her parent, spouse, guardian or relative within the fourth degree of consanguinity or affinity, apply to the Board or its duly recognized representative, for treatment and rehabilitation of the drug dependency. Upon such application, the Board shall bring forth the matter to the Court which shall order that the applicant be examined for drug dependency. If the examination by a DOH-accredited physician results in the issuance of a certification that the applicant is a drug dependent, he/she shall be ordered by the Court to undergo treatment and rehabilitation in a Center designated by the Board for a period of not less than six (6) months: Provided, That a drug dependent may be placed under the care of a DOH-accredited physician where there is no Center near or accessible to the residence of the drug dependent or where said drug dependent is below eighteen (18) years of age and is a first-time offender and non-confinement in a Center will not pose a serious danger to his/her family or the community.

Confinement in a Center for treatment and rehabilitation shall not exceed one (1) year, after which time the Court, as well as the Board, shall be apprised by the head of the treatment and rehabilitation center of the status of said drug dependent and determine whether further confinement will be for the welfare of the drug dependent and his/her family or the community.

**Section 55. Exemption from the Criminal Liability Under the Voluntary Submission Program.** A drug dependent under the voluntary submission program, who is finally discharged from confinement, shall be exempt from the criminal liability under Section 15 of this act subject to the following conditions:

- (1) He/she has complied with the rules and regulations of the center, the applicable rules and regulations of the Board, including the after-care and follow-up program for at least eighteen (18) months following temporary discharge from confinement in the Center or, in the case of a dependent placed under the care of the DOH-accredited physician, the after-care program and follow-up schedule formulated by the DSWD and approved by the Board: Provided, That capability-building of local government social workers shall be undertaken by the DSWD;
- (2) He/she has never been charged or convicted of any offense punishable under this Act, the Dangerous Drugs Act of 1972 or Republic Act No. 6425, as amended; the Revised Penal Code, as amended; or any special penal laws;

- (3) He/she has no record of escape from a Center: Provided, That had he/she escaped, he/she surrendered by himself/herself or through his/her parent, spouse, guardian or relative within the fourth degree of consanguinity or affinity, within one (1) week from the date of the said escape; and
- (4) He/she poses no serious danger to himself/herself, his/her family or the community by his/her exemption from criminal liability.

**Section 57. Probation and Community Service Under the Voluntary Submission Program.** – A drug dependent who is discharged as rehabilitated by the DOH-accredited Center through the voluntary submission program, but does not qualify for exemption from criminal liability under Section 55 of this Act, may be charged under the provisions of this Act, but shall be placed on probation and undergo a community service in lieu of imprisonment and/or fine in the discretion of the court, without prejudice to the outcome of any pending case filed in court.

Such drug dependent shall undergo community service as part of his/her after-care and follow-up program, which may be done in coordination with nongovernmental civil organizations accredited by the DSWD, with the recommendation of the Board.

**Section 66. Suspension of Sentence of a First-Time Minor Offender.** – An accused who is over fifteen (15) years of age at the time of the commission of the offense mentioned in Section 11 of this Act, but not more than eighteen (18) years of age at the time when judgment should have been promulgated after having been found guilty of said offense, may be given the benefits of a suspended sentence, subject to the following conditions:

- (a) He/she has not been previously convicted of violating any provision of this Act, or of the Dangerous Drugs Act of 1972, as amended; or of the Revised Penal Code; or of any special penal laws;
- (b) He/she has not been previously committed to a Center or to the care of a DOH-accredited physician; and
- (c) The Board favorably recommends that his/her sentence be suspended.

While under suspended sentence, he/she shall be under the supervision and rehabilitative surveillance of the Board, under such conditions that the court may impose for a period ranging from six (6) months to eighteen (18) months.

Upon recommendation of the Board, the court may commit the accused under suspended sentence to a Center, or to the care of a DOH-accredited physician for at least six (6) months, with after-care and follow-up program for not more than eighteen (18) months.

In the case of minors under fifteen (15) years of age at the time of the commission of any offense penalized under this Act, Article 192 of

Presidential Decree No. 603, otherwise known as the Child and Youth Welfare Code, as amended by Presidential Decree No. 1179 shall apply, without prejudice to the application of the provisions of this Section.

**Section 67. Discharge After Compliance with Conditions of Suspended Sentence of a First-Time Minor Offender.** – If the accused first time minor offender under suspended sentence complies with the applicable rules and regulations of the Board, including confinement in a Center, the court, upon a favorable recommendation of the Board for the final discharge of the accused, shall discharge the accused and dismiss all proceedings.

Upon the dismissal of the proceedings against the accused, the court shall enter an order to expunge all official records, other than the confidential record to be retained by the DOJ relating to the case. Such an order, which shall be kept confidential, shall restore the accused to his/her status prior to the case. He/she shall not be held thereafter to be guilty of perjury or of concealment or misrepresentation by reason of his/her failure to acknowledge the case or recite any fact related thereto in response to any inquiry made of him for any purpose.

**Section 68. Privilege of Suspended Sentence to be Availed of Only Once by a First-Time Minor Offender.** – The privilege of suspended sentence shall be availed of only once by an accused drug dependent who is a first-time offender over fifteen (15) years of age at the time of the commission of the violation of Section 15 of this Act but not more than eighteen (18) years of age at the time when judgment should have been promulgated.

**Section 69. Promulgation of Sentence for First-Time Minor Offender.** – If the accused first-time minor offender violates any of the conditions of his/her suspended sentence, the applicable rules and regulations of the Board exercising supervision and rehabilitative surveillance over him, including the rules and regulations of the Center should confinement be required, the court shall pronounce judgment of conviction and he/she shall serve sentence as any other convicted person.

**Section 70. Probation or Community Service for a First-Time Minor Offender in Lieu of Imprisonment.** – Upon promulgation of the sentence, the court may, in its discretion, place the accused under probation, even if the sentence provided under this Act is higher than that provided under existing law on probation, or impose community service in lieu of imprisonment. In case of probation, the supervision and rehabilitative surveillance shall be undertaken by the Board through the DOH in coordination with the Board of Pardons and Parole and the Probation Administration. Upon compliance with the conditions of the probation, the Board shall submit a written report to the court recommending termination of probation and a final discharge of the probationer, whereupon the court shall issue such an order.

The community service shall be complied with under conditions, time and place as may be determined by the court in its discretion and upon the recommendation of the Board and shall apply only to violators of Section 15 of this Act. The completion of the community service shall be under the supervision and rehabilitative surveillance of the Board during the period required by the court. Thereafter, the Board shall render a report on the manner of compliance of said community service. The court in its discretion may require extension of the community service or order a final discharge.

In both cases, the judicial records shall be covered by the provisions of Sections 60 and 64 of this Act.

If the sentence promulgated by the court requires imprisonment, the period spent in the Center by the accused during the suspended sentence period shall be deducted from the sentence to be served.

**Section 73.** Liability of a Parent, Spouse or Guardian Who Refuses to Cooperate with the Board or any Concerned Agency. – Any parent, spouse or guardian who, without valid reason, refuses to cooperate with the Board or any concerned agency in the treatment and rehabilitation of a drug dependent who is a minor, or in any manner, prevents or delays the after-care, follow-up or other programs for the welfare of the accused drug dependent, whether under voluntary submission program or compulsory submission program, may be cited for contempt by the court.

**Section 74. Cost-Sharing in the Treatment and Rehabilitation of a Drug Dependent.** – The parent, spouse, guardian or any relative within the fourth degree of consanguinity of any person who is confined under the voluntary submission program or compulsory submission program shall be charged a certain percentage of the cost of his/her treatment and rehabilitation, the guidelines of which shall be formulated by the DSWD taking into consideration the economic status of the family of the person confined. The guidelines therein formulated shall be implemented by a social worker of the local government unit.

**Section 75. Treatment and Rehabilitation Centers.** – The existing treatment and rehabilitation centers for drug dependents operated and maintained by the NBI and the PNP shall be operated, maintained and managed by the DOH in coordination with other concerned agencies. For the purpose of enlarging the network of centers, the Board through the DOH shall encourage, promote or whenever feasible, assist or support in the establishment, operations and maintenance of private centers which shall be eligible to receive grants, donations or subsidy from either government or private sources. It shall also support the establishment of government-operated regional treatment and rehabilitation centers depending upon the availability of funds. The national

government, through its appropriate agencies shall give priority funding for the increase of subsidy to existing government drug rehabilitation centers, and shall establish at least one (1) drug rehabilitation center in each province, depending on the availability of funds.

