

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.



UP
UNIVERSITY OF THE PHILIPPINES
FOR
HANDBOOK
STUDENTS
AY 2021-2022

UNIVERSITY OF THE PHILIPPINES VISAYAS
ACADEMIC CALENDAR 2021-2022
(Applies to all units except graduate programs)

| | FIRST SEMESTER | SECOND SEMESTER | MIDYEAR |
|---|--|--|---------------------------|
| Deadline for submission of request for waiver of MRR | Wed, 21 Jul | Mon, 10 Jan | Thu, 19 May |
| Deadline for transfer students to file application for admission (for FS admission only) | Mon, 02 Aug | | |
| REMOVAL EXAMINATION PERIOD | Wed, 18 Aug – Thu, 02 Sep | Mon, 17 Jan – Fri, 28 Jan | |
| GENERAL REGISTRATION | Fri, 03 Sep – Fri, 10 Sep | Mon, 31 Jan – Sat, 05 Feb | Wed, 15 Jun – Fri, 17 Jun |
| START OF CLASSES | Mon, 13 Sep | Mon, 07 Feb | Mon, 20 Jun |
| Curriculum Committee Meeting | Wed, 15 Sep | Wed, 02 Feb | Wed, 25 May |
| DEADLINE FOR STUDENTS TO FILE APPLICATION FOR GRADUATION AT THEIR COLLEGE FOR THOSE - 1S AY 2021-2022 - 2S AY 2021-2022 - MY 2022 | Mon, 04 Oct | Tue, 01 Mar | Fri, 15 Jul |
| Deadline for Colleges to submit tentative list of candidates for graduation for those - 1S AY 2021-2022 - 2S AY 2021-2022 - MY 2022 | Mon, 11 Oct | Wed, 09 Mar | Wed, 27 Jul |
| DEADLINE FOR COLLEGES TO SUBMIT APPROVED LIST OF CANDIDATES FOR GRADUATION AS OF THE END OF: - MY 2021 - 1S AY 2021-2022 - 1S AY 2021-2022 | Tue, 12 Oct | Mon, 07 Mar Mon, 27 Jun | |
| UNIVERSITY COUNCIL MEETING TO APPROVE CANDIDATES FOR GRADUATION AS OF: - MY 2021 - 1S AY 2021-2022 - 2S AY 2021-2022 | Fri, 22 Oct | Wed, 16 Mar Wed, 06 Jul | |
| UP COLLEGE ADMISSION TEST | | | |
| MID-SEMESTER/MID-SUMMER | Mon, 01 Nov | Fri, 01 Apr | Wed, 13 Jul |
| Reading Break | Tue, 02 Nov – Mon, 08 Nov | Sat, 02 Apr – Fri, 08 Apr | Thu, 14 Jul – Sat, 16 Jul |
| Reading Break for split-semester schedule | Mon, 11 Oct – Wed, 13 Oct | Thu, 03 Mar – Sat, 05 Mar | |
| Reading Break for split-semester schedule | Thu, 09 Dec – Sat, 11 Dec | Thu, 05 May – Sat, 07 May | |
| LAST DAY FOR GRADUATING STUDENTS TO CLEAR DEFICIENCIES INCURRED IN PREVIOUS SEMESTERS | Tue, 14 Dec | Wed, 18 May | Wed, 03 Aug |
| DEADLINE FOR DROPPING | Fri, 26 Nov | Sat, 30 Apr | Mon, 25 Jul |
| DEADLINE FOR FILING LEAVE OF | Mon, 06 Dec | Wed, 11 May | |
| END OF CLASSES | Tue, 21 Dec | Wed, 25 May | Sat, 06 Aug |
| CHRISTMAS VACATION | Wed, 22 Dec – Sun, 02 Jan | | |
| Integration Period | Mon, 03 Jan – Tue, 04 Jan | Thu, 26 May – Fri, 27 May | Mon, 08 Aug |
| FINAL EXAMINATION - GRADUATING STUDENTS - OTHER STUDENTS | Wed, 05 Jan Thu, 06 Jan – Wed, 12 Jan | Sat, 28 May Mon, 30 May – Sat, 04 Jun | Tue, 09 Aug – Thu, 11 Aug |
| SUBMISSION OF GRADES - GRADUATING STUDENTS - OTHER STUDENTS | Thu, 13 Jan Fri, 14 Jan – Wed, 19 Jan | Mon, 06 Jun Tue, 07 Jun – Fri, 10 Jun | Tue, 16 Aug – Thu, 18 Aug |
| COMMENCEMENT EXERCISES ** - UPV (ILOILO) - UPV TACLOBAN COLLEGE | | Thu, 21 Jul Tue, 26 Jul | |

* Please refer to Office of Admissions
** Final schedule will be decided by the BOR



Academic Year 2021-2022

Logo of the University of the Philippines Visayas

The UP Visayas logo was approved by the UP Board of Regents in 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; and UPV's tripartite function: instruction, research and extension (public service). The water/waves visually express dynamism and creativity within UPV.

