



UP
UNIVERSITY OF THE PHILIPPINES
FOR STUDENTS
HANDBOOK

UP NAMING MAHAL

UP NAMING MAHAL, PAMANTASANG HIRANG.
ANG TINIG NAMIN SANA 'Y INYONG DINGGIN.
MALAYONG LUPAIN AMIN MANG MARATING
'DI RIN MAGBABAGO ANG DAMDAMIN.
'DI RIN MAGBABAGO ANG DAMDAMIN.

LUNTIAN AT PULA, SAGISAG MAGPAKAILANMAN.
ATING PAGDIWANG BULWAGAN NG DANGAL
HUMAYO'T ITANGHAL GITING AT TAPANG.
MABUHAY ANG PAG-ASA NG BAYAN.
MABUHAY ANG PAG-ASA NG BAYAN.



UNIVERSITY OF THE PHILIPPINES VISAYAS
ACADEMIC CALENDAR 2018-2019
(Applies to all units except graduate programs)

	FIRST SEMESTER	SECOND SEMESTER	MIDYEAR*
Deadline for submission of request for waiver of MRR	Mon, 16 Jul	Wed, 28 Nov	Wed, 08 May
Deadline for transfer students to file application for admission (for FS admission only)	Thu, 28 Jun		
Advance registration for first year students	Mon, 14 May — Wed, 16 May		
REMOVAL EXAMINATION PERIOD	Mon, 16 Jul — Fri, 27 Jul	Tue, 11 Dec — Fri, 04 Jan	
Validation for Advanced Credits	Mon, 16 Jul — Fri, 10 Aug		
GENERAL REGISTRATION			Wed, 05 Jun — Fri, 07 Jun
- FRESHMEN and GRADUATING STUDENTS	Mon, 30 Jul	Mon, 07 Jan	
- OTHER STUDENTS	Tue, 31 Jul — Fri, 03 Aug	Tue, 08 Jan — Fri, 11 Jan	
START OF CLASSES	Mon, 06 Aug	Mon, 14 Jan	Mon, 10 Jun
OPENING EXERCISES	Mon, 06 Aug		
Curriculum Committee Meeting	Wed, 08 Aug	Wed, 16 Jan	Wed, 15 May
DEADLINE FOR STUDENTS TO FILE APPLICATION FOR GRADUATION AT THEIR COLLEGE FOR THOSE GRADUATING AS OF THE END OF:			
- FS AY 2018-2019	Wed, 29 Aug		
- SS AY 2018-2019		Fri, 01 Feb	
- MIDYEAR 2018			Fri, 28 Jun
Deadline for Colleges to submit tentative list of candidates for graduation for those graduating as of the end of:			
- FS AY 2018-2019	Wed, 05 Sep		
- SS AY 2018-2019		Tue, 12 Feb	
- MIDYEAR 2019			Fri, 05 Jul
DEADLINE FOR COLLEGES TO SUBMIT APPROVED LIST OF CANDIDATES FOR GRADUATION			
- MIDYEAR 2018	Thu, 06 Sep		
- FS AY 2018-2019		Thu, 07 Feb	
- SS AY 2018-2019		Wed, 05 Jun	
UNIVERSITY COUNCIL MEETING TO APPROVE CANDIDATES FOR GRADUATION			
- MIDYEAR 2018	Wed, 19 Sep		
- FS AY 2018-2019		Wed, 20 Feb	
- SS AY 2018-2019		Tue, 11 Jun	
UP COLLEGE ADMISSION TEST (UPCAT)			
- 2nd Sem 2018-2019 Admission	Sat-Sun, 15-16 Sep		
- 1st Sem 2019-2020 Admission			
MID-SEMESTER/MID-SUMMER	Fri, 05 Oct	Mon, 18 Mar	Wed, 26 Jun
LAST DAY FOR GRADUATING STUDENTS TO CLEAR DEFICIENCIES INCURRED IN PREVIOUS SEMESTERS	Tue, 30 Oct	Fri, 12 Apr	
DEADLINE FOR DROPPING SUBJECTS	Fri, 09 Nov	Mon, 15 Apr	Fri, 05 Jul
DEADLINE FOR FILING LEAVE OF ABSENCE	Tue, 20 Nov	Mon, 06 May	
END OF CLASSES	Wed, 05 Dec	Mon, 20 May	Fri, 12 Jul
Integration Period	Thu, 06 Dec	Tue, 21 May	Sat, 13 Jul
FINAL EXAMINATION			Mon, 15 Jul — Tue, 16 Jul
- GRADUATING STUDENTS	Fri, 07 Dec	Wed, 22 May	
- OTHER STUDENTS	Mon, 10 Dec — Thu, 13 Dec	Thu, 23 May — Tue, 28 May	
Lantern Parade	Fri, 14 Dec		
CHRISTMAS VACATION	Sat, 15 Dec — Sun, 06 Jan		
DEADLINE FOR SUBMISSION OF GRADES			Tue, 23 Jul
- GRADUATING STUDENTS	Fri, 14 Dec	Wed, 29 May	
- OTHER STUDENTS	Fri, 21 Dec	Tue, 04 Jun	
COMMENCEMENT EXERCISES			
- UPV (ILOILO)		Tue, 25 Jun	
- UPV TACLOBAN COLLEGE		Tue, 02 Jul	

*3-unit lecture classes meet for two (2) hours daily, Mondays to Fridays, for the 24-class days Midyear session. There will be no classes in a campus on the day of its graduation program.

ESUJAG/01/14.17

UPV Academic Calendar 2018-2019

Approved during the Special UPV Executive Committee Meeting on 27 November 2017.



Academic Year 2018-2019

Logo of the University of the Philippines Visayas

The UP Visayas logo was approved by the UP Board of Regents on September 2010. Designed by Prof. Roman C. Sanares, the logo visually expresses UPV as a constituent unit of the UP System through the Oblation. It shows the entire name of UP Visayas and the year it was founded. The three fishes jumping out of the water visually express the following: UPV's mandate as the National Center for Fisheries and Marine Sciences; UPV has three campuses in Miagao, Iloilo City and Tacloban City; UPV's tripartite function: instruction, research and extension (public service); and water/waves visually express dynamism and powerful forces within UPV.

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PREFACE

The adjustment of entering college as well as coping with the demands of the academe has been a primary concern in the University of the Philippines Visayas. While making sure that students possess the necessary skills and capabilities to weather the University's exacting academic and co-curricular standards, UPV also provides opportunities that will support their development as soon as they enter the University.

This handbook is one attempt to adequately inform new students of vital matters, such as academic policies and requirements, student rights and obligations including the available student services. With a better understanding of the academe, they can start building their strengths towards becoming true *iskolar ng bayan* in the national university.

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UNIVERSITY OF THE PHILIPPINES

Vision

A great university, taking a leadership role in the development of a globally competitive Philippines

- Driven by academic excellence and operational excellence;
- Strong research and creative capability, supported by an expanded graduate program and geared to addressing the country's problems;
- Excellent faculty and staff working in an environment conducive to outstanding performance and high productivity;
- The best and brightest students from across the country prepared for successful careers and responsive citizenship;
- Strong support from the alumni and other stakeholders;
- High visibility and effective public service;
- Modernized physical facilities and technological infrastructure for teaching, research and administration; and
- Financial sustainability achieved by resource generation and administrative efficiency, while preserving its public character.

Mandate as the National University

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

The University of the Philippines shall:

- Lead in setting academic standards and initiating innovations in teaching, research, and faculty development in philosophy, the arts and humanities, the social sciences, engineering, natural sciences, mathematics, and technology; and maintain centers of excellence in these disciplines and professions.
- Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists, and professionals especially those who serve on the faculty of state and private colleges and universities.
- Serve as a research university in various fields of expertise and specialization by conducting basic and applied research, promoting research and development, and contributing to the dissemination and application of knowledge.
- Lead as a public service university by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence.
- Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel.

- Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions, and practice through academic and non-academic programs, including sports and enhancement of nationalism and national identity.
- Serve as a regional and global university in cooperation with international and scientific unions, networks of universities, scholarly and professional associations in the Asia Pacific Region and around the world.
- Provide democratic governance based on collegiality, representation, accountability, transparency, and active participation of its constituents; and promote the holding of fora for students, faculty, research, extension and professional staff (REPS), administrative staff, and alumni to discuss non-academic issues affecting the University.

Rights and Responsibilities

Academic Freedom

- UP has the right and responsibility to exercise academic freedom.

Academic Excellence

- UP has the responsibility to maintain and enhance its high academic standards in the performance of its functions of instruction, research and extension, and public service.

Commitment to National Development

- UP shall harness the expertise of the members of its community and other individuals to regularly study the state of the nation in relation to its quest for national development in the primary areas of politics and economics, among others.
- UP shall identify key concerns, conduct research and formulate responsive policies regarding these concerns, give advice and recommendations to the President of the Philippines, Congress, the Supreme Court, the lower courts, other government agencies and instrumentalities.

Social Responsibility

- UP is committed to serve the Filipino nation and humanity, and relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation, and provide venues for student volunteerism.

Democratic Access

- UP shall take affirmative steps, which may take the form of an alternative and equitable admissions process to enhance the access of disadvantaged students.

Sports

- UP shall undertake and support comprehensive sports programs that promote physical education, uphold excellence and encourage competitive participation in sports activities, instill school identity and solidarity, cultivate pride, self-discipline and teamwork.

Institutional and Fiscal Autonomy

- UP has the right to be treated in a manner consistent with its institutional requirements as the national university by the service-wide agencies in the exercise of their respective jurisdiction.
- Taking into account national goals and priorities, UP shall exclusively determine its teaching, research and extension thrusts, plans, policies, programs and standards, and on the basis of such determination, shall recommend its annual budget to the President of the Republic of the Philippines and Congress.

Guiding Principles

Honor, Excellence and Democratic Governance

- Committed to UP's long tradition of honor and excellence, we shall be guided in our decision-making by the principles of democratic governance: collegiality, representation, accountability, transparency, and active participation of the University's constituents

Accessibility and Responsiveness

- We will break down bureaucratic walls and make our administration accessible and responsive to our stakeholders.

Innovativeness and Creativity

- In making decisions, we shall not be bound by traditional solutions. We shall be prepared to pursue innovative approaches in solving the problems and issues that confront the University.

One University

- We shall be guided by the spirit of Oneness: common standards of excellence, harmonized systems, common and shared services across constituent universities, but with decentralized decision-making and execution.

UNIVERSITY OF THE PHILIPPINES VISAYAS

Vision

A world class university at the forefront of fisheries and aquatic sciences education, research and development, and public service.

Mission

- Provide relevant quality education in fisheries and aquatic sciences;
- Promote, preserve and nurture the Visayan cultural heritage;
- Develop competitive and innovative management practices and technologies in education, research and public service; and
- Lead in and advocate for the sustainable development of the Visayas Region and of the nation within the changing world order

Core Values (SEINE)

- Service
- Excellence
- Integrity
- Nationalism
- Environmental stewardship

UNIVERSITY OF THE PHILIPPINES VISAYAS

HISTORY, GOALS, AND OBJECTIVES

The University of the Philippines Visayas was established by the Board of Regents on May 31, 1979 in response to the need to accelerate the development of fisheries and marine resources of the country. The concept of a new autonomous university of the U. P. System, as conceived in 1975, was to be realized by means of an expanded fisheries education, research, and extension service programs with its main campus in Miagao, Iloilo and with the College of Fisheries as its flagship college.

On October 30, 1980, Executive Order No. 628 operationalized the U. P. Visayas as an autonomous unit of the University of the Philippines System, which was to consist of the College of Fisheries, College of Arts and Sciences, Institute of Fisheries Development and Research, Brackishwater Aquaculture Center, School of Development Management, Graduate School, School of Technology and such other units as may be approved and funded pursuant to the provisions of the General Appropriations Act.

As the fourth autonomous university of the System, U. P. Visayas aims to 1) develop excellence and leadership in fisheries and marine education, research and extension in the country, 2) expand opportunities for professional and technical training to the rural areas, 3) contribute to professional and technical training for the rural areas, 4) contribute to rural development through relevant instructional, research and extension programs in management, education, engineering, health and related fields, and 5) preserve and enhance the national and Visayan cultural heritage.

In 1986, U.P. Cebu and U.P. Tacloban Colleges were integrated into U.P. Visayas. However, in September 2010, the UP Board of Regents approved U.P. Cebu as an autonomous unit, leaving UPV with only five academic units effective January 2011.



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR

Message

I wish to extend my heartfelt congratulations to all of you, incoming 1st Year Students, for having the distinction of passing the UP College Admission Test for Academic Year 2018-2019. According to the UP Office of Admissions there were about 103,000 applicants and around 14,000 got accepted, a passing rate of about only 17%. You are part of this 17%.

You have been given a great opportunity to have an excellent education in the University of the Philippines, the one and only national university in the country. Here in UP, your minds will be stretched and challenged from all directions. This is to enable you to think for yourselves, analyze various scenarios, and have the capability to adapt, adjust and rise to the most difficult of circumstances and situations.

We hope that this Handbook for Freshmen will help you in your transition from high school to college, particularly in navigating through the various challenges that await you. Put it to good use and be informed specially on university policies that affect you.

Welcome to UP Visayas Iskolars ng Bayan.




RICARDO P. BABARAN, Ph.D.
Chancellor



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS


Message

A warm welcome to the new students of UP Visayas! As you start your journey in this University, you will encounter some difficulties because most things are unfamiliar. The purpose of this handbook is to provide you with essential facts about the UPV, its rules, regulations and other pertinent information that concern you. Please use this as one of your references in navigating your way in UPV.

The path in obtaining a degree from this University will not be easy but I assure you it will be worthwhile. You are among the selected few to be admitted in this institution of higher learning. Take advantage of that privilege by making the most of what UP education can provide for you. Make your stay here as fruitful and enjoyable as possible. With honor and excellence as guiding principles, seize every opportunity to learn and improve yourself in preparation for the more exciting life that waits you when you complete your University education. I wish you all the best in your quest for a UP diploma.

Mabuhay New Iskolars ng Bayan!




DR. GAY D. DEFIESTA
Vice Chancellor for Academic Affairs



University of the Philippines Visayas
Office of the Vice Chancellor for Academic Affairs
OFFICE OF STUDENT AFFAIRS

Message

It is with eagerness and pride that I welcome the UP Visayas Iskolar ng Bayan for School Year 2018-2019! Being a part of this group means that one belongs to the top 17% who qualified out of around a hundred thousand who took the UPCAT. This shows the high caliber of students in this batch who were also the first graduates of the Senior High School under the K-12 program.

To this new generation of *Iskas* and *Iskos*, I wish to remind you that being a student of UPV is both an honor and a great privilege. UP takes pride as the number one academic institution in our country. Moreover, its students enjoy free tuition privileges as they pursue their college degrees. This goes without saying that education in UPV is also a responsibility that you should take seriously.

As you begin your journey in the University, may I remind you that life in college is going to be different from that in high school. You will be facing higher expectations in both academic and extra-curricular aspects. And as you seek to achieve your goals in the campus, chances are, you will be meeting challenges or difficulties along the way. To help you better understand, adjust and navigate through a new educational landscape, UPV, through the Office of Student Affairs (OSA) provides you this handbook.

We hope that you will use this handbook to guide you and help you attain success in the University.




PROF. AGUSTIN G. HUYONG
Director

THE U. P. VISAYAS CAMPUSES

1. UPV MIAGAO (MAIN CAMPUS)

UPV Miagao became operational in school year 1988-1989. The campus has now grown and from a few College of Fisheries (presently College of Fisheries and Ocean Sciences) students, faculty and staff, the population has increased and now also includes the School of Technology, the College of Arts and Sciences, and the UPV Administration.



Facilities available in the campus are:

Transportation and Communication

Aside from the four UPV shuttle buses that service UPV faculty and staff, there are public utility jeepneys, and buses that transport UPV constituents between Iloilo City and Miagao. Tricycles also ply the campus at various times of the day, providing for the transportation needs of the UPV Miagao constituents.

Telephone systems operated by the Globelines and the Philippine Long Distance Telephone (PLDT) Company, as well as internet access serve the communication needs of UPV students. There are internet connections in practically all offices and buildings, and WiFi access in selected areas at the staff houses, dormitories, library, College Union Building (CUB), and the different colleges and school.