**Approved,**

**(Sgd) FRANKLIN M. DRILON**  
**President of the Senate**

**(Sgd) JOSE DE VENECIA, JR.**  
**Speaker of the House of**  
**Representatives**

**This Act which is a consolidation of Senate Bill No. 1858 and House Bill No. 4433 was finally passed by the Senate and the House of Representatives on May 30, 2002 and May 29, 2002, respectively.**

**(Sgd) OSCAR G. YABES**  
**Secretary of the Senate**

**(Sgd) ROBERTO P. NAZARENO**  
**Secretary General**  
**House of Representatives**

**Approved: January 23, 2002**

**(Sgd) GLORIA MACAPAGAL-ARROYO**  
**President of the Philippines**



## **“Annex M”**

### **Republic Act No. 9211**

#### **AN ACT REGULATING THE PACKAGING, USE, SALE DISTRIBUTION AND ADVERTISEMENTS OF TOBACCO PRODUCTS AND FOR OTHER PURPOSES**

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

**Section 1. Short Title** - This Act shall be known as the "Tobacco Regulation Act of 2003."

**Section 2. Policy** - it is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the Interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale, and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interest of tobacco farmers, growers, workers and stakeholders are not adversely compromised.

**Section 3. Purpose** - It is the main thrust of this Act to:

- a. Promote a healthful environment;
- b. Inform the public of the health risks associated with cigarette smoking and tobacco use;
- c. Regulate and subsequently ban all tobacco advertisements and sponsorships;
- d. Regulate the labeling of tobacco products;
- e. Protect the youth from being initiated to cigarette smoking and tobacco use by prohibiting the sale of tobacco products to minors;
- f. Assists and encourage Filipino tobacco farmers to cultivate alternative agricultural crops to prevent economic dislocation; and
- g. Create an Inter-Agency Committee on Tobacco (IAC-Tobacco) to oversee the implementation of the provision of this Act.

**Section 4. Definition of Terms** - As used in this Act:

- a. **"Advertisement"** - refers to any visual and/or audible message disseminated to the public about or on a particular product that promote and give publicity by words, designs, images or any other means through broadcasts, electronic, print or whatever form of mass media, including outdoor advertisements, such as but no limited to signs and billboards. For the purpose of this Act, advertisement shall be understood as tobacco advertisement.

- b. **"Advertising"** - refers to the business of conceptualizing, presenting, making available and communicating to the public, through any form of mass media, any fact, data or information about the attributes, features, quality or availability of consumers products, services or credit.

For the purpose of this Act, advertising shall be understood as tobacco advertising. This shall specifically refer to any messages and images promoting smoking; the purchase or use of cigarette or tobacco trademarks brand names, design and manufacturer's names;

- c. **"Advertiser"** - refers to a person or entity on whose account of for whom an advertisement is prepared and disseminated by the advertising agency, which is service established and operated for the purpose of counseling or creating and producing and/or implementing advertising program in various forms of media;
- d. **"Cigarette"** - refers to any roll or tubular construction, which contains tobacco or its derivatives and is intended to be burned or heated under ordinary conditions of use;
- e. **"Distributor"** - refers to any person to whom a tobacco product is delivered or sold for purposes of distribution in commerce, except that such terms does not include a manufacturer or retailer or common carrier of such product;
- f. **"Mass Media"** - refers to any medium of communication designed to reach a mass of people. For this purposes, mass media includes print media such as, but not limited to, newspapers, magazines, and publications; broadcast media such as, but not limited to, radio, television, cable television, and cinema; electronic media such as but not limited to the internet;
- g. **"Minor"** - refers to any person below eighteen (18) years old;
- h. **"Manufacturer"** - refers to any person entity, including a re-packer, who makes, fabricates, assembles, processes, or labels a finished product;
- i. **"Package"** - refers to pack, boxes, cartons or containers of any kind in which any tobacco product is offered for sale to consumers;
- j. **"Persons"** - refers to an individual, partnership, corporation or any other business or legal entity;
- k. **"Point-of-sale"** - refers to any location at which an individual can purchase or otherwise obtain tobacco products;
- l. **"Promotions"** - refers to an event or activity organized by or on behalf of a tobacco manufacturer, distributor or retailer with the aim of promoting a brand of tobacco product, which event or activity would not occur but for the support given to it by or on behalf of the tobacco manufacturer's name, trademark, logo, etc. on non-tobacco products. This includes the paid use of tobacco products bearing the brand names, trade names, logos, etc. In

movies, television and other forms of entertainment. For the purpose of this Act, promotion shall be understood as tobacco promotion;

- m. **"Public Conveyance"** - refers to mode of transportation servicing the general population such as, but not limited to, elevators, airplanes, buses, taxicabs, ships, jeepneys, light rail transits, tricycles, and similar vehicles;
- n. **"Public Places"** - refer to enclosed or confined areas of all hospitals, medical clinics, schools, public transportation terminals and offices, and building such as private and public offices, recreational places, shopping malls, movie houses, hotels, restaurants, and the like'
- o. **"Retailer"** - refers to any person who or entity that sells tobacco products to individuals for personal consumption;
- p. **"Smoking"** - refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked;
- q. **"Sponsorship"** - refers to any public or private contribution to a third party in relation to an event, team or activity made with the aim of promoting a brand of tobacco product, which event, team or activity would still exist or occur without such contribution. For the purpose of this Act, sponsorship shall be understood as tobacco sponsorship;
- r. **"Tobacco"** - refers to agricultural components derived from the tobacco plant, which are processed for use in the manufacturing of cigarettes and other tobacco products;
- s. **"Tobacco Products"** - refers to any product that consists of loose tobacco that contains nicotine and is intended for use in a cigarette, including any product containing tobacco and intended for smoking or oral or nasal use. Unless stated otherwise, the requirements of this Act pertaining to cigarettes shall apply to other tobacco products;
- t. **"Tobacco Grower"** - refers to any person who plants tobacco before the enactment of this Act and classified as such by the national Tobacco Administration (NTA); and
- u. **"Warning"** - refers to the notice printed on the tobacco product or its container and/or displayed in print or alert in broadcast or electronic media including outdoor advertising and which shall bear information on the hazard of tobacco use;

## **HEALTHFUL ENVIRONMENT**

**Section 5. Smoking in Public Places** - Smoking shall be absolutely prohibited in the following public places:

- a. Centers of youth activity such as playschools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels, and recreational facilities for persons under eighteen (18) years old;
- b. Elevator and stairwells;

- c. Location in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;
- d. Within the buildings and premises of public and private hospitals. Medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;
- e. Public conveyance and public facilities including airport and ship terminals and train and bus stations, restaurant and conference halls, except for separate smoking areas; and
- f. Food preparation areas.

**Section 6. Designated Smoking And Non-Smoking Areas** - In all enclosed places that are open to the general public, private workplaces, and other places not covered under the preceding section, where smoking may expose a person to the other than the smoker to tobacco smoke, the owner, proprietor, possessor, manager or administrator of such places shall establish smoking areas. Such areas may include a designated smoking area within the building, which may be in an open space or separate area with proper ventilation, but shall not be located within the same room that has been designated as a non-smoking area.

All designated smoking areas shall at least one (1) legible and visible sign posted, namely "SMOKING AREA" for the Information and guidance of all concerned. In addition, the sign or not posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-smoking areas shall likewise have at least one (1) legible and visible sign, namely: "NO SMOKING AREA" or "NO SMOKING".

#### **ACCESS RESTRICTIONS**

**Section 7. Vending Machines, Self-Service Facilities** - unless the vending machine has a mechanism for age verification, the sale or distribution of tobacco products to minors by means of a vending machine or any selfservice facility or similar contraption or device is prohibited, except at point-of-sale establishments.