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Preface

The adjustment of entering college as well as coping with the demands of the academe is 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 build their strengths to become a true *Iskolar ng Bayan* in the national university.

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University of the Philippines

Vision

A leading regional and global university in an environment that sustains 21st century learning, knowledge creation, and public service for society and humanity.

Mandate

- Perform its unique and distinctive leadership in higher education and development
- Lead in setting academic standards and initiating innovation in teaching, research, and faculty development
- Provide opportunities for training and learning in leadership
- Serve as a graduate university providing advanced studies
- Serve as a research university in various fields
- Lead as a public service university for the government, the private sector, and the civil society
- Serve as a regional and global university in the Asia Pacific Region and around the world.

Guiding Principles: Honor and Excellence

Goals

1) Contribute to national development

Knowledge Creation

- Strengthen academic programs
- Enhance academic staff qualifications
- Institute innovative programs
- Enhance research, publications, and creative work

Public Service

- Produce competent and ethical leaders
- Enhance UP's public service/engagement
- Enhance policy research
- Popularize UP's research findings

2) Optimize use of resources

- Secure adequate budgetary/policy support
- Mobilize alumni support
- Explore new models for resource generation
- Streamline university systems and processes

3) Promote access and diversity

- Ensure balance between excellence and equity
- Enhance structures and policies for collaboration
- Enhance internationalization efforts

4) Improve welfare of the constituents

- Enhance human resource management
- Rationalize the university promotion system
- Expand incentives and benefits
- Strengthen employee development programs

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 (UPV) 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 UPV as an autonomous unit of the University of the Philippines System. Originally, UPV consisted of only two colleges — College of Fisheries (CF) as its flagship college, and the College of Arts and Sciences (CAS), formerly U.P. College Iloilo. With the establishment of the School of Development Management (SDM) in 1981 and the School of Technology and Environmental Resources (STER) in 1984, and the integration of U.P. Cebu and U.P. Tacloban Colleges in 1986, UPV grew into a constituent university with five colleges and a school in four campuses - Miagao, Iloilo City, Cebu City, and Tacloban City.

On April 30, 1987, the Board of Regents approved the reorganization of the College of Fisheries, now named as College of Fisheries and Ocean Sciences (CFOS), and the establishment of its four institutes — Institute of Aquaculture (IA), Institute of Marine Fisheries and Oceanology (IMFO), Institute of Fish Processing Technology (IFPT), and Institute of Fisheries Policy and Development Studies (IFPDS). It was in May 1988 when the College of Fisheries was transferred to the new site in Miagao and its Diliman-based programs were then relocated to its present site together with most of its faculty and staff members.

In 1990, the School of Technology and Environmental Resources (STER) and the College of Arts and Sciences (CAS) Division of Humanities and Division of Social Sciences were transferred to Miagao campus. In the following year, the School of Development Management (SDM) was elevated to college status and named into College of Management (CM).

On April 22, 1993, STER was renamed into School of Technology (SoTech). In May of the same year, the transfer of the Division of Physical Sciences and Mathematics and the Division of Biological Sciences, along with the Office of the Dean, completed the transfer of the CAS to Miagao campus.

On August 22, 2007, the UP Board of Regents approved the change of the official name of the university from University of the Philippines in the Visayas to University of the Philippines Visayas.

On September 24, 2010, the UP Board of Regents approved the request of U.P. Cebu to be an autonomous unit, leaving UPV with only five academic units effective January 2011.

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.



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR

Message

A warm welcome to the new Isko and Iska:

The University of the Philippines Visayas experience is transformative. What you will go through here at the University will help you discover potentials and aspects of yourselves that up until now may have been vague stirrings in your souls. Open your minds to these possibilities and expand your imagination. Imagine big and be bold in your explorations.