Sports and Recreation Facilities

UPV Miagao's geographical setting provides for natural outdoor sports and physical exercise needs like hiking, swimming, jogging, etc. Natural attractions like the nature trail, and sports facilities like basketball, volleyball and tennis courts are available. All dormitories have television sets, DVD players, personal computers and minor sports equipment that provide indoor recreation and entertainment to residents.

Food Service

A cafeteria at the College Union Building (CUB) and a canteen at the College of Arts and Sciences provide food services through private concessionaires. They offer meals and snacks.

A UPV Employees Cooperative store located at the CUB near the cafeteria is selling grocery goods, school supplies, souvenir items, household products, etc.

2. UPV ILOILO CITY

Before the establishment of the UPV Campus at Miagao, the University had its Iloilo City campus only, then known as the UP College Iloilo, which offered academic programs and services in the humanities, social sciences, physical sciences, management and fisheries. With UPV's expansion and the transfer of the main campus to Miagao, the Iloilo City unit became an extension campus and is now home to the College of Management, the UP High School in Iloilo, Graduate Program Office, Division of Professional Education, Office of Continuing Education and Pahinungod, UP Open University, UPV Legal Services Office, UPV Office of Alumni Relations, UPV Art Gallery, and the liaison office of the Office of the Chancellor.



Academic support services continue to be offered in this campus, with the presence of the Office of Student Affairs, Information and Publication Office, Gender Development Program, Sentro ng Wikang Filipino, Center for West Visayan Studies, Language Program, a learning center, libraries for high school, undergraduate and graduate schools, and a medical and dental clinic. It has also a tea room/cafeteria, the cinematheque, the Little Theater, an auditorium, a basketball court as facilities. Due to its accessible location in the heart of Iloilo City, it continues to be of strategic importance to the growth of the University.

3. UPV TACLOBAN COLLEGE

In its 823rd Meeting, the UP Board of Regents established the UP College Tacloban as an answer to the urgent need for quality education in Region VIII. It was recognized as a regional unit of the System on May 23, 1973 and inaugurated on July 2, 1973.

Ten years later, Executive Order No. 4 placed UP College Tacloban under the administrative supervision of UP Visayas.

The mission of the College is to develop humanist-oriented professionals and leaders by providing opportunities for a UP education to qualified secondary and tertiary education graduates. The College is likewise mandated to act as a catalyst of change through research and extension services that are geared towards improving the quality of life in Eastern Visayas

UPVTC has four divisions, namely, the Division of Humanities and Physical Education, Division of Management, Division of Natural Sciences and Mathematics, and the Division of Social Sciences.



ACADEMIC INFORMATION

ACADEMIC LOAD

No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory; provided, however, that a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; provided, further, that this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

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

CLASSIFICATION OF STUDENTS

UNDERGRADUATE and *GRADUATE* students are classified as either regular or non-regular.

REGULAR UNDERGRADUATE students follow organized programs of study and comply with requirements which lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semestral load credit for their respective curricula, and for registration and classification purposes are divided generally into freshmen, sophomores, juniors and seniors.

REGULAR GRADUATE students are prospective candidates for the master's or doctoral degrees. They may either be part-time or full-time students.

NON-REGULAR students are (1) non-degree students, with credits; (2) cross-registrants, with credits; or (3) special students, without credit.

Non-Degree Students

A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses on the graduate and/or undergraduate level, respectively, provided that this student satisfies the appropriate requirements for admission to the University.

He shall not be allowed to enroll for more than one semester, except by special permission of the Dean of the college concerned and the Registrar. Since he does not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

Cross Registrants

Cross-registrants are students of other UP units or other institutions who enroll in a college/school of UP Visayas with credits.

Special Students

A mature student, even if he does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll for such subjects which, in the opinion of the instructor and the Dean, has the necessary information and ability to pursue profitably. He shall not be allowed to enroll for more than 9 units a semester or to register for more than two years, except by special permission of the Dean. Subjects taken shall be non-credit although his work may be reported at the end of each semester as "satisfactory" or "unsatisfactory".

Exchange Students

A student who intends to register in a university/institution abroad may apply as exchange student. He must seek written permission of the Chancellor upon recommendation of the adviser, institute director/division or department chair, and the dean. Such recommendation must indicate the number of units and the courses to be taken. The student must provide a description of the courses to be taken.

ADMISSION

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliations.

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease, or who is physically unfit to take courses in any college or school of the University.

Every student shall, upon admission, sign the following pledge: *"In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University and in the college or school in which I am enrolled."* Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the Registrar may, on the recommendation of the Dean concerned, authorize the admission of a visitor to a class for more than 5 sessions.

Validation of Advanced Credits for Transfer Students

An admitted undergraduate transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his admission. His admission will be on probation basis until such time as he shall have validated or repeated, in accordance with this rule on validation of courses, all the subjects taken outside UP which are required for his program. The student will not be allowed to enroll in a subject or subjects, the prerequisites of which, taken elsewhere, have not yet been validated or repeated in this University.

A student transferring from any recognized institution who possesses an Associate in Arts or its equivalent of 66 units of work may be enrolled without validation. Before a student is allowed to major in any discipline, the major discipline may prescribe additional courses up to 18 units of general education courses and/or preparatory courses for the major.

Application for advanced credit should be made on the prescribed form to the Dean of the college or school which offers the course for which advanced credit is applied for. If the Dean is satisfied that the application is in order, he shall cause the proper department or division chairman to conduct the validating tests. The regular period for the holding of these validating tests shall begin two weeks prior to the first day of registration at the opening of each term and shall end on a week after the last day of registration. There shall be no fee for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department or division chairman and approval of the Dean and upon payment of a required fee per subject.

P.E. REQUIREMENTS

All students are required to take physical education during their first two years in the University.

Eight units of P.E. are required of all undergraduates with the following exceptions:

1. students who hold the Associate in Arts title (or equivalent) or a bachelor's degree;
2. those who are 30 years old and above;
3. veterans of the armed forces, navy, or airforce; and
4. those who have served on a full-time basis for at least two years in the armed forces, navy, or airforce.

Proficiency Examination in Physical Education (PEPE)

Proficiency examination (or credit by examination) in PE courses are given to enable students who are already skillful in one or more sports to acquire advanced units in PE. Any student who passes the PEPE shall be given credit for one or more PE courses.

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

NATIONAL SERVICE TRAINING PROGRAM

All Filipino male and female students are required to complete two semesters of the National Service Training Program (NSTP), in any of the following components: Basic Military Training (revised Reserve Officer Training Corps or ROTC), Civic Welfare Training Service (CWTS), or Literacy Training Service (LTS).

Students should comply with this requirement within their first two semesters. The successful completion of the NSTP is a requisite for graduation.

REGISTRATION

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form 5) which is a record of classes for which the student has enrolled in is filed at the Office of the Registrar.

No student shall be registered in any subject after one week of regular class meetings have been held, unless the Dean, on the basis of the student's scholastic records, permits his registration. Registration made outside the regular registration period indicated in the University calendar, is considered late registration. Special students may register at anytime without the payment of fine for late registration, subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college.

CROSS-REGISTRATION

Within the University

No student shall be registered in any other college, school, or department of this University without the permission of the Dean of the College in which the student is primarily enrolled.

A student who wants to cross-register in another campus in the University must fill out the CROSS REGISTRATION FORM (UP Form 5-B).

The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum allowed by the rules on academic load.

From Another Institution

No student registered in any other institution shall be admitted to the University without a written permit from his Dean or Registrar. The permit shall state, in writing, the total number of units for which the student will register and the subjects that he is authorized to take in the University.

To Another Institution

The University of the Philippines shall give no credit for any course taken by any of its students in any other university, college, or school unless the taking of such course was expressly authorized by the Vice-President for

Academic Affairs, the authority of the Vice President for Academic Affairs specified therein has been delegated to Chancellors. However, the authority of the Chancellor has been delegated to the University Registrar on the recommendation of the Dean concerned. The authorization shall be in writing to be recorded by the University Registrar or by his representative, and shall specifically describe the subjects authorize.

Courses taken outside the University are subject to validation.

WAIVER OF PREREQUISITES

Courses approved by the University Council as prerequisites to other courses may not be waived.

However, in meritorious cases, a student who has previously enrolled and fully attended the course that is prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

No permission shall be granted except upon application by the student. The application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended such course. The application, furthermore, shall be accompanied by a certification from the Director of the Office of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application, said committee to include the college secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

The permission which may be granted under these rules does not apply to courses in the General Education (GE) Program.

CHANGE OF MATRICULATION (CLASSES)

All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of new subjects shall be allowed after one week of regular class meetings have been held. Changes in

matriculation shall be effected by filling up UP Form 26 and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar for assessment and notation.

DROPPING OF COURSES

A student may, with the consent of his instructor and the Dean, drop a course by filling out the prescribed UP Form 26-A before three fourths (3/4) of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "PASSING" or "FAILING," solely for administrative guidance.

SUBSTITUTION OF COURSES

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

1. when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
2. when there is conflict of hours between a required subject and another required subject; or
3. when the required subject is not given.

Every petition for substitution:

1. must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
2. must be between subjects carrying the same number of units; and
3. must be recommended by the adviser and by the heads of departments concerned.

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

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

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Chancellor whose decision shall be final.

ATTENDANCE

Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due to illness, a certificate must be secured from the University Health Service.

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

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, he shall be dropped from the subject, provided, that a faculty member may prescribe a longer attendance requirement to meet their special needs.

If the majority of the absences are excused, the student shall not be given a grade of 5.0 upon being thus dropped; but if the majority of the absences are not excused, he shall be given a grade of 5.0 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

GRADING SYSTEM

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

1.0	Excellent	3.0	Passed
1.5	Very Good	4.0	Conditional
2.0	Good	5.0	Failed
2.5	Satisfactory	INC.	Incomplete

Grades of 1.25, 1.75, 2.25 and 2.75 may also be given but in no case shall they be more detailed than in multiples of 0.25.

A grade of 4.0 means conditional. It may be made up for by successful repetition of the course, or by passing a reexamination. If the student passes the reexamination, he is given a grade of 3.0, but if he fails, a 5.0. Only one reexamination is allowed which must be taken within the prescribed time. If a student does not remove the grade of 4.0 within the prescribed time, he may earn credit for the course only by repeating and passing it. A grade of 4.0 given for the first semester work of a two-semester course shall be converted to a grade of 3.0 if the student passes the second semester part of the same course in the same academic year, if he fails, the grade of 4.0 which he received for the first semester shall be converted to a grade of 5.0.

The grade of INC. is given if the student whose class standing throughout the semester is Passing, fails to take the final examination or fail to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.0 is given. Removal of the INC. must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his over-all performance.

REMOVAL OF GRADES OF "INC." OR "4.0"

Examinations for the removal of grades of INC. or 4.0 may be taken without fee:

1. during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken otherwise, said student is to be charged the required fee;
2. during the removal examination period, viz, the period covering ten days preceding the registration in each semester, provided that the examination is taken at the time that it is scheduled; and
3. within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation, provided, that the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times on the recommendation of the Dean and upon payment of a required fee. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

There shall be a regular period for removing grades of 4.0 and INC. before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of 4.0 received after removing a grade of INC., however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC.

A grade of 4.0 shall be converted to a grade of 5.0 if the student does not remove the 4.0 within the prescribed one-year period through re-examination or if the student does not re-enroll within that year.

SHIFTING TO OTHER PROGRAMS

First year students are allowed to shift to other UPV degree programs after completing 15 units. (Approved on the 1167th Meeting of the UP Board of Regents held on 30 January 2003)

TRANSFER WITHIN UP SYSTEM

Students from other autonomous units of UP System who have completed at least 30 academic units may be admitted as transfer students subject to the rules of the admitting college. (Approved on the 1067th Meeting of the UP Board of Regents held on 07 July 1993)

HONORIFIC SCHOLARSHIPS

University Scholarship

Any undergraduate or graduate student who obtains at the end of the semester a weighted average of 1.45 or better, or 1.25 or better, respectively, is given this honorific scholarship. University scholars are listed in the President's List of Scholars.

College Scholarship

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

ADDITIONAL REQUIREMENTS FOR HONORIFIC SCHOLARSHIPS

In addition to the general weighted average prescribed, a student must have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (in case of graduate students, not less than 8 units); must be up-to-date (PE must be taken within the first 2 years while NSTP must be taken within the 1st year only) with all the non-academic requirements; and must have no grade below 3.0 in any academic or non-academic subject.

Grades of INC must be completed by the end of the semester.

The effectivity of the scholarship is the end of the semester concerned.

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

SCHOLASTIC DELINQUENCY

Warning. Any student who obtains final grades at the end of the semester below 3.0 in 25% to 49% of the total number of academic units for which he is registered will receive a warning from the Dean to improve his work.

Probation. Any student who, at the end of the semester obtains final grades below 3.0 in 50% to 75% of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of 3.0 or better in more than 50% of the units in which he has final grades in the succeeding semester.

Dismissal. 1. Any student who, at the end of the semester, obtains final grades below 3.0 in more than 75% but less than 100% of the total number of academic units in which he receives final grades shall be dropped from the rolls of the college.

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

3. Any student dropped from one college shall not ordinarily be admitted to another unit of the University, unless in the opinion of the Director of OSA, his natural aptitude and interest may qualify him in another field of study, in which case he may be allowed to enroll in the proper college, or school, or department.

Permanent Disqualification. 1. Any student who, at the end of the semester or term, obtains final grades below 3.0 in 100% of the academic units in which he is given final grades shall be permanently barred from readmission to any college or school of the University.

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

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty certifies that the grades of 5.0 were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his grade of 5.0 shall be counted against him for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the OSA Director; provided, that in no case of readmission to the same or another college or school shall the action be lighter than probation.

A grade of Incomplete (INC.) is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.

Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.

No readmission of dismissed students or disqualified students shall be considered by the Deans without the favorable recommendation of the University Guidance Counselor (Guidance Services Specialist). Cases in which the action of the Deans conflicts with the recommendation of the University Guidance Counselor may be elevated to the Chancellor. The Chancellor's decision shall be final.

LEAVE OF ABSENCE

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and should specify the period of the leave. The leave should not exceed one year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal without prejudice to readmission.

The college, through the Dean or his duly authorized representative, shall inform (1) the University Registrar and (2) the parents/guardian of every student granted leave of absence of such leave, indicating the reasons for the same and the amount of money refunded to the student, if any.

For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the student's class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades.

If a student withdraws after $\frac{3}{4}$ of the total number of hours prescribed for a course has already lapsed, his instructors may submit a grade of 5.0 for him if his class standing up to the time of his withdrawal is below 3.0.

A student who withdraws from a college without formal leave of absence shall have his registration privilege curtailed or entirely withdrawn.

MAXIMUM RESIDENCE RULE

A student must finish the requirements of a course of any college within the period of actual residence equivalent to $1\frac{1}{2}$ times the normal length prescribed for his program, otherwise he shall not be allowed to register further in that college.

This rule shall not apply to graduate students who are covered by specific rules or to students governed by existing rules regarding a maximum

period. Furthermore, account shall be taken of the provision of Article 243 of the Revised University Code which states that members of the faculty, officers, and employees of the University have a privilege of enrolling in the University for not more than 6 units a semester at reduced rates of fees.

Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in the program are no longer eligible to enjoy the privilege of free tuition and other fees. (Guidelines for the Implementation of Free Tuition and other Fees, Memorandum, PLDC Memo No. 17-21B, 07 August 2017.)

The "prescribed period" refers to the normal length of time to complete the requirements for graduation. Counting is done from start of the student's enrollment in UP.

To qualify for free tuition, the student should have graduated after at most 5 years for a 4-year degree program.

HONORABLE DISMISSAL

A student in good standing who desires to sever his connection with the University shall present a written petition to this effect to the Registrar, signed by his parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, no record of honorable dismissal shall be made.

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

A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his academic transcript of record without reference to Dishonorable Dismissal, provided: the student writes an application not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision has elapsed; the party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and all such applications are subject to Board of Regents' action.