**Section 8. Retailer Compliance With Respect To Self-Service Facilities.** - Each retailer shall ensure that all tobacco-related self-service displays or facilities, advertising, labeling and other items that are located in the establishment of the retailer and that do not comply with the requirements of this Act are removed or are brought into compliance with the requirements of this Act.

**Section 9. Minimum Age Sales** - Under this Act, It shall be unlawful:

- a. For any retailer or tobacco products to sell or distribute tobacco products to any minor;
- b. For any person to purchase cigarettes or tobacco products from a minor;
- c. For a minor to sell or buy cigarettes or any tobacco products; and

d. For a minor to smoke cigarettes or any other tobacco products.

It shall not be a defense for the person selling or distributing that he/she did not know or was aware of the real age of the minor. Neither shall it be a defense that he/she did not know nor had any reason to believe that the cigarette or any other tobacco product was for the consumption of the minor to whom it was sold.

**Section 10. Sale of Tobacco Products Within School Perimeters** - The sale or distribution of tobacco products is prohibited within one hundred (100) meters from any point of the perimeter of a school, public playground or other facility frequented particularly by minors.

**Section 11. Sinage** - Point-of-Sale establishments offering, distributing or selling tobacco products to consumers, shall post the following statement in a clear and conspicuous manner: "SALE/DISTRIBUTION TO OUR PURCHASE BY MINORS OF TOBACCO PRODUCTS IS UNLAWFUL" or "IT IS LAWFUL FOR TOBACCO PRODUCTS TO BE SOLD/DISTRIBUTED TO OR PURCHASED BY PERSONS UNDER 18 YEARS OF AGE".

**Section 12. Proof Of Age Verification** - In case of doubt as to the age of the buyer, retailers shall verify, by means of any valid form of photographic identification containing the date of birth of the bearer, that no individual purchasing a tobacco is below eighteen (18) years of age.

#### **INFORMATION PROGRAM**

**Section 34. Informative Drive.** - Consistent with the provisions of this Act, the DOH shall, in cooperation with the DepEd and with the assistance of the Philippine Information Agency (PIA), undertake a continuous information program on the harmful effects of smoking.

The DOH shall enlist the active participation of the public and private sectors in the national effort to discourage the unhealthy habit of smoking.

**Section 35. Instructions on the Hazardous Effect of Smoking as Part of School Curricula.** - Instruction on the adverse effects of cigarette tobacco smoking, including their health, environmental and economic implications, shall be integrated into the existing curricula of all public and private elementary and high schools.

The DepEd Secretary shall promulgate such rules and regulations as may be necessary to carry out the abovestated policy hereof, and, with the assistance of the Secretary of Health, and with the approval of the IACTobacco, shall cause the publication and distribution of materials on the unhealthy effects of smoking to students and the general public.

**Approved,**

**FRANKLIN DRILON**  
President of the Senate

**JOSE DE VENECIA JR.**  
Speaker of the House of  
Representative

**This Act, which is a consolidation of Senate Bill No. 1859 and House Bill No. 5960 was finally passed by the Senate and the House of Representatives on June 3, 2003 and June 2, 2003, respectively.**

**OSCAR G. YABES**  
Secretary of Senate

**ROBERTO P. NAZARENO**  
Secretary General House of Representatives

**Approved: June 23, 2003**  
**GLORIA MACAPAGAL-ARROYO**  
President of the Philippines

## **“ANNEX N”**

### **RA 10627 – Anti-Bullying Act**

**Republic of the Philippines Congress of the Philippines Metro Manila Fifteenth Congress Third Regular Session**

#### **[REPUBLIC ACT NO. 10627] AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS**

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

**SEC. 1. Short Title.** – This Act shall be known as the “Anti-Bullying Act of 2013”.

**SEC. 2. Acts of Bullying.** – For purposes of this Act, “bullying” shall refer to any severe or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

- a) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- b) Any act that causes damage to a victim’s psyche and/or emotional well-being;
- c) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body; and
- d) Cyber-bullying or any bullying done through the use of technology or any electronic means.

**SEC. 3. Adoption of Anti-Bullying Policies.** – All elementary and secondary schools are hereby directed to adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions which:

- a) Prohibit the following acts:
  1. Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school-related activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; or through the

- use of technology or an electronic device owned, leased or used by a school;
- 2.** Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and
  - 3.** Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;
- b)** Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: Provided, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;
- c)** Establish clear procedures and strategies for:
- 1.** Reporting acts of bullying or retaliation;
  - 2.** Responding promptly to and investigating reports of bullying or retaliation;
  - 3.** Restoring a sense of safety for a victim and assessing the student's need for protection;
  - 4.** Protecting from bullying or retaliation of a person who reports acts of bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying; and
  - 5.** Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of said students;
- d.)** Enable students to anonymously report bullying or retaliation: Provided, however, that no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;
- e.)** Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- f.)** Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;



- g.) Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home; and
- h.) Maintain a public record of relevant information and statistics on acts of bullying or retaliation in school: Provided, That the names of students who committed acts of bullying or retaliation shall be strictly confidential and only made available to the school administration, teachers directly responsible for the said students and parents or guardians of students who are or have been victims of acts of bullying or retaliation.

All elementary and secondary schools shall provide students and their parents or guardians a copy of the anti-bullying policies being adopted by the school. Such policies shall likewise be included in the school's student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any. The Department of Education (DepED) shall include in its training programs, program or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to any bullying act.

**SEC. 4. Mechanisms to Address Bullying.** – The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of policies intended to address bullying. Any member of the school administration, student, parent or volunteer shall immediately report any instance of bullying or act of retaliation witnessed, or that has come to one's attention, to the school principal or school officer or person so designated by the principal to handle such issues, or both. Upon receipt of such a report, the school principal or the designated school officer or person shall promptly investigate. If it is determined that bullying or retaliation has occurred, the school principal or the designated school officer or person shall:

- a) Notify the law enforcement agency if the school principal or designee believes that criminal charges under the Revised Penal Code may be pursued against the perpetrator;
- b) Take appropriate disciplinary administrative action;
- c) Notify the parents or guardians of the perpetrator; and
- d) Notify the parents or guardians of the victim regarding the action taken to prevent any further acts of bullying or retaliation.

If an incident of bullying or retaliation involves students from more than one school, the school first informed of the bullying or retaliation shall promptly notify the appropriate administrator of the other school so that both may take appropriate action.

**SEC. 5. Reporting Requirement.** – All schools shall inform their respective schools division superintendents in writing about the antibullying policies

formulated within six (6) months from the effectivity of this Act. Such notification shall likewise be an administrative requirement prior to the operation of new schools. Beginning with the school year after the effectivity of this Act, and every first week of the start of the school year thereafter, schools shall submit a report to their respective schools division superintendents all relevant information and statistics on acts of bullying or retaliation. The schools division superintendents shall compile these data and report the same to the Secretary of the DepED who shall likewise formally transmit a comprehensive report to the Committee on Basic Education of both the House of Representatives and the Senate.

**SEC. 6. Sanction for Noncompliance.** – In the rules and regulations to be implemented pursuant to this Act, the Secretary of the DepED shall prescribe the appropriate administrative sanctions on school administrators who shall fail to comply with the requirements under this Act. In addition thereto, erring private schools shall likewise suffer the penalty of suspension of their permits to operate.

**SEC. 7. Implementing Rules and Regulations.** – Within ninety (90) days from the effectivity of this Act, the DepED shall promulgate the necessary rules and regulations to implement the provisions of this Act

**SEC. 8. Separability Clause.** – If, for any reason, any provision of this Act is declared to be unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force or effect.

**SEC. 9. Repealing Clause.** – All laws, decrees, orders, rules and regulations or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby repealed, amended or modified accordingly.

**SEC. 10. Effectivity.** – This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

**(Sgd.) JINGGOY EJERCITO ESTRADA**  
**Acting Senate President**

**(Sgd.) FELICIANO BELMONTE JR.**  
**Speaker of the House of**  
**Representatives**

This Act which originated in the House of Representatives was finally passed by the House of Representatives and the Senate on June 5, 2013.