Please review this Handbook which is designed to help you navigate U.P. Visayas as an institution, its rules and regulations, and the range of services it provides. Study the policies and practices outlined in the Handbook to ensure that you understand your responsibilities, privileges, and rights as a UPV student. Use this convenient guide as a helpful resource in all your endeavors at UPV and do not hesitate to ask for assistance when needed.

Always remember that the University is your partner. Embrace UP life, engage your teachers, and challenge yourselves to reach for the stars. Ad astra per aspera!

CLEMENT C. CAMPOSANO, Ph.D.
Chancellor



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

Message

A very warm welcome to the UPV freshmen class of 2021! Congratulations for entering the University of the Philippines Visayas!

It has now been more than one year since UPV closed its doors to face-to-face classes. This is the second year of the remote learning mode that has kept us all on our toes as we try to maximize all the resources for teaching and learning. We have managed to innovate using old ideas and create numerous platforms that enhance further our skills as teachers and achieve the learning outcomes for our students. In fact, your batch has definitely benefited from the shared learning experience we have had during the previous academic year. As I mentioned in last year's message, the emerging consensus of embedding into you the competencies for the Fourth Industrial Revolution (FIRe): artificial intelligence, data science, robotics and automation, and augmented reality has already begun.



I hope that you will carry on with your assigned tasks using the UPV Learning Management System (LMS), help us maximize its use, and further enhance its function for your learning needs. As we transition in a blended learning mode, this electronic tool in education will become more invaluable and necessary, in moving forward. Lifelong learning, independent studies, with critical thinking are all needed for you to achieve more grit and become more resilient in this VUCA (volatility, uncertainty, complexity, ambiguous) world.

Good luck, Iskos and Iskas! And PADAYON.

PHILIP IAN P. PADILLA, Ph.D.
New Vice Chancellor for Academic Affairs



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

Message

With fervor and pride, I welcome this year's batch of *Iskolar ng Bayan* to UP Visayas!

Entering UP, as a college student, may be a milestone in life. It is both an achievement and a great privilege. The former is anchored on getting selected over the thousands of other applicants. The latter pertains to the things that an *Isko* or *Iska* typically enjoys in the University: free tuition and other school fees, financial assistance for poor but deserving students, provision of remote learning gadget and/or internet connectivity for this batch and the needy others during the Covid-19 pandemic, and the distinction of being part of this premiere



academic institution in the country.

As you take your four or five-year educational journey, keep in mind that life in the university will not be a walk in the park. You may have to burn your eyebrows to get the aspired grades or to beat the deadlines. In other words, you may be challenged to go beyond your comfortable limits. Nonetheless, when you go through these experiences, learn to treat them as part of the UP training that would set you positively apart from others. Also, be reminded that UP life is not all academics. You can have fun or a break by participating in extra-curricular activities or joining student organizations. Be assured that throughout your journey, the University is ready to provide support. So, do not hesitate to seek help when you feel that it is needed. The Office of Student Affairs is especially open and ever willing to serve you.

To help you find your way in UPV, we are providing you with this handbook. We hope that this will guide you in attaining 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. From a few students and faculty and staff members of the College of Fisheries or CF (now CFOS), the population has increased tremendously with the eventual transfer of the College of Arts and Sciences, the School of Technology, and the UPV administrative units.



Facilities available in the campus are:

Transportation and Telecommunication

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 for the transportation needs of the UPV Miagao constituents.

Landline services operated by the Globelines and the Philippine Long Distance Telephone (PLDT) Company, as well as internet access are available to the university constituents. There are also mobile voice and data services provided by Globe/Smart. Internet access is provided by the University for students, staff, and faculty members for most buildings in the campus.

Sports and Recreation Facilities

UPV Miagao's geographical setting provides for natural outdoor sports and physical activities 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, computers and minor sports equipment that provide indoor recreation and entertainment to residents.

Food Service

A cafeteria at the College Union Building (CUB), a canteen at the College of Arts and Sciences, and the Common Dining Hall (CDH) at the dormitory area, provide food services through private concessionaires.

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. It 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 Ugnayan ng 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 and undergraduate and graduate schools, and a medical and dental clinic. Other facilities in the Iloilo City campus include a tea room/cafeteria, the Cinematheque, the Little Theater, an auditorium, and a basketball court. 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

The UP Board of Regents established the UP College Tacloban in response 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 was 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, Division of Management, Division of Natural Sciences and Mathematics, and Division of Social Sciences.