GRADUATION REQUIREMENTS

No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum more than 10 years old shall be governed by the following rules:

1. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
2. Those who had completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

All candidates for graduation must have their deficiencies completed and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and National Service Training Program, in which the student is currently enrolled during that semester.

No student shall be graduated from the University unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the case of the following:

1. a student transferee from other schools. This residence requirement is in addition to completion of at least 50% of the required units for the course; and
2. a student who has been absent without official leave (AWOL).

No student who fails to pay the required graduation fee within the specified period set by the Registrar shall be conferred any title or degree. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements towards any title or degree.

Students must file formal application as candidates for graduation with the offices of the Deans of their respective colleges.

GRADUATION WITH HONORS

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

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

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

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

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

Additional Rules

Candidates for graduation with honors must have completed in the University at least 75 percent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than 15 units of credit or

the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

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

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

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

ACADEMIC EXCELLENCE AND CLASSROOM METHODS

The pursuit of academic excellence in the University brings with it a wide range of approaches exercised by teachers in the classroom. Teachers expect their students to have the capacity for independent work, as well as for liberal, speculative thinking which sometimes students find hard to cope with. It is quite important for first year students to develop an open mind and flexible personality. This way, they will be able to understand their teacher better, and take “classroom terrorism” as just but a “product of the mind.”

SUPPORT SERVICES AND FACILITIES

A. OFFICE OF STUDENT AFFAIRS (OSA)

In support of the academic programs of the University, the **Office of Student Affairs** or OSA (formerly Office of Student Personnel Services or OSPS), headed by the Director, is committed to the holistic development of students. It has a main office located at the College Union Building in the Miagao campus, popularly known as the Student Union Building or College Union Building (CUB), and an extension office in the Iloilo City campus. It delivers an integrated program of services to meet the students’ multifarious needs throughout the three campuses (Miagao, Iloilo City and Tacloban City. Its major services are as follows:

GUIDANCE AND COUNSELING SERVICES

A. Counseling

Students are guided in making decisions about personal, vocational and educational concerns with the help of a professional counselor. Counseling sessions are done with individual students or groups. Students are accommodated either as scheduled or as they walk in.

In order to make OSA services more accessible to the students, Guidance Services Specialists have been deployed for each college/school. The Guidance and Counseling Office had been established in each college/school.

B. Psychological Testing

Data on personal attributes of students like mental abilities, aptitudes, habits, interests, and other personality characteristics are taken through batteries of psychological tests given during the students’ first year or as needed during their residency in the University.

Psychological test results are also used as tools in the counseling process.

C. Career Guidance, Graduate Placement and Follow-up

As soon as a college first year student enters the University, he/she is guided in identifying and developing career choices through initial interviews called by the Office of Student Affairs. Career aptitudes and interests are discussed with professional guidance service specialists, taking into consideration their psycho-logical test results. These are followed up in subsequent counseling sessions. When they graduate, students are informed of job placement opportunities and followed up as to their career prospects.

D. Human Development Services

Various groups of students are brought together in group dynamics activities and structured learning experiences where they learn to become aware, responsive and effective in handling personal and interpersonal relationships. Experiences gleaned from these activities contribute to their growth and development as human beings. The Personal Effective Program (PEP), a 16-hour session conducted every first semester for first year students is one of the human development services facilitated by the guidance services specialists of OSA.

E. Peer Facilitating Program

The program is a volunteer service of trained students under the supervision of a guidance services specialist. The peer facilitators work hand in hand with the guidance services specialists to assist students to cope with the challenges of college life and to expedite personal growth and development through para-counseling and student activities i.e., group discussions, group dynamics, etc. At the same time, the volunteers enhance their personalities through interaction with their peers and trainings they undergo. Peer facilitators who stay in the dormitories are chosen by their dormitory managers.

STUDENT ORGANIZATION AND ACTIVITIES (SOA)

Providing opportunities for development outside the classroom are the different student organizations and activities on campus. Coordinated by the OSA, these activities serve as venues for development of personal talents and abilities as well as leadership skills and responsibilities. Students are also exposed to various training programs such as leadership seminars and psycho-social activities. SOA also allows the students to organize and facilitate their own activities and events, which they deem relevant or integral to their academic experience in the University.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Free Tuition and Other Fees (RA 10931)

The Universal Access to Quality Tertiary Education Act or Republic Act 10931 was signed into law in 2017, which mandates the non-collection of tuition and other fees in all 112 SUCs nationwide.

UP President Danilo L. Concepcion issued the following guidelines to constituent universities for its implementation (PDLC Memorandum No. 17-21B, 07 August 2017):

No tuition and other school fees shall be collected from Filipino undergraduate students except from:

- a. Students who have already attained a bachelor's degree or comparable undergraduate degree from any higher education institution, whether public or private;
- b. Students who fail to comply with admission and retention policies of the University;
- c. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program (Section 6, Republic Act 10931).

The foregoing excepted students may, however, apply for financial assistance, or discount under UP's Socialized Tuition System.

Students with financial capacity may voluntarily opt out by paying tuition and other school fees as their contribution to the University (Section 4, Republic Act No. 10931).

Student Financial Assistance (SFA) Online

Students from the University of the Philippines (UP) come from all walks of life. Some of them may not be able to afford paying the full tuition and other expenses to complete their academic requirements in the University.

To address this, UP offers different forms of student financial assistance programs. These programs provide financial support to students in need. To streamline application to these programs, UP developed the Student Financial Assistance Online (SFA Online).

The SFA Online gathers information to expedite the processing of applications from students who wish to obtain financial assistance. It is a web-based program that collects data on household income as well as the socio-economic characteristics of the household of students. These data are processed to determine the financial support that match a student's needs.

Since 2017, the SFA Online has processed applications to the University's Socialized Tuition System. SFA Online also assists Scholarship and Financial Assistance units to allocate scholarship slots and design support programs to applicants in need of assistance while they are in UP.

For AY 2018-2019, the SFA Online will support applications to the tuition subsidy through the socialized tuition program.

Socialized Tuition

UP created the Socialized Tuition System (ST System) to reduce the cost paid by students during enrollment. This is based on the paying capacity of the household to which a student belongs. Through the ST System, UP may subsidize a portion or the full cost required during enrollment and, in certain cases, grant additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

The program covers undergraduate students, including students enrolled in Law and Medicine. The ST System was approved by the UP Board of Regents on 16 December 2013.

a. Tuition Discounts

UP students who wish to apply for tuition discounts under the Socialized Tuition must supply the information about the income and socio-economic characteristics of their household. The application is done online. Using the information submitted by the students, the University may grant tuition discounts and, in certain cases, monthly stipends, according to the tables in the next page.

UP Baguio, UP Cebu, UP Mindanao, UP Pampanga, UP Visayas			
Tuition Discount Level	Tuition Discount	Tuition in ₱	Other Financial Assistance
Partial Discount - 40%	40%	₱600/unit	
Partial Discount - 60%	60%	₱400/unit	
Partial Discount - 80%	80%	₱200/unit	
Full Discount	100%	Free tuition	Free miscellaneous fees Free laboratory fees
Full Discount + Stipend	100%	Free tuition	Free miscellaneous fees Free laboratory fees Monthly Stipend

UP Diliman, UP Los Baños, UP Manila			
Tuition Discount Level	Tuition Discount	Tuition in ₱	Other Financial Assistance
Partial Discount - 33%	33%	₱1,000/unit	
Partial Discount - 60%	60%	₱600/unit	
Partial Discount - 80%	80%	₱300/unit	
Full Discount	100%	Free tuition	Free miscellaneous fees Free laboratory fees
Full Discount + Stipend	100%	Free tuition	Free miscellaneous fees Free laboratory fees Monthly Stipend

Tuition discounts and other financial assistance shall be for one academic year, renewable annually.

Students who will be granted *Full Discount + Stipend* will receive monthly allowance for two semesters.

Any misinformation and/or withholding of information done by any student in connection with his application in the STS will automatically disqualify him/her from receiving any financial assistance or subsidy, and may serve as **ground for his/her expulsion from the University.**

b. UP Tuition Loan Program

The program allows students to defer up to 100% of the amount of tuition and other school fees (except student fund). The University charges zero interest on the amount deferred when settled in full before the end of the term. The program also facilitates installment payment during the semester.

Student and Graduate Assistantships (SAGA)

The UP SAGA is a program for upperclass and graduate students to gain experiences on leadership and ethics in the workplace while assisting the University in fulfilling its teaching, research, and public service functions. Student Assistants (SAs) and Graduate Assistants (GAs) are given allowances based on hours rendered. Rates are currently at P60/ hour for undergraduate students, P100/hour for Masters students, and P140/hour for Doctorate students.

Scholarship Awards

Students may apply for private or government scholarships which are announced regularly. Screening and selection is conducted by the UPV Committee on Scholarship and Financial Assistance under the Office of Student Affairs (OSA). Scholarships consisting of living and book subsidies are based on both financial need and academic performance

The available scholarships offered by the University with corresponding eligibility requirements are as follows:

A. GOVERNMENT SCHOLARSHIPS (UP)

1. U.P. Presidential

Eligibility Requirements:

- Open to undergraduate (except first years) and graduate students in any field of study
- GWA of at least "1.75" for a load of at least 15 academic units with no grade of "5.0", unremoved "4.0" or "INC" in the semester immediately following the application

2. U.P. Government

Eligibility Requirements:

- UPCAT result shall serve as the basis for awarding the U.P. Government scholarship

3. U.P. Presidential Leadership

Eligibility Requirements:

Grants are open to bonafide students (except first years) with following qualifications:

- must have a potential for leadership
- must have a GWA of at least "2.75"; no unremoved grade of "INC" (for graduate students: "1.75")
- must be enrolled in at least 15 units at the time of the award
 - * must not have been the subject of disciplinary action worse than a five-day class suspension

B. GOVERNMENT SCHOLARSHIPS (Non-UP)

1. Bureau of Fisheries and Aquatic Resources (BFAR)

Eligibility Requirements:

- Must be financially needy
- Will be granted only to those who successfully passed the competitive scholarship examinations given by BFAR
- Must be enrolled in BS Fisheries and in school specified by BFAR

2. Commission on Higher Education (CHED) - Full Merit

Eligibility Requirements:

- CHED is in-charge of the selection process

3. Commission on Higher Education (CHED) - Half Merit

Eligibility Requirements:

- CHED is in-charge of the selection process

4. Commission on Higher Education (CHED) - Tulong Dunong

Eligibility Requirements:

- CHED is in-charge of the selection process

5. Department of Agriculture - Agricultural Competitiveness Enhancement Fund (DA-ACEF) Scholarship Program

Eligibility Requirements:

- Incoming college student
- Must be enrolled in B.S Fisheries
- Must be a Filipino citizen
- Must be in need of financial assistance
- Must not be a recipient of any government scholarship grant

6. Department of Agriculture (DA) - Biotech Program Scholarship Grant

Eligibility Requirements:

- Must pursue a baccalaureate degree in Agri-biotechnology or any related fields
- Must have an annual gross family income of not more than Php300,000.00 and assets of not more than Php250,000.00

- Must be a natural-born citizen
- Must be of good moral character and in good health
- Must specialize in Fisheries biotechnology and related fields
- Must not be enjoying other scholarship grant
- Must not have applied for resident/immigrant status in another country
- First year applicants must either belong to the top 10% of their high school graduating batch or a graduate from a science high school or special science class or science oriented high school
- Applicants in the upper year levels must have a grade point average (GPA) of 1.75 or higher

7. **Department of Science and Technology (DOST) Scholarship**

Eligibility Requirements:

- Must be financially needy
- Will be granted only to those who successfully passed the competitive scholarship examinations given by the DOST
- Must be enrolled in courses specified by the DOST and in specified school

8. **Expanded Students Grant-in-Aid Program for Poverty Alleviation Program (ESGP-PA) Scholarship**

Eligibility Requirements:

- Must be poor but deserving students
- Gives priority to Pantawid Pamilya beneficiaries
- Must be qualified to enroll in selected State Universities and Colleges
- Must take up priority programs of CHED and other course offerings aligned with the government key growth areas-per CMO No. 1, s. 2014 "CHED Priority Courses for AY 2014-2015 to AY 2017-2018"

9. **Iskolar Sang Iloilo Scholarship**

Eligibility Requirements:

- Open to poor but deserving high school graduate of Iloilo and a resident of Iloilo province
- Gross family income not more than P120,000
- Must enroll in a four-year Baccalaureate degree in any state colleges and universities, and encouraged to take courses supportive of the development thrusts and strategies of the provinces
- Shall maintain a weighted average grade of 2.5 in all subjects and has no grade lower than 3.0 in any subject

10. **LANDBANK- International Rice Research Institute (IRRI) Gawad-Patnubay Scholarship**

Eligibility Requirements:

- Must be a Junior B.S. in Fisheries student
- Must have a general weighted average (GWA) of not lower than 2.5 or its equivalent with no grade lower than 3.0 in any subject

- Must be enrolled in the regular number of subjects offered in the semester as indicated in their approved curriculum
- Must not drop any subject or cancel enrollment for the period during the scholarship
- Shifting of courses is prohibited
- Duration of scholarship shall be extended for students who shall not graduate on time for justifiable reasons such as health, unresolved family issues and force majeure. Under this condition, the scholars shall be given a maximum of 1 semester to complete the program.
- Must not be found guilty of grave misconduct or a misdemeanor in accordance with existing policies, rules, and regulations of the university or school where the scholar is enrolled
- Must comply with the university, IRRI and Landbank's core values and Code of Conduct

C. PRIVATE SCHOLARSHIPS

1. **Cosmic Technologies, Inc.**

Eligibility Requirements:

- Must come from an unprivileged/indigent family with combined gross family income of Php25,000 and currently enrolled at the University
- Must have a general weighted average (GWA) of 83% or equivalent upon application, but must maintain 85% GWA during the entire duration of the educational assistance
- Must have an initiative and self-motivation to finish his/her course and in pursuit of decent career opportunities
- Must not be a recipient of any other scholarship or educational assistance from other institutions
- Must carry the regular load prescribed and/or approved curriculum by the University
- Must proactively engage and commit as beneficiaries to be encouraged and get involved in socio-curricular activities supported by Cosmic Technologies Inc., to inclusively enhance their personal and collective development
- Preferably with proven leadership skills and/or special talent
- Must achieve a passing score both in written practical examination and panel interview

2. **Francisco J. Nicolas endowed by Reginald F. Lewis**

Eligibility Requirements:

- For first year students
- Must pursue any of the following fields of study:
 - Agriculture, Fisheries, Forestry, Library and Information Science, Nutrition, Social Work and Community Development
- Grantee must not have been the subject of any disciplinary action worse than a five-day class suspension
- Must belong to ST bracket PD80 or FD
- Must not be the recipient of any other grant or financial assistance program

3. Health Education Environment Discipleship (HEED)

Eligibility Requirements:

- Qualified poor family, as determined by the Foundation
- With good moral character
- Not be a recipient of any other scholarship
- Not member of any fraternity or sorority
- Not have been subject of any disciplinary action by the University/Foundation
- Not have any derogatory or criminal records
- Must maintain a GPA of "2.5" and no failing grades "5.00" or its equivalent), nor "DROP" during the semester
- Enrolled in either BS Fisheries or BS Accountancy
- BS Accountancy scholars must maintain a GPA of "2.0" and shall have no grade lower than "2.0" in all major subjects

4. Jose Jon Tiamsuy Foundation Scholarship

Eligibility Requirements:

- Bonafide first year in U.P. Visayas enrolled in:
 - a. Bachelor of Science in Accountancy (2 scholars)
 - b. Bachelor of Science in Management (2 scholars)
- Financially in need. The applicant must be an ST grantee (Bracket FD provided that the annual gross family income does not exceed P135,000. The selection of the scholar shall be based on:
 - Bracket FD (free tuition fee and miscellaneous fees; no living allowance and income between P80,000-P135,000)
- Must not be a recipient of any other scholarship program
- Not have been the subject of any disciplinary action worse than a 5-day class suspension
- Permanent resident of Visayas
- Latest copy of grades and letter of recommendation from their respective unit heads or former professors along with other requirements

5. NGCP EDUCATE Scholarship Program

Eligibility Requirements:

- A bonafide member of an Indigenous Group
- With no failing grade for all subjects taken from 1st year up to present
- With moral character and
- A resident of a community that hosts NCGP's transmission facilities

6. P and A Foundation Scholarship Program

Eligibility Requirements:

- Must show an interest in pursuing a long term career in audit and public accounting
- Semestral grade point average or GPA (academic subjects only) at the time of his application for scholarship must be 2.0 or higher
- Must have no failing or incomplete grades for two semesters prior to the scholarship

- Must carry the full semester load as prescribed by the respective scholar's program department or adviser
- Must not enjoy any major financial assistance, grant or scholarship from other external sources
- Must not accept any kind of employment while on scholarship, the intent being to allow him/her to devote full time to studies
- Total household income not more than P200,000 per annum

7. SGV & Co. Scholarship

Eligibility Requirements:

- Degree of Bachelor of Sciences in Accountancy
- Must obtain a grade of 2.0 or better in all accounting, auditing, tax and law subjects. No failing grade in all academic subjects each grading period.
- Shall carry the required full academic load for each school term and complete the course within the prescribed period
- No other scholarship

8. SM Foundation Scholarship

Eligibility Requirements:

- Enroll in a priority and prescribed school as stipulated under the SM Scholarship Program
- Enroll in a regular semestral/ trimestral load prescribed in the approved curriculum for the course in the respective course
- Properly apply stipend or allowance granted and account for the same when called upon to do so.
- Maintain a general weighted average rating not lower than "B", "2.50" "81" or its equivalent in not less than 15 academic units per semester.
- Maintain good health, good moral character & unquestionable integrity at all times.
- Achieve the highest possible standard of scholarship in the field of study.