**(Sgd.) EMMA LIRIO-REYES**  
**Secretary of the Senate**

**(Sgd.) MARILYN B. BARUA-YAP**  
**Secretary General House of**  
**Representatives**

**Approved: SEP 12 2013**

**(Sgd.) BENIGNO S. AQUINO III**  
**President of the Philippines**

## **“ANNEX O”**

### **CLEAN-AS-YOU-GO POLICY**

The “Clean as you go” is a program upheld by the Lyceum Supreme Student Council (LSSC) to ensure and maintain the cleanliness of the cafeteria. Putting into account that the cafeteria is one of the places where students usually gather especially in break time, it is therefore given the highest standard of cleanliness. Not only that, it is also a place where proper hygiene and safety are to be given a clear eye. This project will also help the students to practice responsible waste management.

#### **As part of the “Clean-as-you-go” Policy, the students are expected to:**

- Leave the tables, chairs and floors of the cafeteria clean and in order. No trash or left-over foods shall be seen in the described places;
- Plates should be placed back on the plate racks located at the side of the cafeteria, and;
- All waste and rubbish should be disposed on the trash bins or bags;

The cafeteria staff, LSSC officers, other student leaders, faculty, and admin personnel are given the right to report students who will not follow the policy and refer to the Discipline Office for appropriate sanction.

Violation of said policy is considered a less serious offense as specifically stated in the student Handbook and punishable by written warning and reprimand as minimum and in-house community service as maximum penalty.

## **“Annex P”**

### **Guidelines for Qualifying Student Officers in any Student Organization or Council**

Lyceum of the Philippines Laguna believes that student leaders have vital roles in achieving the mission and vision of the institution as well as in promoting its Core Values.

To satisfy worthy student leaders of the institution, the following guidelines should be followed, to wit:

1. An aspiring officer should be officially enrolled in Lyceum of the Philippines Laguna or enrolled at least (18) units;
2. He/She must be of good moral character;
3. He/She must not have a failing grade in any subject in the previous semesters attended;
4. He/She should not have committed an offense enumerated in the Student Handbook;
5. He/She should not have any pending criminal case in court or previous conviction of offense/s involving moral turpitude;
6. He/She should not be a member of any radical or submissive organization, fraternity/sorority or any organization which employs violence in the recruitment of its members;
7. She should be able to comply and submit the required documents (i.e., registration form, certificate of good moral character, photocopy of student ID, certificate of grades, endorsement of the college dean and certificate of candidacy to the Commission on the date specified by the body.

The officers of the Lyceum Supreme Student Council shall be as follows: President, Vice-President, Secretary General, Treasurer, Auditor, P.R.O, and College Representatives.

The Office of Student Affairs and Services has the authority to appoint student officers to any accredited student organization or council upon satisfying the requirements submitted during College Student Council and Lyceum Supreme Student Council Elections. Student leaders should hereby satisfy all the provisions cited on the Lyceum Student Election Code

All matters concerning the student council and organization shall be under the supervision of the Office of Student Affairs.

## **“Annex Q”**

### **Procedure for Application of LP Laguna Accredited Boarding House/Dormitory**

Lyceum of the Philippines Laguna, as part of its core values – “SERVICE ORIENTEDNESS” ensures that all Lyceans enrolled in the institution will be well-rounded, portraying the values of being self-disciplined individuals. The institution promotes safety and security for the students specially in renting a boarding house/dormitory in order to enjoy a decent, safe and comfortable living while away from home.

Hence, the institution strives hard to assess quality boarding houses, dormitories, apartments and the likes.

- Interested applicants must submit the following documents one (1) month before the start of each academic year to the Office of Student Affairs (OSA), to wit:
  1. Duly accomplished Application Form for Boarding House/Dormitory Accreditation;
  2. Photocopy of Business Permit (Original document must be presented to OSA for verification purposes);
  3. One (1) recent photo of the boarding house/dormitory;
  4. Location map or sketch of the boarding house/dormitory.
    - Upon thorough checking of all the requirements, finding all the documents authentic, the Committee for Accreditation composed of two (2) personnel from OSA and one (1) personnel from Guidance and Testing Center (GTC) will inform the applicant for the possible date of inspection and ocular visit.
    - When the Committee is satisfied that the applicant meets the requirements for accreditation, OSA shall inform the applicant of the scheduled signing of “KASUNDUAN SA PAGTATALAGA NG ACCREDITED BOARDING HOUSES/DORMITORIES/APARTMENTS” between LPL and applicant. Violation of any of the terms and conditions stipulated in said Kasunduan shall be a ground for revocation or non-renewal of accreditation.
    - Students who are boarding in any LPU accredited boarding houses, must fill out the Student Profile Form which will be distributed by OSA to the owner/landlord/landlady of each accredited boarding house /dormitory for reference and record purposes.
    - Issues, concerns or problems that may arise between students who are boarding in any LPL accredited boarding house/dormitory and the owner/landlord/landlady must be reported to OSA who shall act as mediator for the settlement of the same and, if applicable, impose proper disciplinary action against students concerned.

## **“Annex R”**

### **Guidelines on Student Activities**

Student activities, seminar, trainings and competitions inside and outside the school premises should be properly communicated with the Office of Student Affairs, Student Development Coordinator, Supervisor and Executive Director for Student Affairs and Services.

Every activity conducted by organizations and council inside or outside the school premises should be supported by one (1) copy of Activity Proposal which should be submitted to the Student Development Coordinator and a copy of the Activity Permit for the use of the facilities and other reservations.

Outside of the school premises activities requires to follow the policy on off campus activities.

For community extension activities, the Institutional Social Responsibility Office (ISRO) has a different set of Parent’s Consent which the student should secure prior to the execution of their activities.

The OSA will not allow any activity for failure to comply with the above described requirements. The OSA shall not be liable for loss, damage of property/ies, injuries, death and the likes should the activity was made without their knowledge.

Every organization and council should submit to the Student Development Coordinator a copy of their Proposal of Activities for the current semester which enlists the activities they are planning to make. They should see to it that at least half of the activities were executed at the end of the semester. This will be one of the requirements for renewal of their Certificate of Recognition as a Student Organization.

**This guidelines shall take effect on July 2018.**

## **“Annex S”**

### **Lyceum of the Philippines Laguna Election Code**

#### **Article I – GENERAL PROVISIONS**

**SEC. 1. Title.** This Code shall be known as the “Lyceum Student Election Code.”

**SEC. 2. Coverage.** This Code shall govern elections to the Supreme Student Council in the “Lyceum of the Philippines-Laguna.”

**SEC. 3. Definition of Terms.** For purposes of this Code, the following terms/phrases are defined as follows:

- (a) “Lyceum Supreme Student Council” refers to the duly constituted student organization in the Lyceum of the Philippines-Laguna
- (b) “Lyceum Supreme Student Council Elections” refers to elections to all the positions in the Lyceum Supreme Student Council which are President, Vice President, Secretary General, Treasurer, Auditor, Public Relations Officer, and College Representatives.
- (c) “Lyceum Supreme Student Council Electoral Board” or “Electoral Board” refers to the group whose composition and functions are as described in Article V of this Code.
- (d) “Lyceum” signifies the Lyceum of the Philippines-Laguna

**SEC. 4. Declaration of Objectives.** The objectives of this Code are:

- (a) To prescribe basic election rules, procedures, and other guidelines from the filing of certificates of candidacy to the settlement of postelection protests.
- (b) To provide safeguards designed to ensure orderly and properly coordinated elections.
- (c) To ensure that real and basic issues in elections are clarified.
- (d) To define the qualifications of voters and candidates for elective positions.
- (e) To define the creation, composition, and functions of the Lyceum Supreme Student Electoral Board.

#### **Article II – ELECTIVE POSITIONS**

**SEC. 1. Composition of the Lyceum Supreme Student Council.** The Lyceum Supreme Student Council shall be composed of a President, Vice President, Secretary General, Treasurer, Auditor, Public Relations Officer, and College Representatives all elected at large.

**SEC. 2. Term of Office.** The duly elected officers of the Lyceum Supreme Student Council shall hold office for one academic year to commence from the time they take their oath of office until the next set of officers and other members of the Lyceum Supreme Student Council for the succeeding academic year shall have qualified and shall have been officially declared likewise by the Lyceum Supreme Student Electoral Board; unless sooner terminated in accordance with the provisions of Article II, Section 3 below.