Academic Information

MODE OF TEACHING AND LEARNING IN THE FIRST SEMESTER AY 2021-2022

Putting the safety of our students, faculty, and staff first, the University will continue with the implementation of remote teaching and learning for the First Semester, AY 2021-2022.

1. Courses in the First Semester AY 2021-2022 will be delivered REMOTELY.
2. Remote teaching and learning cover the entire spectrum of asynchronous or non-real time communication between teachers and learners—from text-based (basic email, FB messenger, Viber group, etc.) to online discussion boards in different platforms (UP's Learning Management Systems, Canvas, Google Classroom, Edmodo etc.)—and synchronous or real time communication between teachers and learners (e.g. lectures, webinars and teleconferences using such platforms as Zoom, Google Meet).

ACADEMIC CALENDAR

1. The COVID-19 pandemic has prompted adjustments to the academic calendars of higher education institutions (HEIs) worldwide. A number of HEIs operating on a semester basis have either shifted to quarterly terms or to a trimestral system. Some universities that have retained a semester-based academic calendar divide the semester into two, with students concentrating on two or three courses at a time in the first and second half of the semester.
2. The Board of Regents in its 1361st meeting on 27 May 2021, approved the semestral academic calendar for AY 2021-2022 following a 15-week semester and 7-week midyear.

NOTE: A reduction in the number of weeks in the semester will not affect the delivery of content since lessons will be delivered asynchronously or synchronously. For students without connectivity, their independent learning will be supported by activity and assignment guides in the course packs which will be delivered to them in USB flash drives or as printed material. The remote mode of instructional delivery will not limit the duration of the interaction of the students with the content, with the teacher, and with fellow learners, and can even approximate the usual 48 hours of face-to-face classes in a semester.

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.

As approved by the Board of Regents in its 1361st meeting on 27 May 2021, 12 units of course load for undergraduate students is considered regular load for the First semester, AY 2021-2022.

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 a 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.

PE REQUIREMENTS

Eight units of PE 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).

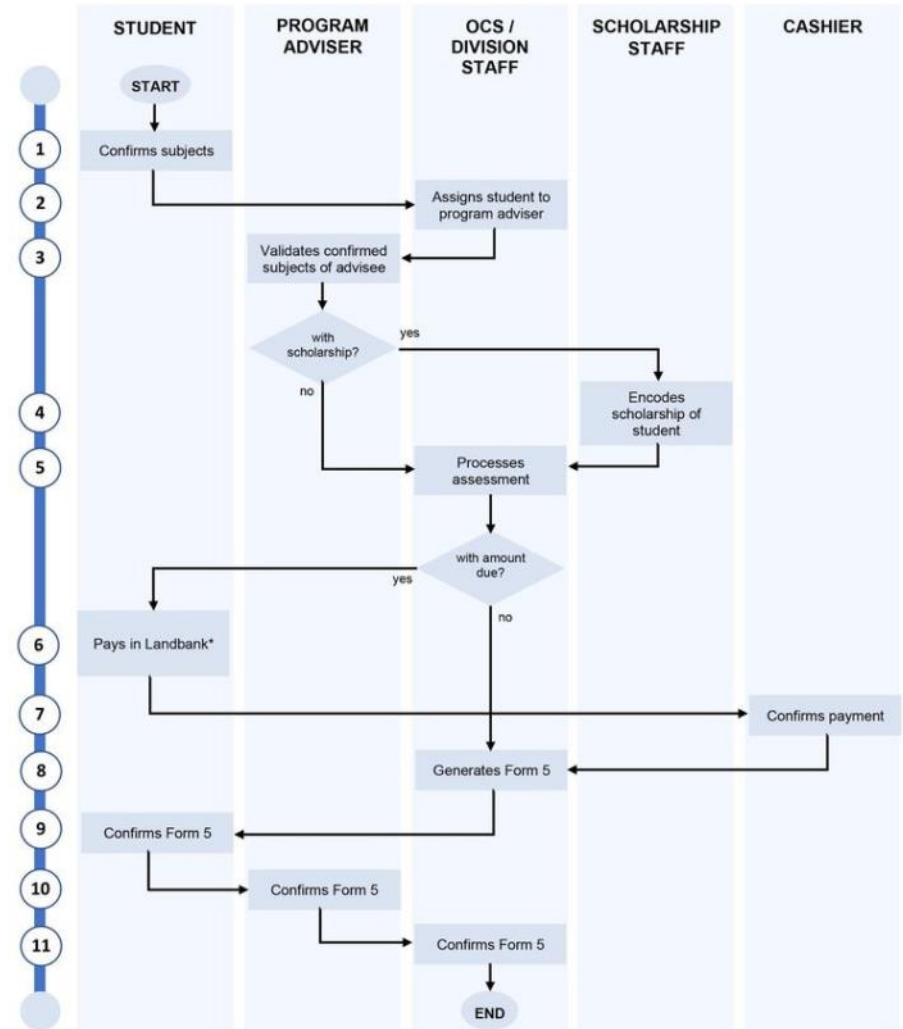
Students should comply with this requirement within their first two semesters. The successful completion of the NSTP is a requisite for graduation.