9. SUNLAD Simpex Scholarship Foundation, Inc.

Eligibility Requirements:

- Limited to the following undergraduate courses only:
 - Chemistry; Computer Science; Economics; Biology, Public Health; Statistics; Applied Mathematics
 - Fisheries; Food Technology; Chemical Engineering
 - Accountancy; Marketing; Management
- Top 10% of their respective graduating class with no failing or incomplete (INC) grades on any subject and with no dropped subject/s.

10. TATEH Academic Study Grant

Eligibility Requirements:

- Must be a sophomore or junior student of the CFOS
- Must be a Filipino citizen

- Must be of good moral character
- Must be enrolled with a minimum of 15 units per semester
- Must come from low-income family as determined by UPV
- Must not be enjoying any scholarship other than the ST

11. UP Alumni, Quesada-Fulgado and Friends Scholarship Grant

Eligibility Requirements:

- Must be a regular student of the UP at least 3rd year standing
- GWA of "2.0"
- Must not have been given a grade lower than "3.0" or have a grade of "INC"
- Parents annual gross income is not more than P250,000 or the applicant belongs to not higher than ST Bracket D
- Must not have been subjected to disciplinary action
- Must be of good moral character

12. UP Alumni Association in America (UPAAA) Scholarship

Eligibility Requirements:

- Must be a regular first year and other year level student enrolled in a four-year or five-year undergraduate course
- GWA of a least "3.0"
- Must not have been given a grade of "5.0" or unremoved grade of "4.0" or "INC" in the semester immediately preceding the application
- Must be enrolled in at least 15 units at the time of the award of the grant
- Parents' or guardians' annual income is not more than P80,000
- Must not have been the subject to disciplinary action worse than a five-day class suspension

13. UPAA Geneva Scholarship Grant

Eligibility Requirements:

- Must be a regular student of U.P. who is at least 3rd year standing
- Must be a regular student of UPV who is of 2nd year standing with at least one-year residence in the College of Fisheries and Ocean Sciences
- Must be enrolled in the BS Fisheries Program
- Must have earned a GWA of "2.50"
- Must not have been given a grade lower than 3.00 ("Pass") or "INC" before the awarding of the Grant
- Must be financially needy (parents' or guardians' annual gross income is not more than P500,000 based on ITR or ST Bracket PD60 grantee)
- Must not have been subjected to disciplinary action by the University
- Must be of good moral character and not have been convicted of a crime

14. UP Association of Washington (UPAW)

Eligibility Requirements:

- Must be a regular first year and other year level student enrolled in any four-year or five-year undergraduate course

- Must be a recipient of Socialized Tuition (ST) System of the University and household income is not more than P130,000
- Must have obtained a GWA of at least "2.5" with no grade of "5.0" or unremoved grade of "4.0" or "INC" in the semester immediately preceding the application
- Must be enrolled in at least 15 units at the time of the award of the grant
- Must not be a recipient of any scholarship program
- Must not have been the subject of disciplinary action worse than a five-day class suspension

15. UP Silak-Silab Scholarship

Eligibility Requirements:

- Incoming second year student
- At least a college scholar (GWA of 1.75)
- No grade of "4.0" or "5.0"
- Filipino citizen of good moral character
- Minimum of 15 units per semester
- Belongs to ST bracket PD 80 or FD
- Not enjoying any other scholarship other than the UP System's ST

16. UPV Foundation, Inc. Scholarship Program

Eligibility Requirements:

- Open to students with good scholastic standing
- Must show financial need
- Must have a minimum of 15 academic units at the previous semester
- Must have a general weighted average (GWA) of 2.5, must not have a grade of "4.0", "5.0" or "Inc." and must have no deficiency in the non-academic requirement of his/her program
- In case there are many applicants, students will be ranked based on academic performance and financial need

17. UT Foundation, Inc. Scholarship

Eligibility Requirements:

- Must be a regular third year student enrolled in any degree course in the University; student enrolled in Doctor of Medicine must be 4th year in standing at the time of application
- Must have obtained a general weighted average (GWA) of at least "2.50" with no grade of "5.0" or unremoved "4.0" or "Inc" in the semester immediately preceding the application
- Must not be a recipient of any scholarship grant
- Must be enrolled in at least 15 units at the time of the award of grant
- Must be qualified for PD 80% and Full Discount (FD) under the University's Socialized Tuition System
- Must not have been held liable in any disciplinary action prior to admission

18. Vicente B. Bello Scholarship

Eligibility Requirements:

- Bonafide first year students in U.P. from the Visayas and Mindanao regions
- Limited to the following undergraduate courses only:
 - Fisheries; Food Technology; Chemical Engineering
 - Computer Science; Chemistry
- Must belong to ST bracket PD80 or FD

HOUSING/ RESIDENTIAL SERVICE

The RSU of OSA serves the students by accommodating them into well-functional dormitories. There are six residential halls in Miagao campus namely: Balay Lampirong (Hall I), Balay Kanlaon (Hall II), Balay Gumamela, Balay Madyaas, Balay Apitong (Graduate Hall), and Balay Miagos. Balay Ilonggo also accommodates students in the Iloilo City campus. These facilities house a number of undergraduate and graduate students, faculty, UPV personnel, alumni and guests of the University.

First year students in the Miagao campus are housed together in three dormitories namely: Balay Lampirong, Balay Kanlaon and Balay Miagos, while upperclass students may stay in Balay Gumamela and Balay Madyaas. The Graduate Hall or Balay Apitong only accommodates graduate school and exchange students, and guests. Transients may also be accommodated based on the availability of rooms, and are charged with lodging fee. However, UPV alumni and personnel may avail of discounts on top of the said fees.

The dormitories do not only provide housing and accommodation but also serves as a venue for cultural activities, group dynamics, athletic events, and games in order to promote social growth among students. The lobby and the common areas of the dormitories are also equipped with facilities and resources such as learning materials, internet connection, books, television, refrigerator, and sofa sets to provide comfort and the ambience of "a home away from home" for the students.

The house council members and peer facilitators are selected among the residents of every dormitory to serve as a bridge between the students and the management. They assist the dormitory manager in planning and implementing activities, formulating house rules and regulations. Furthermore, selected members of the house councils of the different dormitories comprise the Interdorm House Council, which is in charge of conducting activities for the entire dormitory residents.

Members of the UPV Dormitories Risk Reduction Management Team are selected among the regular residents of every dormitory. Fire and disaster drills are conducted twice every year.

B. HEALTH SERVICES

The Health Services Unit (HSU) of the University provides primary health care to UPV constituents (students, faculty and staff) and their dependents.

In the Iloilo City campus, the clinic is being managed by one full-time doctor, one full-time dentist, one full-time nurse, a dental aide, and a nursing aide. It operates Monday-Friday from 8:00 AM - 5:00 PM excluding holidays.

In the Miagao campus, the HSU or the Infirmary which started its operation in June 1990, has dental and medical equipment as well as laboratory and x-ray facilities, and an ambulance. It has four full-time doctors, three reliever doctors, one full-time dentist, five full-time nurses, one full-time medical technologist, one contractual medical technologist, a radiologic technologist, a dental aide, an administrative aide/clerk, an administrative aide/utility, two administrative aides/drivers, and an administrative officer.

The HSU in UPV Miagao campus now operates on a 24-hour, seven-day weekly basis. It is also open to non-UP patients between 8:00 AM - 12:00 NN and 1:00 PM - 5:00 PM. Patients from Miagao and nearby towns also avail of the out-patient services (consultation), x-ray, laboratory services and dental services.

An ambulance service is also available to transport patients to hospitals if needed.

Starter doses of medicines are available for UPV students, faculty and staff during consultation.

C. LIBRARY SERVICES

The University Library of UPV consists of a main library and seven unit libraries located in two island provinces i.e., Iloilo and Leyte.

There are three libraries in Iloilo City. These are the College of Management (CM) Library, the Graduate Library, and the High School Library. In Miagao, there are two libraries, which are the College of Arts and Sciences (CAS) Library, and the College of Fisheries and Ocean Sciences. The University

Library also operates the Brackishwater Aquaculture Center (BAC) Library in Leganes, Iloilo, and a College Library in Tacloban that supports the different units and programs of UPV Tacloban College.

The University Library has both print and non-print resources. Print resources consist of general reference books, theses, dissertations, serials, special collections, reserve books, and circulation books. The Media Services Section of the Library provides a collection of audio-visual materials like CD-ROMs and other electronic resources to supplement the print materials. All these resources may be borrowed by UPV clients for room use, overnight or home reading use upon presentation of their duly countersigned ID card at various service areas. Most of these service areas are on open shelves system.

The collections are classified according to the Library of Congress Classification Scheme (LCCS), except those from the High School Library which uses the Dewey Decimal Classification System (DDCS). In locating and identifying materials from the Library's collection, the client must consult the online public access catalog (OPAC) using the iLib (Integrated Library) program.

The iLib Program is an in-house system developed by the U.P. Diliman Library with the cooperation of the Computer Center for the UP System Libraries. Borrowing of books, reservation, recall notices, and other services are done using the said software. With just a click, the user will be able to know the location of the book, call number, number of copies, and the status of the material i.e., whether it is on shelf, borrowed or overdue.

The libraries observe extended library hours on weekdays and open on two Saturdays preceding the final examination period.

The libraries primarily serve the students, faculty, and staff of UPV. However, researchers from other units as well as other institutions, government offices and industrial firms may also avail of the library services subject to its rules and regulations.

You may visit the UPV Library website: <https://www.upv.edu.ph/library> to know more about the library and its services.

D. TEACHING AND LEARNING RESOURCE CENTER (TLRC)

Vision: A center fully committed to the enhancement of the teaching and learning process, guided by education principles, rendering effective services to faculty members and students of the university.

Mission: Nurture the passion for learning among students.
Enrich the learning environment of students.
Provide skills enhancement programs in teaching for faculty members.

Core Values: Excellence, Nurturance, and Service

The Teaching and Learning Resource Center (TLRC) has the main task of providing instructional and supportive services to students and faculty to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment. To do this, the TLRC has the following programs and services:

I. Learning Assistance and Enrichment Program

Bridge Program

The Bridge Program (formerly known as the Summer Bridge Program or SBP) is offered to selected incoming freshmen who obtained relatively low scores in the Mathematics component of the UPCAT. It is conducted to bridge the gap in the mathematical skills of students from exit from high school to entry in college.

Peer Tutorial Program

The TLRC provides tutorial services for the students who need help in their subjects such as Mathematics, Statistics, Chemistry, Physics, and Communication subjects. The volunteer peer tutors are not only given certificates and tokens of appreciation during the fellowship, but are also given additional incentives.

Ebooks, Self-instructional Learning Modules, and other Resource Materials

The TLRC has a collection of digitized books and reading materials in eBook tablets available for use of students. The TLRC also provides self-instructional learning modules for students who wish to do individual study to supplement classroom learning. In addition, a collection of books, journals, and publications are available for borrowing at the TLRC. Movies and inter-active games to stimulate learning are also available for use.

Computer and Internet Use

To help students in their academic requirements, TLRC offers easy access to computers and the internet. A student with ongoing thesis is entitled to unlimited use of computers while others are entitled to free 30 hours of use both in the TLRC and the Interactive Learning Program (ILP).

II. Teaching Enhancement Program

Module Writing Program

The module writing program seeks to develop course modules for courses taught in the university to supplement classroom learning. As supplementary instructional and learning materials, the course modules help faculty members plan and organize lessons. The faculty members undergo a series lecture-workshops and presentations in developing course modules.

Faculty Mentorship Program

The faculty mentorship program aims to assess the teaching performance of junior and senior faculty members in the university. The FMP provides a venue for faculty members to improve teaching through a mentor-mentee scheme.

Teaching Act Program and OBE Syllabus Making

Workshop-trainings are designed to augment faculty teaching skills and enhance the way they teach their students in the university. The Teaching Act program paved way to the Outcome-based Education Syllabus Making.

III. Other Services offered by the TLRC

The TLRC also offers access to:

- Tutorial booths where students can sit down with a tutor and be supplemented with resource materials
- Fully-equipped audio-visual rooms for classroom presentations and other activities
- The nook and students' lounge where students can use as a place to study or get-together
- The Total Bigtime Access Card (TBAC) that comes in 50 pesos and 100 pesos denominations students can use to avail of the following services:
 - Printing
 - Photocopying
 - Scanning
 - Lamination
 - CD/DVD Burning
 - Ring binding

STUDENT RIGHTS AND OBLIGATIONS

The notion that a student's place in an institution of higher learning is but to study has long been rejected in the University of the Philippines. It has been replaced with an entirely different tradition the byword of which is militancy. That tradition revolves around the idea that thought should transcend the classroom and transforms itself into action.

Due to its affinity with the high purpose of national welfare, student militancy is appraised as a cherished value not only in the academe but in the entire Filipino society. As such, it is to be defended and preserved. The pursuit of this tradition of militancy is moored in certain basic rights guaranteed to students.

RIGHTS OF STUDENTS

Among the basic rights appertaining to students as members of the academic community are:

- a. freedom of inquiry and expression, within the campus, in curricular activities and in extra-curricular student affairs;
- b. procedural fairness in disciplinary proceedings; and
- c. participation in the governance of the institution.

The students' right of freedom of inquiry includes the right not only to accurate information, but also to hear any opinion on any subject of public or general concern.

For this purpose, they may have the right to invite outside speakers, and school authorities may not veto their invitation solely on the basis of the credentials of the speakers.

It also includes the right not to be subjected to indoctrination leading to imposed ideological homogeneity. The students' freedom of expression includes the right to:

- a. hold any kind of peaceful demonstration;
- b. protest against school policies and national or local policies even though not related to the school; and
- c. to circulate literature and petition for signature campaign.

The students' right to fair play in disciplinary proceedings include the following rights:

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

RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE*

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

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

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

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

- a. Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- b. Carrying within University premises any firearms, knife with a blade longer than 2 ½ inches, or any dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;
- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu or opiates and hallucinogenic drugs in any form within the University premises;
- e. Gambling within the University premises;
- f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
- h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant; [As amended at the 1051st BOR Meeting on 25 June 1992]
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawfully taking University property; [*—]
- m. Any other form of misconduct.

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

*—Section 2 (l) to 2 (l) were adopted at the 1051st BOR Meeting on 25 June 1992.

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

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

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

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

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

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

*The honoraria per hearing for the Chairman and the non-student members will be P2,000.00 and P1,500.00, respectively, not to exceed P8,000.00 and P6,000.00 per case terminated, respectively, as approved on the 1192nd Meeting of the BOR on 27 January 2005.