**SEC. 3. Cessation of Tenure.** The term of office of any incumbent officer of the Lyceum Supreme Student Council shall automatically terminate and the position held deemed permanently vacant for any of the causes specified hereunder:

- (a) Upon graduation
- (b) Upon final approval by a competent school authority of his application for leave of absence.
- (c) Upon death
- (d) Upon illness or any other cause which prevents him from discharging his functions.
- (e) Upon disqualification from re-enrollment for any semester or term during the academic year in his current academic program for scholastic reasons; provided that the automatic termination of his term of office shall take effect upon receipt of a written notice of disqualification issued by the Office of Student Affairs.
- (f) Upon his receipt of written notice, issued by a competent school authority, of any of the following:
  - (1) Honorable dismissal
  - (2) Suspension for more than one month
  - (3) Expulsion/dishonorable dismissal
- (g) Upon cessation of his status as student under pertinent rules in the Student Handbook. Reconsideration of any of the actions specified in paragraphs (e) through (g) above by the appropriate school authorities shall not operate as a reinstatement in office, unless, the position originally held is still vacant.

**SEC. 4. Filing of Vacancy.** Vacancies arising from causes specified in the preceding section shall be filed in accordance with The Constitution and By Laws of the Supreme Student Council; provided, that anyone assuming a vacated position shall serve for the unexpired term only.

#### **Article III – QUALIFICATIONS OF CANDIDATES**

**SEC. 1.** To qualify for any of the Lyceum Supreme Student Council positions, a candidate must possess/satisfy the qualifications as stated under the Constitution and Bylaws of the Supreme Student Council.

#### **Article IV – QUALIFICATIONS OF VOTERS**

**SEC. 1.** To qualify as voter in the general elections for Lyceum Supreme Student Council positions, a student must be currently enrolled in Lyceum; provided, the student is not serving a penalty of suspension as of the day of the elections.



## **Article V – ELECTORAL BOARD**

**SEC. 1. Composition of the Lyceum Supreme Student Electoral Board.** There shall be a Lyceum Supreme Student Electoral Board composed of the Lyceum Student Affairs Director as ex-officio Chairman, two department heads and three students who shall be selected by the outgoing officers of the Lyceum Supreme Student Council. Incumbent Supreme Student Council officers who are not running for re-election are eligible for selection in the Electoral Board.

**SEC. 2. Functions of the Lyceum Supreme Student Electoral Board.** This board shall perform the following functions:

- (a) To formulate and implement, consistently with the provisions of this Code, such implementing rules, regulations, and procedures as are necessary for the proper conduct and coordination of the Lyceum Supreme Student Council elections.
- (b) To supervise and coordinate the conduct of the Lyceum Supreme Student Council elections.
- (c) To settle electoral questions and resolve protests and cases of violations of the provisions of this Code. A decision, in accordance with the provisions of this Code, shall be made within two weeks after the case has been submitted. The decision of the Electoral Board, in all cases, shall be final.
- (d) To process certificates of candidacy and other forms for Lyceum Supreme Student Council positions;
- (e) To disqualify any candidate to any Lyceum Supreme Student Council position prior to the officially prescribed starting time of the general elections for any of the following reasons:
  - (1) Failure of the candidate to submit any of the requirements prescribed in Article VII, Section 1 and 2 below;
  - (2) Deficiency in any of the submitted requirements. The decision of the Lyceum Supreme Student Electoral Board pursuant to Article V, Section 3, paragraph (e) above shall be final.
- (f) To canvass election returns for Lyceum Supreme Student Council positions and proclaim winning candidates.

## **Article VII – CERTIFICATE OF CANDIDACY**

**SEC. 1. Filing of Certificates of Candidacy.** A qualified candidate for a Lyceum Supreme Student Council position can file his certificate of candidacy with the Lyceum Supreme Student Electoral Board starting on the first week of the election period.

**SEC. 2. Any two or more students or duly recognized Lyceum-based organizations may form a party and participate in the Lyceum Supreme Student Council elections.** Any bona fide student may run as an independent candidate subject to the provisions of Article VI Section 4 of the Constitution of the Student

Council. Each candidate must be identified as to what political party he belongs or if he is running as an independent candidate.

**SEC. 3. All candidates must file their candidacy for one position only.** Those whose certificate of candidacy indicates two or more positions shall be disqualified.

**SEC.4. A maximum of four parties will be allowed.** Only two independent candidates per position will be allowed.

#### **Article VIII – CAMPAIGN**

**SEC. 1. Campaign Materials.** The necessary expenses for campaign materials shall be the responsibility of the political parties/candidates concerned. Only the materials in the list below are allowed and any violation by any candidate or candidate representative shall be sufficient ground for disqualification.

(a) Posters measuring a maximum of A3 (297 x 420 mm) (11.69x 16.5 inches) in portrait or landscape format. Each candidate, whether belonging to a party or independent, is allowed to have a poster. Posters can only be put up in designated posting areas and a member of the Lyceum Supreme Student Electoral Board or an incumbent Lyceum Supreme Student Council member not running for re-election must be present when putting up posters. Position of posters in the posting areas shall be determined on a first-come basis or by drawing lots among the candidates if many presented their posters at the same day.

(b) A maximum of three (3) tarpaulin posters (5 x 7 ft) may be allowed for each party but not for individual candidates.

(c) Handbills not exceeding a fourth ( $\frac{1}{4}$ ) of 8- $\frac{1}{2}$  x 11 inches in size.

**SEC.2. Campaign Language.** English will be the only language allowed in all forms of campaign, print and oral.

**SEC. 3. Room-to-Room Campaign.** Room-to-room campaigns are allowed during the two-day period but shall not exceed 10 minutes per party and 3 minutes for independent candidates and can only be undertaken with the permission of the professors concerned.

**SEC. 4. Campaigning During Elections.** Campaigning within ten meters of the polling place during the election day shall be strictly prohibited.

**SEC. 5. Campaigning through electronic media i.e. cellphones and internet may be allowed.** This should observe the Lyceum Student Handbook and core values.

**SEC.6. Each party will be allowed to use areas designated by the Electoral Board.**

**SEC. 7. Clean-Up.** All candidates shall be required to clean up the areas where they placed posters, and distributed handbills at the first hour of the third Election Day. Canvassing of ballots shall commence only once this requirement

is complied with by all candidates. Failure to participate in the cleanup may mean disqualification.

### **Article IX – ELECTION**

**SEC. 1. Election Time.** The polls shall be open from 8:00 am to 7:00 pm. All those within the premises of the polling place who have not yet voted as of closing time shall be allowed to do so.

**SEC. 2. Election Precinct.** There shall be a duly designated precinct or precincts as are necessary at the discretion of the Lyceum Supreme Student Electoral Board.

**SEC. 3. Election Assistants.** A precinct shall be presided over by a member of the Lyceum Supreme Student Electoral Board who shall be assisted by duly designated student election assistants. The Electoral Board will make sure that the student election assistants perform their duties in an impartial manner.

**SEC. 4. Poll Watchers.** Political parties and independent candidates are entitled to one poll watcher in every polling place. The poll watcher shall present to the Lyceum Supreme Student Electoral Board a written appointment as watcher from the candidate or party whose interests he represents.

**SEC. 5. Voting Procedure.** The voting procedure shall be as follows:

- (a) The student signs his name and affixes his thumb mark in the Official Voter's List prepared by the Lyceum Supreme Student Electoral Board. The Electoral Board should request the presentation of the identification card to verify that he is a bona fide student of Lyceum.
- (b) The student approaches the computer and casts his votes.

### **Article X – CANVASSING OF VOTES**

**SEC. 1. Counting of Votes.** Immediately after the close of the last day of voting and before the counting of ballots, the Lyceum Supreme Student Electoral Board shall note down the number of actual votes as shown in the Official Voter's List. They shall then generate the data from the computer system, taking note of the discrepancy between the number of students who voted and the number of votes in the Report Sheet/s.

**SEC. 2. Canvassing of Votes.** As soon as the counting of votes is completed, the Lyceum Supreme Student Electoral Board shall proceed with the canvassing of votes. Each member of the Lyceum Supreme Student Electoral Board present shall examine the Report Sheet/s.