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.

Online Enrollment Flowchart



* Please refer to the payment process through Land Bank from the Cash Office (page 137)

CROSS-REGISTRATION

Within the University

No student shall be registered in any other college, school, or university without the permission of the Dean and Director/Chair of the College/School and Institute/Department in which the student is primarily enrolled.

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

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.

Given the remote mode of teaching and learning, students may be allowed to cross-register course/s in other CUs, or other Universities if allowed, even if they are enrolled in their home unit, subject to University procedure on cross-registration (OVPAA Memo No. 2021-122).

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 authorized.

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.

For this First Semester, AY 2021-2022, the deadline for dropping, as specified in the approved academic calendar, will be followed (OVPAAs Memo No. 2021-122).

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.

* Authority regarding approval of Dropping, Leave of Absence, Shifting, Substitution of Course, Clearance have been delegated to the College secretary.

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.

For this First Semester, AY 2021-2022, attendance in synchronous classes should not be required because of the current state of the country's internet infrastructure. Recordings of the synchronous classes should be made available to the students for the whole semester. While assessment/graded activities may be done during class times, alternative arrangements for students who miss the same should be made (OVPAAs Memo No. 2021-122).

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 “INCOMPLETE” (INC) OR “4.0”

(During the time of pandemic, policies on the removal of 4.0 and completion of INC are issued depending on the existing situation)

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 classified as University scholar, obtains at the end of the semester a weighted average of 1.75 or better, or 1.50 or better, respectively, is given this honorific scholarship. College scholars are listed in the Dean's List of Scholars.

ADDITIONAL REQUIREMENTS FOR HONORIFIC SCHOLARSHIPS

In addition to the general weighted average prescribed, a student must have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (in case of graduate students, not less than 8 units); 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" 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.

For this First Semester, AY 2021-2022, the deadline for filing of leave of absence, as specified in the approved academic calendar, will be followed (OVPAA Memo No. 2021-122).

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 s/he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The student must have been in residence in the semester of graduation.

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

Students who are 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 in the semester of graduation.

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

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

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

1. For health reasons - medical certification to be confirmed by the University Health Service.
2. For unavailability of courses - certification by the program adviser and copy of schedule of classes.
3. For employment - copy of payroll and appointment papers indicating, among others, the 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, headed by the Director, is committed to the holistic development of students. It has a main office located at the College Union Building (CUB) in the Miagao campus, 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

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, walk-in, or through remote platforms.

In order to make the OSA services more accessible to the students, the Guidance Services Specialists have been assigned to the different degree programs for the students to easily identify their designated guidance counselor.

The following are the designated Guidance Services Specialists and their contact details:

- *CM (BS Accountancy, BSBA Marketing, and BS Management)* **Juvy T. Janeo**, RGC
jtjane@up.edu.ph
09102834779
- *CFOS (BS Fisheries) & CAS (BS Applied Mathematics, BS Chemistry, and BS Statistics)* **Teresa S. Hortillo**, RGC
tshortillo@up.edu.ph
09616092947
- *SoTech (BS Chemical Engineering and BS Food Technology) & CAS (BS Biology, BS Economics, BA Political Sciences, BA (History)* **Annie A. Manzano**, RGC
aamanzano@up.edu.ph
09617883932
- *CAS (BS Public Health, BS Computer Science, BA CMS, BA Psychology, BA (Sociology), BA (Community Development), and BA Literature* **Paula Khryss P. Ushiyama**, RGC
ppushiyama@up.edu.ph
09992236498
- *UP High School in Iloilo* **Helen Grace Concepcion Q. Fernandez**, RGC
uphsguidanceservices.upv@up.edu.ph
09690333531

Psychological Testing

Data on the personal attributes of students like mental abilities, aptitudes, habits, interests, and other personality characteristics are taken (face-to-face) 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.