**A position as Vice Chancellor for Student Affairs in U.P. Diliman was created at the 956th BOR meeting on December 17, 1982, replacing in effect the existing position of Dean of Students in U. P. Diliman.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

SECTION 7. Filing of Charges. A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal or the office of the Dean, as the case may be, an entry shall be made in an official book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing and the substances of the charge.

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

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

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

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

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

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

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

SECTION 15. Committee Report. The college investigating committee shall forward to the dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation, signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

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

SECTION 17. Decision of the Tribunal. The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members.

It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

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

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

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

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

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review. [As amended at the 1041st BOR, 4 July 1991]

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

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

SECTION 22. Rights of respondents. Each respondent shall enjoy the following rights:

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

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

SECTION 24. Records. All proceedings before any Tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

SECTION 25. Sanctions*

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

*For U. P. Visayas, classification of sanctions will have to be made according to the gravity of the offense. [As adopted at the 1057th BOR Meeting on 25 January 1993]

**For U. P. Visayas, cases of cheating will go directly to the Student Disciplinary Tribunal (SDT). [As adopted at the 1057th BOR Meeting on 25 June 1993]

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

- (b) If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one (1) year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.
- (c) If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.
- (d) If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
- (e) If the student pleads guilty, he should be made to reimburse all STFAP benefits received either before the decision is made or reimbursement is made a precondition for enrollment.

Furthermore, if the information withheld is grave such as in Nos. 3 (c) and 3 (d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STFAP and other scholarships.

- j. Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
- k. Any student found guilty of misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days. Provided, that should the student be found guilty for the third time the penalty shall be Expulsion.
- l. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace the stolen property.*—

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

- m. The disciplinary action that may be imposed for violations of misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges (Sec. 20), permanent disqualification from enrollment, (Sec. 18), exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed. [As amended at the 1051st BOR Meeting on 25 June 1992]
- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision.
- o. Any disciplinary action taken against a student shall be reported to his parents or guardians.
- p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any unit of the University.

SECTION 26. Summary Actions

Notwithstanding the provisions of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:

- a. Violation of rules and regulations issued by the Dean of the unit in accordance with section 3 of these rules;
- b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him, and afforded the opportunity to present his side.

*—Sections 25(a) to 25(l) were adopted at the 1051st BOR Meeting on 25 June 1992.

Decisions taken under this section, shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) class. days [As amended at the 1041st BOR Meeting, 4 July 1991]

- c. The Vice Chancellor for Student Affairs may likewise proceed summarily against students in cases of:
 - 1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or Unit other than a college, school or academic unit. (As adopted at the 923rd BOR Meeting on 31 January 1980)
 - 2. Misconduct as defined in Section 2, (g) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units.

SECTION 27. Definitions

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

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

- e. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of the college or unit, or any officer of the University Administration.

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

**SPECIAL POWER AS REGARDS STUDENT DISCIPLINE
GRANTED TO THE DEAN OF STUDENTS***

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

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

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

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

*In UP Visayas, the comparable official is the Director of Student Affairs

B. Power of Other Deans of Students

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

IMMEDIATE REPORTING OF STUDENTS WITH PENDING DISCIPLINARY CASES

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

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

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

“We ought to correct this situation.”

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

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

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

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

UP ANTI-SEXUAL HARASSMENT CODE

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

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

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

All forms of sexual harassment are unacceptable.

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

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

- (a) This Code shall apply to all teaching and non-teaching personnel, and students of the University.
- (b) Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the dignity of the members of the UP community. The University shall undertake measures to prevent and eliminate sexual harassment.
- (c) All reported incidents or cases of sexual harassment, including incidents between member/s of the UP community and partner entities, shall be appropriately acted upon by the University.

- (d) The University shall provide appropriate services to parties to sexual harassment cases.
- (e) Retaliation, in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

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

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

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

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

- (a) Academic activity – any activity that involves academics such as, but not limited to, classes, tutorials, seminars, workshops, conferences, lectures, examinations, fieldwork, externships/internships, on-the-job trainings, for the fulfillment of academic requirements and others.
- (b) Academic unit – all units such as but not limited to College, School, Institute, Center or Program.
- (c) Academic year – as determined by the University.
- (d) Admonition/Reprimand – a written or oral, formal reproof.

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

Section 5. Sexual Harassment Defined. –

Sexual harassment is unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remark about a person's sex, sexual orientation, or gender identity.

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

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

It may be committed inside UP premises; or outside UP premises in a work, education, research, extension, or related activity.

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

This Code contemplates cases of harassment involving persons of the same or opposite sex, regardless of sexual orientation, gender identity and expression. Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

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

- (a) directly participates in the execution of any act of sexual harassment as defined by this Code;
- (b) induces or directs another or others to commit sexual harassment as defined by this Code;
- (c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;

- (d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
- (e) benefits from the commission of any act of sexual harassment;
- (f) conceals or hides the commission of any act of sexual harassment; and
- (g) restrains, or coerces the victim from filing the appropriate complaint.

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

- (a) Light Offenses shall include, but are not limited to:
 1. surreptitious looking or stealing a look at a person's private parts or underclothing
 2. malicious leering or ogling;
 3. sexual flirtation or persistent unwanted attention with sexual overtones;
 4. inquiries or comments about a person's sex life and gender orientation;
 5. communicating sexist/smutty remarks causing discomfort, embarrassment, offense, or insult to the receiver;
 6. display of sexually-offensive pictures, materials, or graffiti; and
 7. other analogous cases.
- (b) Less Grave Offenses shall include, but are not limited to:
 1. verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
 2. derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
 3. touching or brushing against a victim's body;
 4. pinching that does not fall under grave offenses;
 5. sexual advances or propositions; and
 6. other analogous cases.
- (c) Grave Offenses shall include, but are not limited to:
 1. touching or groping of private parts of the body such as the breast, genitalia, or buttocks;
 2. forced kissing;
 3. requesting sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
 4. attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner;
 5. and other analogous cases.

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

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

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

The ASH Council shall be responsible for the following:

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

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

- (a) The Coordinator shall be appointed by the Chancellor to serve for a term of three (3) years, which may be renewed. He or she shall be the executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and of the Chancellor involving sexual harassment cases.
- (b) The OASH shall:
 1. design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
 2. undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;

3. formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
4. coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
5. serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
6. prepare and submit an annual report to the Chancellor of the University;
7. monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
8. perform such other functions which this Code and the Chancellor may delegate.

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

Section 10. Anti-Sexual Harassment Hearing Pool. – The OASH shall constitute and maintain a pool of students, and teaching and non-teaching personnel with regular appointments from which shall be drawn the members of a Hearing Committee for every case where formal procedure is preferred or is deemed necessary.

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

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

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

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

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

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

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

Section 13. Support Services. – The OASH may, at any time, in either formal or informal procedure, coordinate with, refer to, and/or provide appropriate support services to both aggrieved party or person/complainants and persons complained of/respondents.

Support services may include but are not limited to: temporary shelter, medical and legal services, counseling, transportation, communication, safety and security measures, and laboratory procedures.

For this purpose, the OASH shall provide orientation/training to all those who are involved in providing support services to parties in the sexual harassment case.

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

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

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

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

Section 16. Procedures on the Determination of Sexual Harassment. –

(a) *How Commenced.* – Any sexual harassment committed may be reported orally or in writing, in English or Filipino, to the OASH by an aggrieved party, or by any person for the aggrieved party. No particular form is required for the report, but it must be in writing, signed by the aggrieved party or person, and notarized.

Deans/Directors/Heads of units who receive such report shall communicate the report to the OASH.

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

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

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

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

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

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

(b) *Interview.* – A designated OASH case interviewer shall determine the particulars of the incident/s reported by asking specific questions to elicit details, record the answers and ensure that the record of the interview is attested to by the aggrieved party or person.

- (c) Notices. – Within five (5) days from receipt of the report, the OASH shall serve a notice of the report upon the person complained of and his/her parent or guardian, if the student is below 18, with copies of all pertinent documents.
- (d) Response to Report. – Within a period of five (5) days from receipt of the notice of the report, the person/s complained of shall submit to the OASH a written and notarized response, with a copy furnished the aggrieved party.
- (e) Prima Facie Determination of Sexual Harassment. – Upon receipt of the response to the report or the expiration of the period for the submission thereof, whichever comes first, all pertinent documents shall be forwarded to the ASH Council for evaluation and determination whether or not a prima facie case for sexual harassment exists, and if there is basis for issuance of preventive suspension.

Sexual harassment is deemed to exist on the basis of the complaint when any of the following circumstances is alleged:

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

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

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

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

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

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

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

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

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

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

- (a) attending classes and academic activities/rendering work;
- (b) entering UP academic/office/service buildings and their premises;
- (c) using UP campus facilities, including but not limited to, athletic facilities, libraries, and computer laboratories; except dormitories for dormitory residents, health service, houses of worship, police station, resource generation areas, residences, and others as may be recommended by the ASH Council;
- (d) participating in UP activities within university premises;
- (e) holding student/office jobs; and,

- (f) enjoying IT privileges as defined by the current policies on IT uses and resources of the University, except online enrolment.

The preventive suspension may include other conditions set by the Chancellor or the Dean or President, as the case may be.

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

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

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

- (a) prohibition of the respondent from threatening to commit or committing, personally or through another, any of the above acts prohibited in this Code;
- (b) prohibition of the respondent from directly or indirectly harassing, annoying, discriminating or committing any other acts that tend to damage the reputation of the complainant;
- (c) removal and exclusion of the respondent from the place of work or study of the complainant, if they are officemates or classmates, either temporarily or permanently for the purpose of protecting the complainant;
- (d) directing the respondent to stay away from the complainant and to stay away from the residence, school, place of employment, or any specified place frequented by the complainant; and,
- (e) provision of such other forms of relief as may be deemed necessary to protect and provide for the safety of the complainant; Provided, that the complainant consents to such relief.

Violation of the TPO/PPO shall be subject to immediate disciplinary action as recommended by the Hearing Committee to the Chancellor.

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

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

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

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

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

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

- (a) Quorum. – The hearings and all other meetings of the Hearing Committee shall proceed when a majority of the members are present.
- (b) Prohibited Pleadings. – The following requests are prohibited:
 - 1. extension of time to file an answer;
 - 2. dismissal of the complaint;
 - 3. re-opening of a case;
 - 4. demurrer to evidence;
 - 5. postponements/cancellation of hearings;
 - 6. reply/rejoinder;
 - 7. intervention; and,
 - 8. new proceedings on the same case.
- (c) Summons. – Within five (5) days from its constitution, the Hearing Committee shall serve written summons to the respondent/s with a copy of the Formal Charge by registered mail or courier service, through the Dean/ Head of Unit, or to the student-respondent's parents or guardians.

- (d) Answer. – Within seven (7) days from receipt of the summons and the Formal Charge, the respondent/s shall submit to the Hearing Committee an answer in writing or if he/she fails to submit an answer, his/her answer during the prima facie determination shall be considered as his/her answer.
- (e) Preliminary Meeting. – The preliminary meeting shall be mandatory. The Hearing Committee shall set the preliminary meeting date not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Failure of the private complainant to appear shall be a ground to dismiss the complaint.

Matters taken and agreed upon during the preliminary meeting shall be reduced in writing and attested to by the Hearing Committee, the University Representative and/or the private complainant, and the respondent. The preliminary meeting report shall be binding on the parties. The parties may also agree to submit the case for resolution during the preliminary meeting.

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

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

No motion for reconsideration is allowed.

- (j) Appeal to the President. – The decision of the Chancellor may be appealed to the President within ten (10) days upon receipt of the decision.

In cases of automatic appeal, the records of the case shall be transmitted by the OASH to the President within five (5) days from receipt of the decision of the Chancellor.

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

No motion for reconsideration is allowed.

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

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

No motion for reconsideration is allowed.

- (l) Appeal to the Board of Regents. – The decision of the President is appealable to the Board of Regents (BOR) within ten (10) days upon receipt of the decision.

Only one motion for reconsideration is allowed.

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

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

2. For less grave offenses
 - 1st offense – Community service of 60 hours
 - 2nd offense – Suspension for one (1) semester to one (1) year
 - 3rd offense – Expulsion
 3. For grave offenses
 - 1st offense – Suspension for one (1) academic year to expulsion
- (c) For other UP workers
They shall be proceeded against in accordance with the provisions of their contract with the University.
- (d) For UP organizations
The corrective measures shall range from a minimum of suspension of privileges and recognition for one semester to a maximum of non-recognition as the gravity of the circumstances shall warrant.

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

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

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

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

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

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

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

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

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

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

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

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

Parties to the case as well as University personnel and students entrusted with duties and functions in connection with the implementation or enforcement of this Code, are enjoined from disclosing any matters related thereto and to respect the individual privacy of all parties during the pendency of the case.

Any person who violates the confidential nature of such records shall be subject to appropriate disciplinary action.

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

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

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

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

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

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

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

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

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

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

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

UPV GUIDELINES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

(Approved on the 1019th meeting of the UP Board of Regents held on March 3, 1989)

Part I. BACKGROUND

A. Rationale

The total education of a student is realizable not in the classrooms alone. Other venues of development can be found as well as in extra-class endeavors, and in most educational institutions, these are in the form of student organizations and activities. Through these, experiences are provided by which students learn important values in responsibility and leadership and this can be done through a well-guided program for student organizations and activities. While giving students greater autonomy in the management of their respective organizations, a framework by which student activities can be helped to operate needs to be provided to ensure that these are conducive to growth and development.

B. Organizational Structure

The Student Organization and Activities Program of the University will be under the over-all coordination and supervision of the UPV Dean of Students*. Matters pertaining to student organizations and activities at the university-wide level will be handled by the Office of Student Personnel Services, while those at the college level in the three U.P. Visayas campuses will be handled by the different offices or college committees tasked by the respective College Deans for this purpose.

C. Scope of the Guidelines

The UPV Guidelines for Student Organizations and Activities are applicable to all types of student organizations. The individual colleges however, may adopt more specific rules for college-based student organizations, as long as these do not run counter to the UPV Guidelines.

*UPV Dean of Students is now UPV Director of Student Affairs

Part II. POLICIES AND GUIDELINES

A. Types of Student Organizations

Student organizations may be classified according to their scope of membership or nature of activities.

Based on scope of membership, student organizations may be of three kinds:

1. **University Organizations**

These are student organizations whose members belong to two or more colleges of the university.

2. **College Organizations**

These are student organizations whose members belong exclusively to one college.

3. **Class Organizations**

These are organizations whose members belong to academic program courses.

Based on the nature of their activities, student organizations may be classified as:

1. College Student Councils
2. Publications (e.g. "Pagbutlak", "Kasanag", "Accounts", "Salambaw")
3. Interest Groups
4. Fraternities and Sororities
5. Chapters/Branches of Recognized National or Regional Organizations
6. Cultural Performing Groups of the University
7. Academic-based Organizations

B. Special Provisions for Student Councils and Publications

The Student Councils and Publications whose Constitutions have been approved by higher University authorities do not have to apply for recognition. However, they are covered by the UPV Guidelines for Student Organizations and Activities.

Part III. SPECIFIC RULES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

A. Recognition of Student Organizations

Student organizations, in order to operate legitimately, have to be recognized by the University.

University organizations are granted recognition by the Office of Student Personnel Services* while college organizations are recognized by their respective deans through the college committees assigned for this function. Notices of the latter's recognition are then submitted to the OSPS for confirmation.

The types of recognition that may be granted to student organizations are:

1. **Probationary Recognition**

This type of recognition is granted to student organizations applying for the first time or those organizations applying for recognition after being inactive for a year or more. These organizations are required to submit reports of their accomplishments as well as the status of their finances, every end of the semester. Failure to do so would be counted against the application for full recognition of the organization.

2. **Full Recognition**

This is given to student organizations which have satisfied all requirements during a probationary period, or which have continually maintained good performance while fully recognized. They are required to submit activity and financial reports at the end of the school year.

Both probationary and fully recognized student organizations are expected to undertake at least one major activity during the academic year. This major activity is in line with the organization's concern or sphere of interest as stipulated in their Constitution and By-Laws. An activity is considered major if participation involves not only members of the sponsoring organization but also other students, UPV faculty members, and staff. Examples are drama presentations, lectures, seminars, sports, etc. Fund-raising activities are not considered major.