**SEC. 3. Settlement of Questions.** Any question regarding the vote from any one of the members of the Lyceum Supreme Student Electoral Board or from any of the duly authorized poll watchers shall be immediately decided by the majority vote of the members of the Lyceum Supreme Student Electoral Board present. For clarification, majority means fifty percent plus one.

**SEC. 4. Simultaneous Counting of Ballots and Canvassing.** In case there is more than one precinct/ computer, there shall be a simultaneous counting of votes and review of the Report Sheet/s generated.

**SEC. 5. Breaking a Tie.** When two or more candidates have received an equal number of votes which would entitle them to a position, the winner shall be chosen from among them by lot in such manner as they may agree upon. Should they not reach an agreement, the Lyceum Supreme Student Electoral Board shall decide the winner.

**SEC. 6. Tabulation of Election Returns.** The final results of the Lyceum Supreme Student Council elections shall be embodied in a report certified by all the members of the Electoral Board. It should contain the following:

- (a) The names of the candidates
- (b) The number of votes received by each
- (c) Any question raised together with the final decision reached by the Electoral Board.

#### **Proclamation of Winners**

**SEC. 1. Determination of Date of Elections.** The Lyceum Supreme Student Electoral Board shall determine the day of the Student Council elections; provided, that said elections shall be held not later than twelve weeks after the last day of the late registration period.

**SEC. 2. Election Period.** The election period shall start on the first day for filling of certificates of candidacy and last for not more than six weeks, unless extended by the Lyceum Supreme Student Electoral Board.

**SEC. 3. First Week Schedule.** The schedule of activities for the first week of the election period is as shown below. The Electoral Board can extend this period subject to the limitation of Article VI Section 1 above.

- a) Start of filing of certificates of candidacy
- b) Submission of bio-data and pictures of candidates
- c) Optional submission of copies of party platforms or individual platforms in the case of independent candidates.

**SEC. 4. Second Week Schedule.** The schedule of activities for the second week of the election period shall include the following:

- a) Start of release and posting of the list of candidates
- b) Start of filing of protests against candidates with the Lyceum Supreme Student Electoral Board. Pre-election protests are subject to the limitations of Article XII Section 1.

**SEC. 5. Third through Fourth Week Schedule.** The schedule of activities for the third and fourth weeks of the election period shall include the following:

- a) Start of the official campaign period;
- b) Putting up of the common posting area.

**SEC. 6. Fifth Week Schedule.** The fifth week shall include the schedule for the Miting de Avance, the actual election day, and proclamation of candidates.

**SEC. 7. Sixth Week Schedule.** The sixth week shall include the resolution of post-election protests and cleanup of posting areas.

#### **Article VI – CERTIFICATE OF CANDIDACY**

**SEC. 1. Filing of Certificates of Candidacy.** A qualified candidate for a Lyceum Supreme Student Council position can file his certificate of candidacy with the Lyceum Supreme Student Electoral Board starting on the first week of the election period.

**SEC. 2. Any two or more students or duly recognized Lyceum-based organizations may form a party and participate in the Lyceum Supreme Student Council elections.** Any bona fide student may run as an independent candidate subject to the provisions of Article VI Section 4 of the Constitution of the Student Council. Each candidate must be identified as to what political party he belongs or if he is running as an independent candidate.

**SEC. 3. All candidates must file their candidacy for one position only.** Those whose certificate of candidacy indicates two or more positions shall be disqualified.

**SEC. 4. A maximum of four parties will be allowed.** Only two independent candidates per position will be allowed.

#### **Article VII – CAMPAIGN**

**SEC. 1. Campaign Materials.** The necessary expenses for campaign materials shall be the responsibility of the political parties/candidates concerned. Only the materials in the list below are allowed and any violation by any candidate or candidate representative shall be sufficient ground for disqualification.

- a) Posters measuring a maximum of A3 (297 x 420 mm) (11.69x 16.5 inches) in portrait or landscape format. Each candidate, whether belonging to a party or independent, is allowed to have a poster. Posters can only be put up in designated posting areas and a member of the Lyceum Supreme Student Electoral Board or an incumbent Lyceum Supreme Student Council member not running for re-election must be present when putting up posters. Position of posters in the posting areas shall be determined on a first-come basis or by drawing lots among the candidates if many presented their posters at the same day.
- b) A maximum of three (3) tarpaulin posters (5 x 7 ft) may be allowed for each party but not for individual candidates.
- c) Handbills not exceeding a fourth ( $\frac{1}{4}$ ) of 8- $\frac{1}{2}$  x 11 inches in size.

**SEC. 2. Campaign Language.** English will be the only language allowed in all forms of campaign, print and oral.

**SEC. 3. Room-to-Room Campaign.** Room-to-room campaigns are allowed during the two-day period but shall not exceed 10 minutes per party and 3 minutes for independent candidates and can only be undertaken with the permission of the professors concerned.

**SEC. 4. Campaigning During Elections.** Campaigning within ten meters of the polling place during the Election Day shall be strictly prohibited.

**SEC.5. Campaigning through electronic media i.e. cellphones and internet may be allowed.** This should observe the Lyceum Student Handbook and core values.

**SEC.6. Each party will be allowed to use areas designated by the Electoral Board.**

**SEC. 7. Clean-Up.** All candidates shall be required to clean up the areas where they placed posters, and distributed handbills at the first hour of the third Election Day. Canvassing of ballots shall commence only once this requirement is complied with by all candidates. Failure to participate in the cleanup may mean disqualification.

#### **Article VIII – ELECTION**

**SEC. 1. Election Time.** The polls shall be open from 7:00 am to 7:00 pm. All those within the premises of the polling place who have not yet voted as of closing time shall be allowed to do so.

**SEC. 2. Election Precinct.** There shall be a duly designated precinct or precincts as are necessary at the discretion of the Lyceum Supreme Student Electoral Board.

**SEC. 3. Election Assistants.** A precinct shall be presided over by a member of the Lyceum Supreme Student Electoral Board who shall be assisted by duly designated student election assistants. The Electoral Board will make sure that the student election assistants perform their duties in an impartial manner.

**SEC. 4. Poll Watchers.** Political parties and independent candidates are entitled to one poll watcher in every polling place. The poll watcher shall present to the Lyceum Supreme Student Electoral Board a written appointment as watcher from the candidate or party whose interests he represents.

**SEC. 5. Voting Procedure.** The voting procedure shall be as follows:

- a) The student signs his name and affixes his thumb mark in the Official Voter's List prepared by the Lyceum Supreme Student Electoral Board. The Electoral Board should request the presentation of the identification card to verify that he is a bona fide student of Lyceum.
- b) The student approaches the computer and casts his votes.

#### **Article X – CANVASSING OF VOTES**

**SEC. 1. Counting of Votes.** Immediately after the close of the last day of voting and before the counting of ballots, the Lyceum Supreme Student Electoral Board shall note down the number of actual votes as shown in the Official Voter's List.

They shall then generate the data from the computer system, taking note of the discrepancy between the number of students who voted and the number of votes in the Report Sheet/s.

**SEC. 2. Canvassing of Votes.** As soon as the counting of votes is completed, the Lyceum Supreme Student Electoral Board shall proceed with the canvassing of votes. Each member of the Lyceum Supreme Student Electoral Board present shall examine the Report Sheet/s.

**SEC. 3. Settlement of Questions.** Any question regarding the vote from any one of the members of the Lyceum Supreme Student Electoral Board or from any of the duly authorized poll watchers shall be immediately decided by the majority vote of the members of the Lyceum Supreme Student Electoral Board present. For clarification, majority means fifty percent plus one.

**SEC. 4. Simultaneous Counting of Ballots and Canvassing.** In case there is more than one precinct/ computer, there shall be a simultaneous counting of votes and review of the Report Sheet/s generated.

**SEC. 5. Breaking a Tie.** When two or more candidates have received an equal number of votes which would entitle them to a position, the winner shall be chosen from among them by lot in such manner as they may agree upon. Should they not reach an agreement, the Lyceum Supreme Student Electoral Board shall decide the winner.

**SEC. 6. Tabulation of Election Returns.** The final results of the Lyceum Supreme Student Council elections shall be embodied in a report certified by all the members of the Electoral Board. It should contain the following:

- a) The names of the candidates
- b) The number of votes received by each
- c) Any question raised together with the final decision reached by the Electoral Board.

#### **Article XI – PROCLAMATION OF WINNING CANDIDATES**

**SEC. 1. Proclamation.** The Lyceum Supreme Student Electoral Board shall proclaim the winning candidates for all Lyceum Supreme Student Council positions upon completion of the tabulation of elections. A copy of the list of duly elected Lyceum Supreme Student Council officers and members shall be forwarded to the Director of Student Affairs and Affairs. Copies of the same shall be posted in conspicuous places in Lyceum campuses.

#### **Article XII – ELECTION PROTESTS**

**SEC. 1. Filing of Protests.** All pre-election protests against any candidate shall be filed with the Electoral Board not later than the third week of the election period. If the period for the filing of candidacy was extended by the Electoral Board, the period for the filing of protests shall be adjusted accordingly. All

other cases and protests shall be filed with the Lyceum Supreme Student Electoral Board not later than one week after Election Day.

### **Article XIII – PENALTIES**

#### **SEC. 1. Penalties for Cases of Violations Decided Before the Day of Election**

(a) Penalty for violations committed by a candidate for any Lyceum Supreme Student Council position that are decided before the day of the elections shall be any of the following:

- (1) Reprimand
- (2) Disqualification as candidate
- (3) Disqualification as candidate and as voter in the forthcoming Lyceum Supreme Student Council elections, depending on the gravity of the offense. If his disqualification as candidate stems only from his failure to submit any of the requirements prescribed in Article VII, Section 1 and 2, such disqualification shall not necessarily include disqualification as voter.

However, if the act committed falls under the category of misrepresentation of facts, or tampering with, or falsifying official records, or the like, the penalty may be disqualification both as candidate and as voter in the forthcoming elections.

(b) The penalty for violations committed by a qualified voter or by a student, who is not a qualified voter, that are decided before the day of the elections shall be any of the following:

- (1) Reprimand
- (2) Total disqualification from the participation in the forthcoming Lyceum Supreme Student Council elections, depending on the gravity of the offense.

#### **SEC. 2. Penalties for Cases of Violations Decided After the Day of the Election**

(a) The penalty for violations as committed by a candidate who has been proclaimed a winner that is decided after the day of the elections shall be any of the following:

- (1) Reprimand
- (2) Forfeiture of position and disqualification as a possible candidate in the Lyceum Supreme Student Council elections to be held the following academic year
- (3) Forfeiture of position and total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.

(b) The penalty for violations committed by a candidate who lost that is decided after the day of the elections shall be any of the following:

- (1) Reprimand
- (2) Disqualification as a possible candidate in the Lyceum Supreme Student Council elections to be held the following academic year



- (3) Total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- (c) The penalty for violations committed by a qualified voter, or a student who is not a qualified elector, that is decided after the day of the elections shall be any of the following:
  - (1) Reprimand
  - (2) Disqualification as a possible candidate in the Lyceum Supreme Student Council elections to be held the following academic year
  - (3) Total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense

**Article XIV – GUIDELINES FOR THE MITING DE AVANCE**

**SEC. 1** The schedule for the Miting de Avance shall be scheduled by the Lyceum Supreme Student Electoral Board.

**SEC. 2** Unless otherwise modified by the Lyceum Supreme Student Electoral Board, the following rules shall govern the Miting de Avance for the Student Council Elections:

- (a) **Order of Positions.** The positions for President, Vice President, Secretary General, Treasurer, Auditor, Public Relations Officer, and College Representatives shall be called in sequence.
- (b) **Order of Entry.** The order by which the candidates shall enter the meeting area to address the audience shall be determined by drawing of lots. The drawing of lots shall be held on the day of the Miting de Avance itself, that is, a few minutes before the beginning of the program. The candidates are hereby advised to be ready at such time for the said purpose.
- (c) **Presentation of Parties.** The order of presenting the party will be done by drawing of lots.
- (d) **Time Limit.** Each candidate shall be given a maximum of five (5) minutes to speak to the audience. Such time will commence the moment the moderator, who shall be determined by the Electoral Board, calls upon the candidate to speak to the audience. A signal will be given by the Electoral Board one (1) minute before the five minutes elapse in order to remind the speakers of the time. The given time limit shall be strictly followed.
- (e) **Decorum.** The candidates and the audience shall be admonished to observe proper decorum at all times. Unruly behavior, unduly vexation of a candidate or any member of the audience, and disruption of the proceedings shall be ground for the removal of a person from the premises.

**Article XV – AMENDMENTS**

**SEC. 1. (a)** The Lyceum Supreme Student Election Code may be amended only by an affirmative vote of two-thirds of all Supreme Student Council members, provided that the proposed amendment must be presented in writing at the

previous meeting of the Council and copies thereof be sent to all Council members at least two weeks prior to its consideration.

**(b)** Any amendment to, or revision of this Code shall be valid when approved by the Director for Student Affairs and Services.

**Article XVI – EFFECTIVITY**

**SEC. 1.** This Code shall take effect upon the approval of the Director for Student Affairs and Services. It shall supersede all other Election Codes, if any, in Lyceum Supreme Student Council.

**Approved: MR. CHRISTOPHER C. TORRES**

**Executive Director, Office of Student Affairs and Services/Business Development**

**AMENDMENTS**

**Rev. 02**

**August 16, 2018**

**OSA**

## **“Annex T”**

**BATAS PAMBANSA BLG. 232    September 11, 1982**

### **AN ACT PROVIDING FOR THE ESTABLISHMENT AND MAINTENANCE OF AN INTEGRATED SYSTEM OF EDUCATION**

#### **I. GENERAL PROVISIONS**

##### **CHAPTER 1**

###### **Preliminary Matters**

**Section 1. Title** - This Act shall be known as the "Education Act of 1982."

**Section 2. Coverage** - This Act shall apply to and govern both formal and non-formal systems in public and private schools in all levels of the entire educational system.

##### **CHAPTER 2**

###### **Declaration of Basic State Policy and Objectives**

**Section 3. Declaration of Basic Policy** - It is the policy of the State to establish and maintain a complete, adequate and integrated system of education relevant to the goals of national development. Toward this end, the government shall ensure, within the context of a free and democratic system, maximum contribution of the educational system to the attainment of the following national developmental goals:

1. To achieve and maintain an accelerating rate of economic development and social progress;
2. To ensure the maximum participation of all the people in the attainment and enjoyment of the benefits of such growth; and
3. To achieve and strengthen national unity and consciousness and preserve, develop and promote desirable cultural, moral and spiritual values in a changing world.

The State shall promote the right of every individual to relevant quality education, regardless of sex, age, creed, socio-economic status, physical and mental conditions, racial or ethnic origin, political or other affiliation. The State shall therefore promote and maintain equality of access to education as well as the enjoyment of the benefits of education by all its citizens.

The state shall promote the right of the nation's cultural communities in the exercise of their right to develop themselves within the context of their cultures, customs, traditions, interest and belief, and recognizes education as an instrument for their maximum participation in national development and in ensuring their involvement in achieving national unity.

**Section 4. Declaration of Objectives** - The educational system aim to:

1. Provide for a broad general education that will assist each individuals in the peculiar ecology of his own society, to
  - (a) attain his potentials as a human being;

- (b) enhance the range and quality of individual and group participation in the basic functions of society; and
  - (c) acquire the essential educational foundation of his development into a productive and versatile citizen;
2. Train the nation's manpower in the middle-level skills for national development;
  3. Develop the profession that will provide leadership for the nation in the advancement of knowledge for improving the quality of human life; and
  4. Respond effectively to changing needs and conditions of the nation through a system of educational planning and evaluation.

Towards the realization of these objectives, and pursuant to the Constitution, all educational institutions shall aim to inculcate love of country, teach the duties of citizenship, and develop moral character, personal discipline, and scientific, technological, and vocational efficiency.

Furthermore, the educational system shall reach out to educationally deprived communities, in order to give meaningful reality to their membership in the national society, to enrich their civic participation in the community and national life, and to unify all Filipinos into a free and just nation.