*The Office of Student Personnel Services (OSPS) is now Office of Student Affairs (OSA)

B. Rights and Privileges of Recognized Student Organizations

Recognized student organizations are entitled to the following rights and privileges:

1. Use of campus facilities (grounds, classrooms, buildings, et cetera.) and personnel services, subject to rules and regulations on the use of such, and provided official academic activities are not prejudiced.
2. Representation, through the UPV Student Council, in standing committees which concern student welfare and interest.

For fully recognized student organizations, their officers or members may be appointed representatives of the University in community activities as requested or recommended by the Chancellor or his/her representatives.

C. Limitations of Rights and Privileges

1. There is one month moratorium on student activities, the period to be reckoned from the first day of the integration period. However, within the first two weeks of the moratorium, activities may be allowed on a case-to-case basis. No student activity of any kind within the last two weeks will be accommodated.
2. Fraternities and sororities are subject to the following rules:
 - (a) Freshman students are absolutely banned from joining any fraternity or sorority. Any fraternity or sorority which permits or invites freshmen to join any activities shall have its status reversed to probationary recognition or, its recognition cancelled.
 - (b) Initiation of students, which inflict physical or moral damage, is strictly prohibited.
3. The annual reports of both probationary and fully recognized organizations are to be submitted two weeks before the start of the final examination period during the second semester. Failure to submit the annual report on time will prevent the President, Secretary, and Treasurer of an organization from getting clearance from the Office of Student Personnel Services.
4. Probationary recognition may be withdrawn and full recognition may be reverted or also withdrawn as the case may be, upon cause and after due process. Grounds for withdrawal may be in the form of willful violation of UPV rules and regulations in general, and the UPV guidelines in particular.

D. The Advisers and Officers of Student Organizations

1. Qualifications, Duties and Responsibilities of Advisers and Officers

a) Advisers

- (1) Only faculty members with at least one year teaching experience in U.P. Visayas may be an adviser of any student organization. They should make proper consultations with their respective Division Chairmen before accepting the advisorship. A non-teaching staff, by virtue of his/her special knowledge and expertise in the field of interest of a student organization, may be asked to co-advise.
- (2) Duties and responsibilities of the adviser are to be embodied in the Constitution and By-Laws of the organization. His/her responsibility extends to both on and off-campus activities.
- (3) The adviser, a more experienced and concerned mentor-elder in the university, provides advice to the members of the organization not only on how to achieve organizational goals but also on the development of individual members as responsible and concerned citizens.

b) Officers

- (1) The academic qualifications required for the officers are the following: No student with a grade of "INC.", "4.0", or "5.0" in the semester immediately preceding the term of office may become an officer of a Student Council, except when these grades have been completed, removed, or re-enrolled and passed during the Summer term. Officers of all other organizations are required to have a weighted average grade of "3.0" as certified by their respective College Secretaries. Certifications of Good Moral Standing also need to be presented as qualifications.
- (2) A student may hold the position of President (or its equivalent) in only one organization within any given semester. The officers and adviser(s) are jointly responsible for the conduct and discipline of the organization. Like that of the adviser(s), activities held inside or outside of the campus are the responsibility of the officers.

Part IV. SPECIFIC PROCEDURES FOR STUDENT ACTIVITIES

A. Applying for Recognition

In applying for recognition, student organizations must submit the following:

1. Copy of Constitution and By-Laws, approval of which is to be attested by the President or Secretary (for new organizations).
2. Duly approved amendments to their Constitution and By-Laws (for old organizations), if applicable.
3. Plan of Activities for the year, with tentative schedule.
4. Letter of Acceptance from Adviser
5. List of Officers, with their respective courses, city and home addresses, and telephone numbers when available, and schedule of classes.
6. List of Members (at least 15)
7. Copy of Grades of Officers in the previous semester.
8. Specimen signature of Officers

All the aforementioned documents must be accompanied by a letter of application addressed to the Dean of Students for university organizations and the College Dean for college organizations. The letter must be signed by the head of the organization and duly noted by the adviser. After submission of the required documents, the Office of Student Personnel Services or the corresponding Office under the College Dean may invite the officers and the adviser(s) of the organization concerned for further enlightenment on their application, as a step in the recognition procedure. College student organizations submit their application for recognition to the respective College Committees/Offices in charge of student activities. The College Committees/Offices in turn endorse these to the Office of Student Personnel Services for approval or confirmation.

Officers of the organization may undergo a Leadership Training Seminar administered by the Office of Student Personnel Services. Certificates will attest to this attendance.

B. Other Activities

1. All reports/papers submitted to the office of Student Personnel Services must bear the written approval and signature of the adviser. Advisers will be furnished a copy of all communications from the Office of Student Personnel Services. The same procedure will be observed by the college organizations when relating with College Committees/Offices and vice-versa.

2. No organization may start an activity except the holding of business meetings without prior approval of their recognition and activities by the Office of Student Personnel Services or by the College Committees and Offices concerned.
3. Permits to hold activities are to be filed ten (10) working days before the activity if there is a need for equipment and personnel services; seven (7) working days before the date of the activity for the use of Little Theater and the Auditorium, five (5) working days if only for the use of other roofed spaces. Use of open spaces must be cleared with the College/School Official-in-Charge. All forms pass through prescribed channels. Individual colleges may prescribe a different period for filing for the use of their specific facilities.
4. The organization shall be held responsible for damage or defacement of University facilities as well as for orderliness and cleanliness of the premises during and immediately after the activity.
5. All notices and announcement are to be posted only on specially designated places.
Notices and announcement must have a clearance from the Office of Student Personnel Services, the Committee/Offices in charge of Student Organizations and Activities in the case of some colleges, or other appropriate offices.
6. In evening affairs such as dances or cultural presentations which involve the attendance of a large audience, the organization is advised to provide for extra security officers if the need arises.
7. All student activities must observe curfew hours established by the school and the local or national government.

C. Finances

1. Expenses for student activities are to be agreed upon by the majority of the members and approved by the faculty adviser(s).
2. Student organizations engaging in fund-raising activities should secure official permits from the government agencies concerned such as the Department of Social Services and Development and the Bureau of Internal Revenue, in cases where it is necessary.
3. Applications for fund-raising activities must indicate their specific purposes. Fund-raising for the enjoyment of the organization members such as parties shall not be allowed.
4. Tickets or their equivalent must be numbered and must bear the signature of duly authorized officers of the organization.

5. Any collection, contribution, proceeds; etc. must be duly receipted or listed. They are to be accounted within two weeks after the activity. The financial report must be submitted to the Office of Student Personnel Services or in the case of college organizations, to the Committee/Offices in-charge of Student Organizations and Activities, and evidence must be shown that proceeds have been expended for the approved purpose.

Note: Additional requirements for recognition, such as the submission of recent pictures, are pursuant to Rule VI, Section 5 of the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations (Approved at the 1091st BOR Meeting, October 24, 1995). And the Rules and Regulations Implementing Republic Act No. 8049 (An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties therefor.)

REVISED RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS*

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

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

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

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

*The Rules and Regulations on Student Conduct and Discipline (SDT rules) which generally apply to U.P. students were approved by the Board of Regents at its 876th meeting on September 2, 1976 and last amended at its 1051st meeting on June 25, 1992.

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

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

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

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

Rule I - Actionable Misconduct and Penalties

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

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

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

2. Physically attacking any other student or official, faculty member, or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

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

- B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one (1) year; provided, however, that in case the provocation results in a rumble, fisticuffs or a physical attack, the erring student shall be expelled from the University.

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

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

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.
- E. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 1/2) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Act (Republic Act No. 6425, as amended) shall be expelled from the University; provided, however, that stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, tear gas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before,

during, or after an attack, confrontation, or rumble; provided, further that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.

- F. Any such member or officer who willfully fails to comply with summons by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority, and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; provided, that such suspension shall not exceed sixty (60) calendar days.
- G. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year; provided, that, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided, further, that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University costs incurred in repairing such damage, and no clearance shall be issued until such damage is fully compensated by the respondent.
- H. Any such member or officer of fraternities or sororities who recruits a college freshman or first year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more college freshmen or first year students, in any manner, shall be taken as evidence of the fraternities or sororities' policy of recruitment in violation of the foregoing provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

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

- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University or which has a negative effect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

Section 2.

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

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one (1) year; provided, that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

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

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

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case maybe.

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

Rule II - Jurisdiction

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

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

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

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

Section 3. - Unless otherwise superseded by subsequent issuances from the appropriate University official, existing student disciplinary tribunals, which shall continue to be under the supervision of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

Rule III - Formal Charge

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

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

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

Rule IV - Prosecution of Cases

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

Section 2. - In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice-Chancellor for Academic Affairs or the equivalent official in the autonomous university shall deputize any lawyer in the university to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other autonomous university for instructions on the case. The lawyer so deputized shall be entitled to an honorarium to be fixed by the President.

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

Section 4. - For each case investigated pursuant to these revised rules, the Student disciplinary Tribunal shall include one student juror and one parent juror whose names shall be drawn by the Dean of Students or the Vice-Chancellor for Student Affairs from a list of possible student and parent jurors.

The list of student jurors shall be submitted by the Chairman of the University Student Council in the respective autonomous universities to the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, within thirty (30) days from the start of every academic year, provided that, the list of students shall be valid until a new one is submitted to the Vice-Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairman, and provided, further, that no parent or student related by affinity or consanguinity to student respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first fifteen (15) days of the school year.

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

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

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

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

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

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

Rule V - Decision and Appeal

Section 1. - The SDT shall render decisions within fifteen (15) days from the time the cases are deemed submitted for resolution.

Section 2. - Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

Section 3. - The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

*Section 7 is adopted from Section 19, Revised Rule on Summary Procedure

Section 4. - Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

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

A. Circumstances that may be considered justifying:

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

B. Circumstances that may be considered exempting:

- 1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified to by a competent and qualified psychiatrist.
- 2. In cases of accident where it is established that (a) respondent was performing a lawful act with due care; (b) injury is caused by mere accident; and (c) there must be no fault or intent of causing the injury.

C. Circumstances that may be considered aggravating:

- 1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised rules.
- 2. When the respondent is found to have employed such means, i.e., goons, firearms, and dangerous devices to aid him in committing the acts for which he is charged.

3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

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

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

Rule VI - Summary Action

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

Section 2. - In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization shall be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

Section 3. - The Order of Preventive Suspension issued by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

Section 4. - Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty-four (24) hours, from the start of the rumble or attack; provided, that

either or both of the top two (2) ranking officers who fail to appear may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days, without prejudice to any other liability under these rules.

Section 5. - Each fraternity, sorority or any other student organization shall, within fifteen (15) days from the start of every academic year, submit to the Office of the Vice-Chancellor for Student Affairs or the equivalent office in the autonomous university, a list duly approved, subscribed and sworn to by the top three (3) ranking officers thereof, containing the names, addresses, and the telephone numbers, including the recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; provided, that any change therein must be reported within one (1) week to said office.

Failure to comply with the foregoing provision despite written notice from the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I, Section 1, (l) of these rules.

Rule VII - Sundry Provisions

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

Section 2. - The existing summary powers of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

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

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

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

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

Section 4. - The Chancellors of the autonomous universities are hereby empowered to create their respective student disciplinary tribunals which shall operate pursuant to these rules and existing SDT rules.

Section 5. - The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all the members and officers of fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

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

Rule VIII - Effectivity

Section 1. - These rules and regulations shall take effect upon approval by the Board of Regents and thirty (30) days after these are circularized by the Chancellors of the autonomous universities of the System.

Note: As per Memorandum Circular No. 95-11-92 from the Office of the Chancellor, dated November 20, 1995, the **Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations** took effect at U. P. Visayas on **December 20, 1995**.

RULES AND REGULATIONS IMPLEMENTING REPUBLIC ACT NO. 8049

(An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties Therefor)

WHEREAS, Republic Act No. 8049 was enacted to regulate hazing and other forms of initiation rites in fraternities, sororities, and organizations and to provide penalties therefor;

WHEREAS, in the implementation R.A. 8049, there is a need for the University of the Philippines to promulgate rules and regulations in order to ensure that initiation rites are conducted with the least detriment to the physical, psychological and academic well being of the student;

NOW, THEREFORE, by virtue of the powers vested in the UP Board of Regents, the following Rules and Regulations Implementing Republic Act No.8049 are hereby promulgated:

RULE I

Rules and Regulation on the Conduct of Initiation Rites

SECTION 1. Coverage. These Rules shall apply to all fraternities, sororities, and other student organizations, including but not limited to, academic social science, academic humanities, academic science and technology, entrepreneurial business, house councils, political, regional, religious, special interest, sports and recreation, and socio-civic organizations, the Citizens Military Training (CMT), Citizens Army Training (CAT), whether or not officially recognized by the University.

SECTION 2. Hazing defined. Hazing is an initiation rite or practice conducted 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 situation, such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to a physical or psychological suffering or injury.

SECTION 3. Notice. No initiation rites, in any form or manner, shall be conducted by any fraternity, sorority or any other student organization without a prior written notice to the Office of the Vice-Chancellor for Student Affairs, through the Office of Student Activities (OSA), at least seven (7) days before the conduct of said initiation.

SECTION 4. Contents of Notice. The notice shall be in writing, addressed to the Office of Student Affairs, signed by the head and other concerned officers of the organization, noted by the faculty adviser, noted by the dean or college secretary if the fraternity, sorority or student organization is college based, and shall state the following:

- A. The period of the initiation activities which shall not exceed three (3) days;
- B. The name of the recruits, neophytes, or persons to be subjected to such activities;
- C. The date and times of initiation activities;
- D. The place of the initiation activities which shall be in the designated area within UP Visayas Campus;
- E. An undertaking that no physical or psychological violence shall be employed by anybody during such initiation rite; and
- F. The names, courses and residences of the present set of officers of the fraternity, sorority or student organization.

SECTION 5. Action by the OSA Coordinator. The OSA Coordinator shall, upon receipt of the notice, verify the sufficiency of the same. If the notice is sufficient in form and substance, he/she shall so inform the concerned fraternity, sorority or student organization of this fact and he/she shall recommend to the Vice-Chancellor for Student Affairs at least two representatives who shall be present during the initiation. Otherwise, he/she shall inform the organization of the defects in the notice for their correction. A defective notice shall not be deemed compliance with Sections 3 and 4 hereof. The Coordinator and the Vice Chancellor for Student Affairs shall act on the notice within three (3) working days after receipt.

SECTION 6. Duration of initiation. The period of initiation activities shall not exceed three (3) days. No initiation activity, whatever it is called, shall be conducted outside the three-day period.

SECTION 7. Place of initiation. The Vice Chancellor for Student Affairs shall designate the place or places within U.P. Visayas Campus where fraternities, sororities and other student organizations could conduct initiation activities.

SECTION 8. School representatives. The Vice Chancellor for Student Affairs, upon the recommendation of the OSA Coordinator, shall assign the adviser and co-adviser of the organization, fraternity or sorority, as school representatives who shall be present during the initiation activities. It shall be the representatives' duty and responsibility to prevent the infliction of physical harm of any kind upon a recruit, neophyte, or applicant. After the initiation activities, the representatives so designated shall separately submit a report to the Vice Chancellor for Student Affairs as to what transpired.

RULE II

Actionable Misconduct and Penalties

SECTION 9. Hazing resulting in injuries, penalized. Members and officers of fraternities and other student organizations and students who engage in hazing which result in the following shall be penalized under the Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, as approved at the 1091st BOR Meeting on October 2, 1995 (the "Revised Rules and Regulations"):

- A. Death, rape, sodomy, or mutilation;
- B. Insanity, imbecility, impotence, or blindness;
- C. Loss of the use of speech or the power to hear or to smell, loss of an eye, a hand, a foot, an arm or a leg, or loss of the use of any such member, or incapacity for the activity or work in which he/she was habitually engaged;
- D. Deformity, or loss of any part of his/her body, or loss of the use thereof, or illness or incapacity for the performance of the activity or work in which he/she was habitually engaged for a period of more than ninety (90) days;
- E. Illness or incapacity for the performance of the activity or work in which he/she was habitually engaged for more than thirty (30) days;
- F. Illness or incapacity for the performance of the activity or work in which he/she was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period;
- G. Illness or incapacity for the performance of the activity or work in which he/she was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period;
- H. Physical injuries which did not prevent the victim from engaging in his/her habitual activity or work nor required medical attendance; the following shall constitute aggravating circumstances:
 - 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 applicants 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 authorities, or 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.