## **II. THE EDUCATIONAL COMMUNITY**

### **CHAPTER 1**

#### **Preliminary Provisions**

**Section 5. Declaration of Policy and Objectives** - It is likewise declared government policy to foster, at all times, a spirit of shared purposes and cooperation among the members and elements of the educational community, and between the community and other sectors of society, in the realization that only in such an atmosphere can be true goals and objectives of education be fulfilled.

**Moreover, the State shall:**

1. Aid and support the natural right and duty of parents in the rearing of the youth through the educational system.
2. Promote and safeguard the welfare and interest of the students by defining their rights and obligations, according them privileges, and encouraging the establishment of sound relationships between them and the other members of the school community.
3. Promote the social economic status of all school personnel, uphold their rights, define their obligations, and improve their living and working conditions and career prospects.
4. Extend support to promote the viability of those institutions through which parents, students and school personnel seek to attain their educational goals.

**Section 6. Definition and Coverage** - "Educational community" refers to those persons or groups of persons as such or associated in institutions involved in organized teaching and learning systems.

**The members and elements of the educational community are:**

1. "Parents" or guardians or the head of the institution or foster home which has custody of the pupil or student.
2. "Students," or those enrolled in and who regularly attend an educational institution of secondary or higher level of a person engaged in formal study. "Pupils," are those who regularly attend a school of elementary level under the supervision and tutelage of a teacher.
3. "School personnel," or all persons working for an educational institution, which includes the following:
  - a. "Teaching or academic staff," or all persons engaged in actual teaching and/or research assignments, either on full-time or part-time basis, in all levels of the educational system.
  - b. "School administrators," or all persons occupying policy implementing positions having to do with the functions of the school in all levels.
  - c. "Academic non-teaching personnel," or those persons holding some academic qualifications and performing academic functions directly supportive of teaching, such as registrars, librarians, research assistants, research aides, and similar staff.
  - d. "Non-academic personnel," or all other school personnel not falling under the definition and coverage of teaching and academic staff, school administrators and academic non-teaching personnel.
4. "Schools," or institutions recognized by the State which undertake educational operations.

**Section 7. Community Participation.** - Every educational institution shall provide for the establishment of appropriate bodies through which the members of the educational community may discuss relevant issues, and communicate information and suggestions for assistance and support of the school and for the promotion of their common interest.

Representatives from each subgroup of the educational community shall sit and participate in these bodies, the rules and procedures of which must be approved by them and duly published.

## **CHAPTER 2**

### **Rights**

**Section 8. Rights of Parents** - In addition to other rights under existing laws, all parents who have children enrolled in a school have the following rights:

1. The right to organize by themselves and/or with teachers for the purpose of providing a forum for the discussion of matters relating to the total school

program, and for ensuring the full cooperation of parents and teachers in the formulation and efficient implementation of such programs.

2. The right to access to any official record directly relating to the children who are under their parental responsibility.

**Section 9. Right of Students in School** - In addition to other rights, and subject to the limitation prescribed by law and regulations, and student and pupils in all schools shall enjoy the following rights:

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

**Section 10. Rights of all School Personnel** - In addition to other rights provided for by law, the following rights shall be enjoyed by all school personnel:

1. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the school or institution.
2. The right to be provided with free legal service by the appropriate government office in the case of public school personnel, and through the school authorities concerned in the case of private school personnel, when

charged in an administrative, civil and/or criminal proceedings by parties other than the school or regulatory authorities concerned for actions committed directly in the lawful discharge of professional duties and/or in defense of school policies.

3. The right to establish, join and maintain labor organizations and/or professional and self-regulating organizations of their choice to promote their welfare and defend their interests.
4. The right to be free from involuntary contributions except those imposed by their own organizations.

**Section 11. Special Rights and/or Privileges of Teaching or Academic Staff -**

Further to the rights mentioned in the preceding Section, every member of the teaching or academic staff shall enjoy the following rights and/or privileges:

1. The right to be free from compulsory assignments not related to their duties as defined in their appointments or employment contracts, unless compensated therefor, conformably to existing law.
2. The right to intellectual property consistent with applicable laws.
3. Teachers shall be deemed persons in authority when in the discharge of lawful duties and responsibilities, and shall, therefore, be accorded due respect and protection.
4. Teachers shall be accorded the opportunity to choose alternative career lines either in school administration, in classroom teaching, or others, for purposes of career advancement.

**Section 12. Special Rights of School Administration -** School administrators shall, in accordance with existing laws, regulations and policies of the Ministry of Education, Culture and Sports, be accorded sufficient administrative discretion necessary for the efficient and effective performance of their functions.

School administrators shall be deemed persons in authority while in the discharge of lawful duties and responsibilities, and shall therefore be accorded due respect and protection.

**Section 13. Rights of Schools -** In addition to other rights provided for by law, schools shall enjoy the following:

1. The right of their governing boards or lawful authorities to provide for the proper governance of the school and to adopt and enforce administrative or management systems.
2. The right for institutions of higher learning to determine on academic grounds who shall be admitted to study, who may teach, and what shall be subjects of the study and research.

## **CHAPTER 3**

### **Duties and Obligations**

**Section 14. Duties of Parents.** - In addition to those provided for under existing laws, all parents shall have the following duties and obligations:

1. Parents, individually or collectively, through the school systems, shall help carry out the educational objectives in accordance with national goals.
2. Parents shall be obliged to enable their children to obtain elementary education and shall strive to enable them to obtain secondary and higher education in the pursuance of the right formation of the youth.
3. Parents shall cooperate with the school in the implementation of the school program curricular and co-curricular.

**Section 15. Duties and Responsibilities of Students** - In addition to those provided for under existing laws, every student shall:

1. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.
2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.
3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.
4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.
5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.

**Section 16. Teacher's Obligations** - Every teacher shall:

1. Perform his duties to the school by discharging his responsibilities in accordance with the philosophy, goals, and objectives of the school.
2. Be accountable for the efficient and effective attainment of specified learning objectives in pursuance of national development goals within the limits of available school resources.
3. Render regular reports on performance of each student and to the latter and the latter's parents and guardians with specific suggestions for improvement.
4. Assume the responsibility to maintain and sustain his professional growth and advancement and maintain professionalism in his behavior at all times.
5. Refrain from making deductions in students' scholastic rating for acts that are clearly not manifestations of poor scholarship.



6. Participate as an agent of constructive social, economic, moral, intellectual, cultural and political change in his school and the community within the context of national policies.

**Section 17. School Administrators' Obligations** - Every school administrator shall:

1. Perform his duties to the school by discharging his responsibilities in accordance with the philosophy, goals and objectives of the school.
2. Be accountable for the efficient and effective administration and management of the school.
3. Develop and maintain a healthy school atmosphere conducive to the promotion and preservation of academic freedom and effective teaching and learning, and to harmonious and progressive school-personnel relationship.
4. Assume and maintain professional behavior in his work and in dealing with students, teachers, academic non-teaching personnel, administrative staff, and parents or guardians.
5. Render adequate reports to teachers, academic non-teaching personnel and non-academic staff on their actual performance in relation to their expected performance and counsel them on ways of improving the same.
6. Observe due process, fairness, promptness, privacy, constructiveness and consistency in disciplining his teachers and other personnel.
7. Maintain adequate records and submit required reports to the Ministry of Education, Culture and Sports.

**Section 18. Obligations of Academic Non-Teaching Personnel** - Academic non-teaching personnel shall:

1. Improve himself professionally by keeping abreast of the latest trends and techniques in his profession.
2. Assume, promote and maintain an atmosphere conducive to service and learning.
3. Promote and maintain an atmosphere conducive to service and learning.

**Approved, September 11, 1982.**

**“Annex U”  
Student Pledge**

**(Participation to Fraternities/Sororities)**

I, \_\_\_\_\_, a student of \_\_\_\_\_, has duly recognize the rules and policies the institution has implemented regarding the restriction of forming, involving, participating, recruiting and other activities that are related to fraternities, sororities, or any other student organization/s that is not duly recognized by the institution.

That if I, be proven in due process that I have been involved, by any means or instance, in such activities, with all awareness, herby accept and be willing to undergo any disciplinary action which shall be commensurate with the nature and gravity of the offense.

\_\_\_\_\_  
Student signature over printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian signature over printed name



# LPU

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