Without prejudice to the provisions of the Revised Rules and Regulations, liability, as principal, shall be incurred, among others, by the officers and members and by any other student:

- a) who actually participated in the hazing;
- b) who planned the hazing, although were not present at the hazing;
- c) who induced the neophyte to be present at the hazing;
- d) Who were present but did not do anything to prevent the hazing.

The presence of any person during the hazing is prima facie evidence of participation therein, unless he performed acts to prevent the same.

SECTION 10. Other Forms of Misconduct. All the officers if the fraternities, sororities and other duly recognized student organizations shall be subject to disciplinary action for the following acts shall be penalized as follows:

- A. Conducting hazing or initiation rites, whatever it is called, without submitting the notice required by Sections 3 and 4 hereof, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- B. Conducting hazing or initiation rites, whatever it is called, for a period of more than three (3) days, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- C. Conducting hazing or initiation rites, whatever it is called, in a place other than that designated suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- D. Conducting hazing or initiation rites, whatever it is called, on a date and time different from that reported under section 4 (c), suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- E. Initiating recruits, neopythes, or persons not listed as required by Section 4 (b) hereof, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.

- F. Anyone who, by force, violence, threat, intimidation, deceit, concealment, or misrepresentation, obstructs, impedes, prevents or prohibits the representatives designated by the Vice Chancellor for Student Affairs from observing the initiation, suspension for six (6) months for the first offense and one (1) year for the second and succeeding offenses.

If the hazing or initiation rite or activity is conducted by fraternities, sororities, or student organizations not duly recognized or whose recognition has been withdrawn or suspended, liability shall be incurred by the individuals who conducted such hazing or initiation rite or activity.

The penalty imposed on individual officers and members is without prejudice to any other administrative sanction, such as suspension or withdrawal of recognition that may be imposed on the fraternity, sorority or student organization.

SECTION 11. Appeals. Appeals shall be made in accordance with the provisions of the Revised Rules and Regulations.

SECTION 12. Liability of faculty adviser, faculty members and other U.P official or employee.

- A. A faculty adviser, co-adviser and any other personnel appointed in their behalf as school representative who fail to perform their duty and responsibility as stated in Section 8 hereof or who fail to take any action to prevent a violation of Section 9 hereof, shall be liable for gross neglect of duty.
- B. Faculty members and other U.P. officials or employees who are present during the hazing, or who consent thereto, or who have actual knowledge thereof, but failed to take any action to prevent the violation of Section 9 shall be liable for gross misconduct.

RULE III Sundry Provisions

Section 13. Applicability of the Revised Rules and Regulations Governing Fraternities and Other Student Organizations- All provisions of the Revised Rule and Regulations not inconsistent with these Rules shall apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities, and other student organizations.

SECTION 14. Continuing Applicability of SDT Rules - All other provision of the SDT Rules - All provisions of the SDT Rules approved by the Board of Regents at its 867th Meeting not inconsistent with these Rules shall continue to apply in

the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

SECTION 15. Existing Summary Powers of University officials - The existing summary powers of the Vice-Chancellor for Student Affairs, heads of Regional Units of UP Diliman, and other disciplining university authorities shall continue to apply, in so far as they are not inconsistent with these rules.

SECTION 16. Existing disciplinary cases – All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the approval of these Rules shall be investigated pursuant to the SDT Rules so far as they may be favorable to respondents.

RULE IV Effectivity

SECTION 17. Effectivity – These Rules and Regulations shall take effect upon approval by the BOR and seven (7) days after circularization by the Chancellor of the Autonomous University and publication in the Philippine Collegian.

NOTA BENE

Pending the IRR of the new law on Anti-hazing or Republic Act No. 11053, also known as the Anti-Hazing Act of 2018, please be informed that RA11053 amended portions of RA 8049 (The Old Anti-hazing Law). The following are the highlights of the RA 11053:

- Definition of Hazing, to include acts that result to physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of initiation or requirement or continuing membership in a fraternity, sorority, or organization (Sec. 2a).
- Definition of an Organization, which is expanded to include but not limited to any club, association, group, fraternity, or sorority (Sec. 2c).
- Promulgation of procedures to regulate school-based initiation, which requires a written application (must be submitted seven (7) days before initiation), information on participants and the event, an undertaking that no harm will be done, guarantee that initiation shall not to last more than three (3) days, and posting (i.e. in bulletin boards, offices) of the said application (Sec. 4).

- Formulation of Guidelines to approval of University-based initiation, to be promulgated within 60 days after approval of the Act [Act was approved 29 June 2018] (Sec. 4).
- University Representation during approved initiation rites (Sec. 5).
- Mandatory registration for fraternities, sororities, and organizations, with University students as members, before they conduct activities in the school (Sec. 6).
- Qualification of the Fraternity, Sorority, and Organization Adviser [must be a faculty member] and his/her responsibilities during initiation [i.e. monitor activities, presumed consent when unlawful act is committed] (Sec. 7).
- Responsibilities of the University, to include (a) information dissemination to students and parents about hazing, and (b) orientation to fraternities, sororities, and organizations at the start of the semester (Sec. 8).
- Penalties, to cover those who participated in hazing, planned the hazing, cooperated with the hazing, concealment of hazing, and obstructing investigation (Sec. 14).
- Penalties on the University, when no authorized representative was present during the initiation rites or have failed to act on the case (Sec. 14).
- Reflection of conviction by final judgment in the scholastic record of the person convicted, regardless when the judgment of conviction has become final (Sec. 14).

Reference

Republic Act No. 11053 *An Act Prohibiting Hazing and Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations thereof, amending for the purpose Republic Act No. 8049 entitled "An Act Regulating Hazing and Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties therefor."* Approved 29 June 2018.

UP PRIVACY NOTICE FOR STUDENTS

POLICY

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

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

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

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

The term *you/your* refers to all students of the University of the Philippines System, and, in the case of minors, where the context so indicates, their parents or guardians who also sign registration and other enrollment related forms such as change of matriculation, dropping and leave of absence forms.

PERSONAL INFORMATION COLLECTED FROM STUDENTS, AND THE PURPOSE AND LEGAL BASIS FOR COLLECTING THIS INFORMATION

Various UP offices collect your personal information through paper based and online processing systems. Some applications require you to provide a photograph. In some instances, your image is captured by UP's CCTV cameras.

When you applied for admission to UP you provided us, through the forms you submitted and signed (and in the case of minors that your parents/guardians also signed), among others, your name, sex assigned at birth, date and place of birth, citizenship, your photograph, information about your family (names of your parents, their citizenship, civil status) and other personal

information that we use, along with other documents you provide us e.g. information contained in educational records to be able to verify your identity in the course of determining your eligibility to enroll in UP. We required you to attest that the information that you provided us is true and correct as we also use the information in order to prevent the commission of fraud. Such processing is necessary for compliance with our legal obligation as a publicly funded University and to uphold our legitimate interest as an educational institution as well as that of taxpayers.

In the case of UPCAT qualifiers, you also provided the highest educational attainment and occupation of your parents as well as your family's annual household income. UP required the submission of a photocopy of the family's income tax return for applicants whose gross family income is at or below a certain level in order to be exempted from paying the UPCAT fee. UP processed that information along with your permanent address and other information, e.g. grades, as the selection of campus qualifiers also considers socioeconomic and geographic factors as explained in the UPCAT Bulletin. Such processing is pursuant to Section 9 of RA 9500 which requires UP to take affirmative steps to enhance the access of disadvantaged students to the University's programs and services.

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

In order for the UP to exercise its right to academic freedom and to uphold academic standards under its Charter it processes the educational records and other personal information provided by UPCAT applicants, shiftees, and transferees from other Universities as well as prospective graduate students to determine their eligibility to enroll.

UP processes your personal information in the course of fulfilling its obligation to provide you quality education by exercising its right to academic freedom and upholding academic standards when the University's duly authorized personnel evaluate the work that you submit in fulfillment of your academic requirements and give you grades, determine your academic progress and compliance with the

University's retention and other academic as well as disciplinary rules, including the rules covering student organizations, evaluate and recommend you for graduation, and in the event you are qualified under the rules, recommend that you be awarded honors upon your graduation.

Aside from sensitive personal information in the form of grades, you also provide UP with health information as part of the admission process so that the University may determine your physical fitness to enroll and be able to provide you with the proper care when you avail of UP's health services or in case of an emergency or in compliance with University rules that are meant to uphold academic standards. For instance, submission of medical certificates in order for your absences to be excused, for you to drop a subject, go on leave of absence, or justify underloading in an appeal to graduate with honors, etc.

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

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

Contact information is processed by UP in order to be able to communicate effectively with you and to enable us to contact your family or other people you identify in the case of an emergency. UP offices or your teachers may use the information generated by the applicable registration system in order to contact you via email and/or SMS for class related and other academic matters.

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

UP processes financial information related to your studies, e.g. tuition payments, State-funded scholarships, etc. pursuant to its contractual or legal obligations as part of the University's legitimate interests and that of taxpayers.

Your personal information may also be processed in order for UP to provide you with services (e.g. library services, dormitory, health service, counseling and guidance), determine whether the student organization or association to which you belong may be recognized and given access to University services, etc. pursuant to UP's contractual or legal obligations, or to protect your vitally important interests. CCTVs and other security measures which may involve the processing of your personal information are intended to protect your vitally important interests, for public order and safety and pursuant to the University's and the public's legitimate interests.

You may also be required to present your UP ID when you avail yourself of University services or when you request documents containing your personal information. If you request such information through a representative, UP will require that you provide a letter of authorization specifying the information or document requested, the purpose(s) for which the same will be used, and the presentation of your UP ID or other valid government-issued identification cards (GIID) as well the GIID of your duly authorized representative in order for UP to see to it that fraud is prevented and your right to data privacy is upheld.

UP does not process your personal information to carry out any wholly automated decision making that affects you.

When consent is the appropriate or relevant basis for collecting your personal information, the University will obtain such consent in written, electronic, or recorded form at the appropriate time. Pursuant to the DPA, you are allowed to withdraw consent at any time.

After you graduate, the University will retain and provide for the secure archival of your educational record and other relevant personal information needed to verify your identity so that we will be able to provide you with the proper transcripts, certifications, and other documents that you may request as required by the Education Act of 1982, and comply with obligations to UP alumni and the UP Alumni Association under the UP Charter and University rules, as well as for historical and research purposes as permitted by law. Other non-relevant documents containing personal information will be securely disposed of.

NON-DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES EXCEPT UPON YOUR CONSENT OR AS REQUIRED OR PERMITTED BY LAW

As a general rule, UP will only disclose your personal and sensitive personal information to third parties with your consent.

The University will disclose or share such information only when required or allowed by law. For instance, the Joint Memorandum Circulars of the Commission on Higher Education and Department of Budget and Management for AY 2017-18 re Free Tuition 2017, the subsidy for medical students, and the Tulong Dunong grant require UP to submit the list of beneficiaries along with quarterly reports to the DBM and Congress and to post the list of beneficiaries on its website.

Other examples of applicable legal norms that may require UP to disclose your information pursuant to law include the Implementing Rules and Regulations and Implementing Guidelines for the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931 <http://www.officialgazette.gov.ph/2017/08/03/republic-act-no-10931/>) and the UNIFAST Act (RA 10687 <http://www.officialgazette.gov.ph/2015/10/15/republic-act-no-10687/>). Please note that under the UNIFAST Act, among others, the UNIFAST Board is authorized under Section 15 to:

Promulgate the minimum guidelines, rules and regulations for determining qualified Beneficiaries of student financial assistance for Tertiary Education;

Provide general guidelines for the drawing up of contracts with the student Beneficiaries specifying the rights and obligations of the parties that may include a service clause or such other stipulations of cost recovery the Board may deem in the best interest of the public and consistent with, or responsive to, national, social, economic, and human resources development plans, subject to Section 12;

Monitor, assess and make impact evaluation of StuFAPs and projects, with the end in view of determining whether these programs shall be adopted, continued, or terminated.

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

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

example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. This can also happen when such processing is needed to protect the life and health of the data subject or another person and the data subject is unable to legally or physically express consent, in the case of medical treatment, or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings, and for the establishment, exercise or defense of legal claims or where provided to government or public authority.

HOW UP PROTECTS YOUR PERSONAL INFORMATION

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

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

Rest assured that UP personnel are allowed to process your personal information only when such processing is part of their official duties. This is enforced in the case of ICT-based processing systems, e.g. SAIS, CRS etc. by assigning access to modules, to give grades, enlist, give advice, or tag students as ineligible, etc. based on the official functions of personnel.

ACCESS TO AND CORRECTION OF YOUR PERSONAL INFORMATION

You have the right to access personal information being processed by UP about you. You may access your personal information, for instance, through UP's information systems such as SAIS or CRS or request documents from relevant offices, e.g. the University Registrar or your College Secretary. In order for UP to see to it that your personal information is disclosed only to you, these offices will require the presentation of your UP ID or other documents that will enable UP to verify and confirm your identity. In case you process or request documents through a representative, in order to protect your privacy, UP requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information and your UP ID or other valid government-issued ID (GIID) as well as the valid GIID of your representative.

As mentioned above, UP requires you to provide correct information. In the event that your information needs to be updated, the relevant University websites and offices provide information regarding how you can request the correction of your personal information. Please note that the correction of grades is subject to University rules and procedures.

QUERIES REGARDING DATA PRIVACY

We encourage you to visit this site from time to time to see any updates regarding the Privacy Notice for students, including the latest information about the implementation of the Universal Access to Quality Tertiary Education Act of 2017 and the UNIFAST Act as it relates to the processing of your personal information. We will alert you regarding changes to this Policy through this site and/or through written notices, e.g. email or SMS.

If you have any Data Privacy queries or concerns as it relates to your student records you may contact the UP Visayas Data Protection Officer through the following:

- a. Via post
c/o Office of the Chancellor:
University of the Philippines Visayas
Miagao, Iloilo, Philippines
- b. Through the following landlines:
Phone +63 33 315 9378; +63 33 315 9632 local 102
- c. Through email:
dpo.upvisayas@up.edu.ph

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

- a. Via post:
c/o the Office of the President
2F North Wing Quezon Hall
(Admin Building) University Avenue,
UP Diliman, Quezon City 1101 Philippines
- b. Through the following landlines:
Phone | (632) 9280110; (632) 9818500 loc. 2521
- c. Through email:
dpo@up.edu.ph



College of Fisheries and
Ocean Sciences
(Miagao Campus)



College of Arts and Sciences
(Miagao Campus)



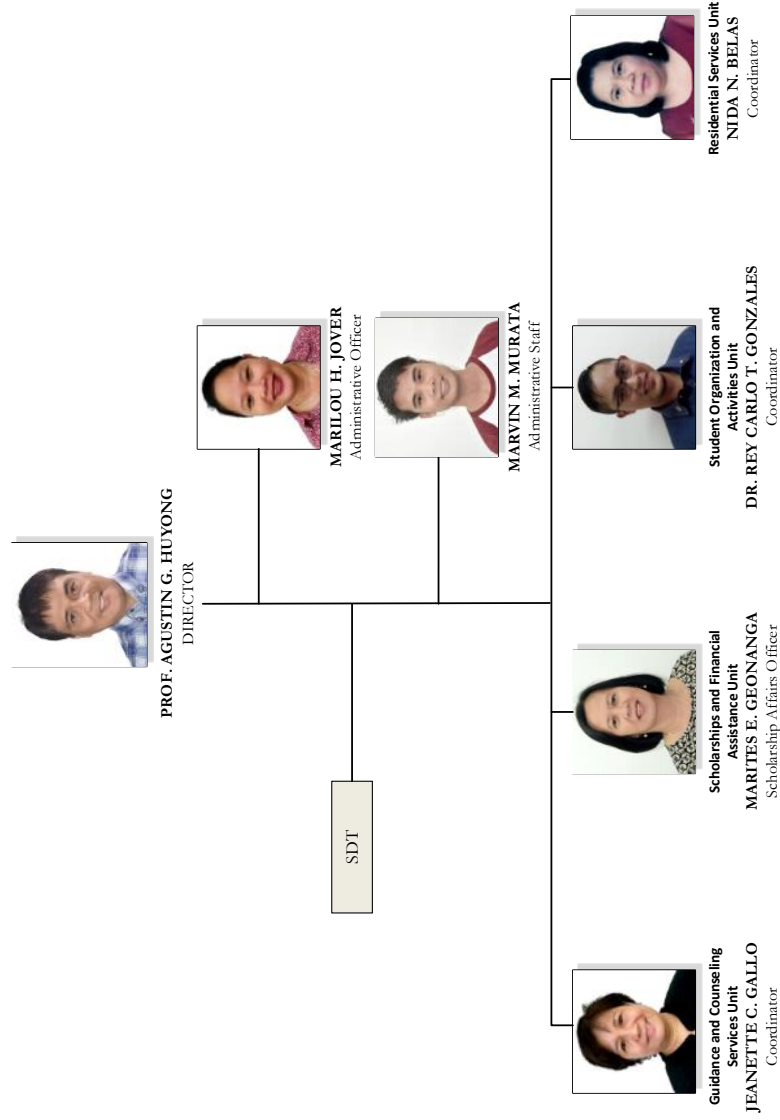
School of Technology
(Miagao Campus)



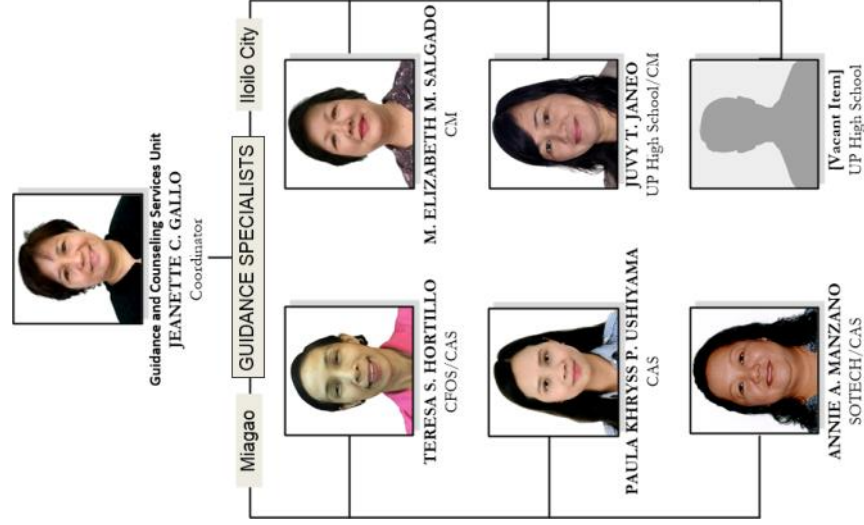
College of Management
(Iloilo City Campus)

ORGANIZATIONAL CHART

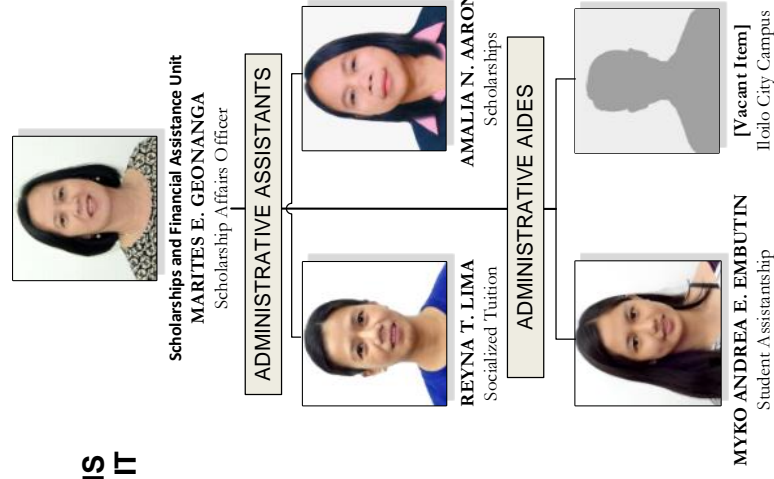
OFFICE OF STUDENT AFFAIRS



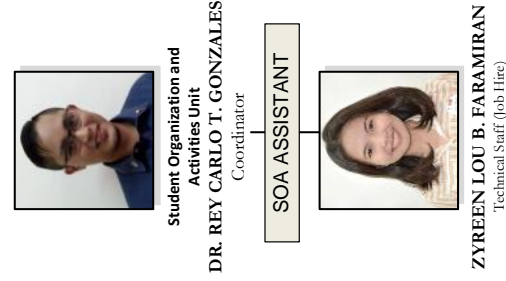
GUIDANCE AND COUNSELING SERVICES UNIT (GCSU)



SCHOLARSHIPS AND OTHER FINANCIAL ASSISTANCE UNIT



STUDENT ORGANIZATIONS AND ACTIVITIES (SOA) UNIT

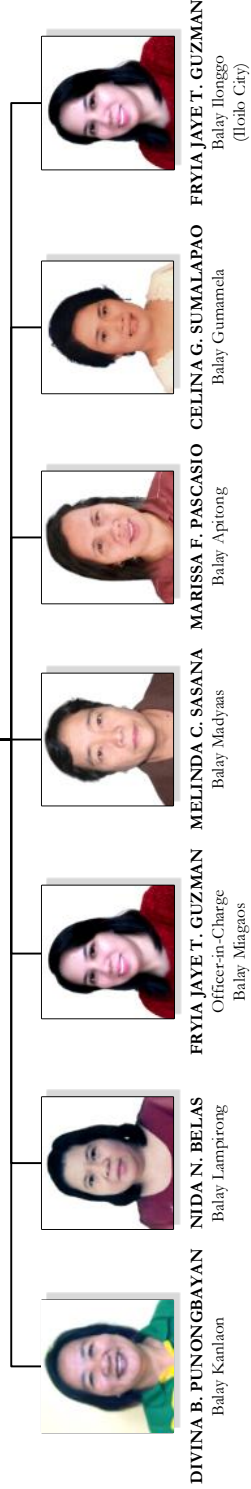


RESIDENCE SERVICES UNIT (RSU)

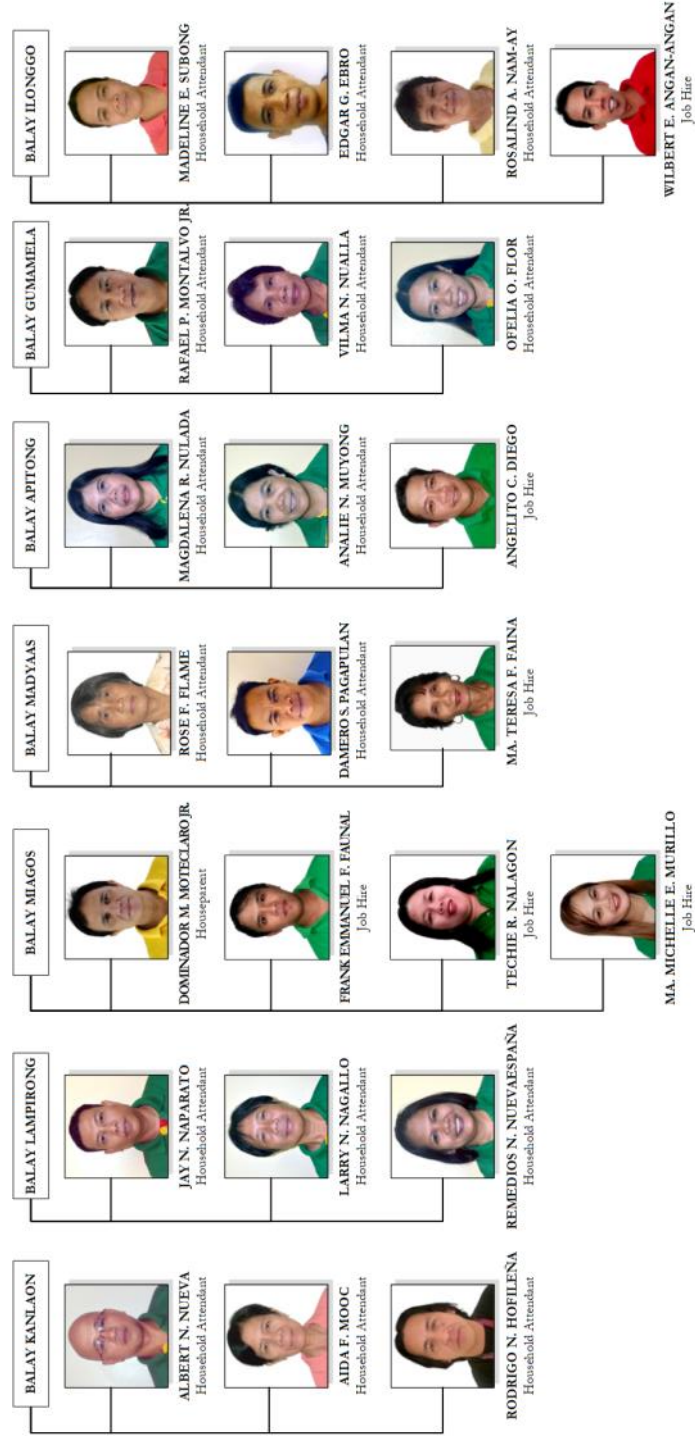


Residential Services Unit
NIDA N. BELAS
Coordinator

DORMITORY MANAGERS



HOUSEHOLD ATTENDANTS IN THE DIFFERENT DORMITORIES





UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR

27 January 2009

MEMORANDUM NO. 2009-01-05

T O : All Students

SUBJECT : Wearing of IDs

To show your pride as students of UP, you are enjoined to visibly wear your UPV IDs upon entering and while within the University premises effective February 2, 2009.

Your IDs will set you apart from non-UP visitors and wearing this will make it easier for the security guards to make active verification for security reason. Hopefully with the ID, this will help reduce/deter the spate of thefts inside the campus and ensure the safety of everyone.

In the absence of your UPV ID, your Form 5 or Library cards for the current semester should be presented as proof that you are bonafide students, otherwise the security guards can refuse you entry into the campus.

For your strict compliance.


MINDA J. FORMACION
 Chancellor

cc: All VCs
 All Deans
 OSA Director
 SSF

New Administration Building, UPV Campus, Miagao, Iloilo
 Telefax (033) 315-9378 Trunklines: (033)3159631 to 32; 5064164 to 65 Local 103
 Email: cc@upv.edu.ph

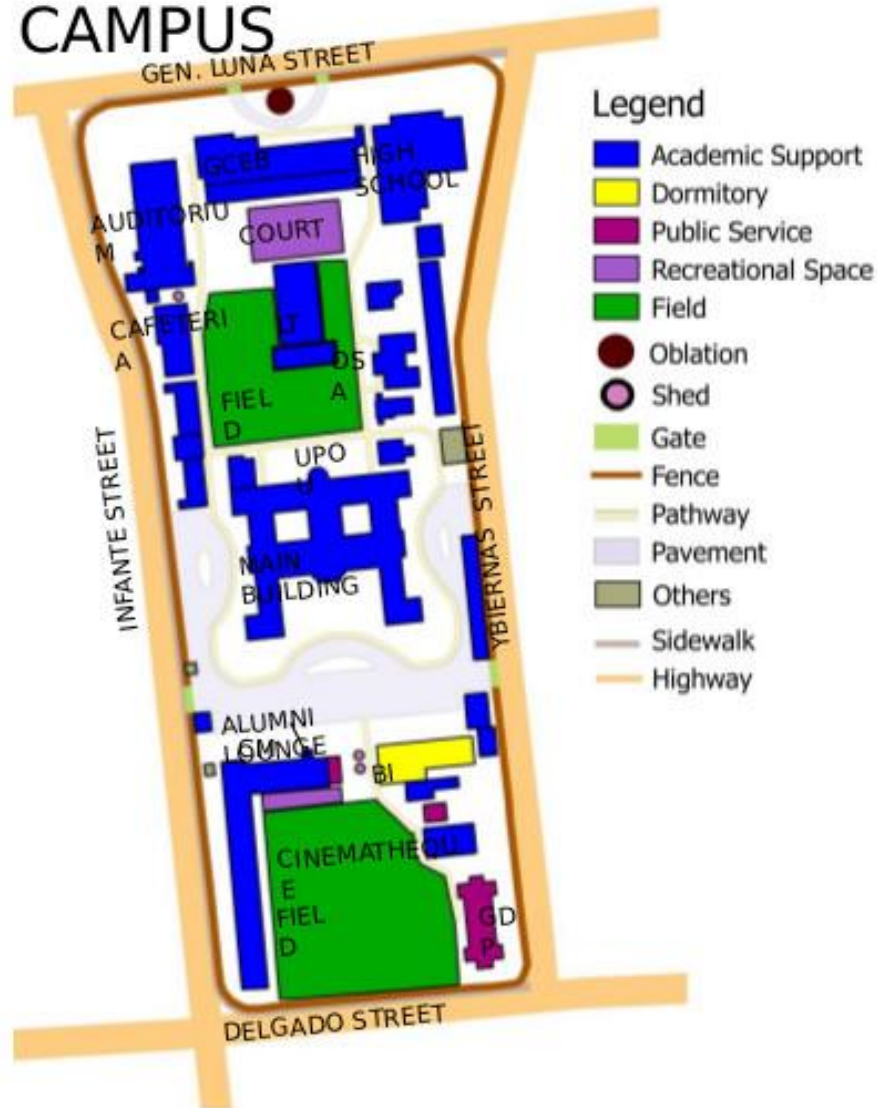
UP VISAYAS MIAGAO CAMPUS



UPV Miagao Campus Guide

IMPORTANT NUMBERS

UP VISAYAS ILOILO CITY CAMPUS



UPV Iloilo City Campus Guide

UPV ILOILO CITY CAMPUS

CHANCELLOR'S LIAISON OFFICE	– 335-0106
MEDICAL CLINIC	– 337-8594
OFFICE OF STUDENT AFFAIRS	– 509-3417/3376582
CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE (CDMO)	– 337-4414
INFANTE GUARD HOUSE	– 337-4414
BALAY ILONGGO	– 509-2278/3376582
<u>FIRE DEPARTMENT</u>	
MOLO	– 337-6283
JARO	– 329-5700
ILOILO CITY	– 337-3011/337-4989
ILOILO CITY EMERGENCY RESPONSE (ICER)	– 335-1554
<u>HOSPITALS</u>	
ILOILO DOCTOR'S HOSPITAL	– 337-7702 to 09
WESTERN VISAYAS MEDICAL CENTER	– 321-0529
WVSU HOSPITAL	– 320-2623
ILOILO ST. PAUL'S HOSPITAL	– 337-2741
ILOILO MISSION HOSPITAL	– 320-0315 to 19
THE MEDICAL CITY ILOILO	– 338-1507 to 13
QUALIMED HOSPITAL ILOILO	– 321-5125/321-5119
GUIMBAL DISTRICT HOSPITAL	– 315-5172

UPV MIAGAO CAMPUS

BALAY LAMPIRONG	– 315-8358
BALAY GUMAMELA	– 315-8153
BALAY APITONG	– 315-8359
BALAY KANLAON	– 315-8357
BALAY MADYAAS	– 315-8161
BALAY MIAGAO	– local 309
HEALTH SERVICES UNIT (INFIRMARY)	– 315-8301
OFFICE OF STUDENT AFFAIRS	– 513-7019
SECURITY/UP POLICE (Box 1)	– local 303
SECURITY/UP POLICE (Box 2)	– local 252
CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE (CDMO)	– 315-9801
UPV TRUNKLINES	
(CONNECTING ALL OFFICES WITH LOCAL NUMBERS)	
SITELCO/PLDT: 315-9631; 315-9632; 315-9625; 315-9802	
GLOBE: 508-4164; 508-4165; 513-8700; 513-8771	
MIAGAO MUNICIPAL POLICE	– 315-8051