Career Guidance, Graduate Placement and Follow-up

As soon as a first-year/ undergraduate student enters the University, he/ she is guided in identifying and developing career choices through initial interviews either as scheduled, walk-in, or through remote platforms. Career aptitudes and interests are discussed with professional Guidance Services Specialists, taking into consideration their psychological test results. These are followed up in subsequent counselling sessions. When they graduate, students are informed of job placement opportunities and followed up as to their career prospects. Exit interviews are requested for all students before they leave the University.

Human Development Services

Various groups of students are brought together in group dynamics activities and structured learning experiences where they learn to become aware of, responsive to, and effective in handling personal and interpersonal relationships. Experiences gleaned from these activities contribute to their growth and development as human beings. The Personal Effectiveness 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. For AY 2021-2022, PEP will still be done through remote platforms.

Peer Facilitators Program

The program is a student arm of the Guidance and Counseling Services Unit composed of volunteer students trained and supervised by Guidance Services Specialist.

The Peer Facilitators work hand-in-hand with the Guidance Services Specialist to assist the students in coping with the challenges of college life and to expedite personal growth and development through psychosocial activities. At the same time, the volunteers enhance their personalities through interaction

with their peers and through the training that they undergo. The Peer Facilitators Program volunteers are chosen among second year and third year students through a screening or selection process determined by the Guidance Services Specialists.

STUDENT ORGANIZATION AND ACTIVITIES

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 psychosocial 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.

For inquiries, you may email soa.upvisayas@up.edu.ph or call (033) 513-7019.

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 exempted 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 Learning Assistance System Online

Students from the University of the Philippines (UP) come from all walks of life. Some of them may not be able to afford to pay the full tuition and other expenses to complete their academic requirements. As the UP community transitions to remote learning, other forms of learning assistance are needed to respond to the changing times.

To expand the support to financially-challenged students and expedite the processing support for academic activities, the University developed the Student Learning Assistance System (SLAS). The SLAS is an expansion of the Student Financial Assistance Online (SFA Online). UP designed the SFA Online in 2014 to accept applications for tuition subsidy and allowance. Beginning on 7 September 2020, UP students may apply directly for financial support and learning assistance in the SLAS Online (slasonline.up.edu.ph). The expanded System gathers information on students' financial capacity, connectivity situation and connectivity options, and learning assistance requirements to help the University determine the support to be extended to the applicant.

For AY 2020-2021, the SLAS Online supports applications to the following learning assistance programs:

- **Grants-in-Aid Program (GIAP)**

UP created the Grants-in-Aid Program (GIAP) to reduce the cost paid by students during enrollment, based on the paying capacity of the household to which a student belongs. Through the GIAP, UP may subsidize a portion of the full cost required during enrollment and, in certain cases, grant additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

The program was based on the assessment processes of the Socialized Tuition System (ST System). The BOR approved the change from ST System to GIAP on 27 September 2018 to align UP's financial assistance program with the grant of tuition and other school fee subsidy of RA 10931. Under the ST system, students who wish to apply for tuition discounts must supply the

information about the income and socio-economic characteristics of their household. Using the information submitted by the students, the University may grant tuition discounts according to the tables below:

| 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 available for one academic year only and is renewable annually.

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

• Learning Assistance for Remote Learning

In support of remote learning, the University is providing academic support to college students who would apply for learning assistance through the SLAS. Students from low-income households shall receive monthly Internet Connection to support academic instruction and learning activities this Academic Year. Based on their updated application information, students from the most vulnerable families shall be offered gadgets on top of their Internet connectivity subsidy.

UP undergraduate students, including those enrolled in Law and Medicine, are eligible for remote learning assistance.

• Kaagapay sa Pag-aaral Program ng Iskolar ng Bayan Program

To expand the support to financially-challenged students accessing remote learning tools, UP launched the Kaagapay sa Pag-aaral ng Iskolar ng Bayan Program. Kaagapay has mobilized the private sector to donate computing devices that will be made available to those who applied for learning assistance.

UP undergraduate students, including those enrolled in Law and Medicine, are eligible for the program. The University uses the information submitted by students in SLAS Online to determine the Kaagapay sa Pag-aaral program's beneficiaries.

• Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and organizations. These programs are managed by Scholarship and Financial Assistance units in different campuses of the University.

Applicants to donor-funded scholarship programs are required to submit application forms to Scholarship and Financial Assistance units in their campus.

To process applications, Scholarship Affairs personnel use the information submitted by students in SFA Online. Slots are assigned to SFA Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

SLAS Online Application

The SLAS Online accepts applications from:

1. Bonafide students of UP. These include:
 - Filipino undergraduate students including those enrolled in law and medicine who had been issued UP- mail accounts
2. Students in need of learning assistance from UP. Applicants would include:
 - Students applying for financial assistance
 - Students who wish to avail themselves gadgets, internet connection and similar support services (e.g., tutorial services, assistive services)

All students who wish to file applications must submit entries to the SLAS Online. At least two (2) rounds of application are open.

Students shall fill-out the LAN Assessment Questionnaire before the start of the AY 2020-2021. The data will be organized as follows:

- Connectivity situation
- Connectivity options
- Financial capacity
- Specific learning assistance requirements

Connectivity Situation refers to the environment's attributes that would enable or bar the learner to readily connect to synchronous classes and conveniently access the University's online materials.

Connectivity Options refer to the means available to the learner to access learning materials, class activities, and academic resources of the University in remote learning and teaching contexts.

Financial capacity refers to the capacity of a learner's household to afford to expand connectivity options and cover the cost of requirements to improve their readiness to participate in remote learning activities. Financial capacity shall be determined using the Household Income estimates of the UP Student Financial Assistance Online (SFA Online).

Specific Learning Assistance Requirements are services, mechanisms, and approaches to address barriers to participation and improve learner's readiness in remote learning activities.

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 master's students, and P140/hour for doctoral students.

Scholarship Awards and Grants

Students may apply for private or government scholarships which are announced regularly. Screening and selection are 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. UP-FUNDED SCHOLARSHIPS

1. U.P. Presidential Scholarship

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 Scholarship

Eligibility Requirements:

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

3. U.P. Presidential Leadership Scholarship

Eligibility Requirements:

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

- must have a potential for leadership
- for undergrad student, must have a GWA of at least "2.75"; no unremoved grade of "4.0" and "INC" (for graduate students, GWA requirement is "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

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

Eligibility Requirements:

- CHED is in-charge of the selection process

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

Eligibility Requirements:

- CHED is in-charge of the selection process

3. Commission on Higher Education (CHED) - Tulong Dunong Grant

Eligibility Requirements:

- CHED is in-charge of the selection process

4. Commission on Higher Education - Unified Student Financial Assistance System for Tertiary Education (CHED-UniFAST)'s Tertiary Education Subsidy (TES) Program

Eligibility Requirements:

- Must be a current expanded Students' Grants-in-Aid Program for Poverty Alleviation (ESGPPA) grantee
- Must be a resident of a municipality or city with no SUC or accredited Local University or College;
- Must belong to a household identified in DSWD's Listahan 2.0 or
- Must be included in the highest rank-order of students based on estimated per capita income [declare income, per submitted proof income, divided by the number of household members].

5. 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 schools

6. Iskolar Sang Iloilo Program

Eligibility Requirements:

- Open to poor but deserving high school graduates 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

7. 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

C. PRIVATE SCHOLARSHIPS

1. 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

2. 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

3. NCGP EDUCATE Scholarship Program (No new scholarship slot offerings for AY 2021-2022)

Eligibility Requirements:

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

4. ONE UPV Foundation (USA) Inc.

Eligibility Requirements:

- Must be a full-time student in their **second-year term** of a four or five-year degree
- Must be in good academic standing with the University with **an average of 1.75 GWA per semester**
- Must carry a load not lower than the prescribed number of units per semester
- Must be of good moral character and pass a background check confirming need
- Must be available to participate in the scholarship activities as required by One UPV (i.e., public relations, testimonials)

5. SUNLAD Simpex Scholarship Foundation, Inc. (No new scholarship slot offerings for AY 2021-2022)

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.

6. 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 PD80
- Must not have been subjected to disciplinary action
- Must be of good moral character

7. 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 subjected to disciplinary action worse than a five-day class suspension

8. UP Alumni Association of Greater Chicago (UPAAGC) Scholarship Grant

Eligibility Requirements:

- Must be an incoming first year student who graduated from a public high school;
- Parents or guardians must have a low income as per University standards
- Must be a Filipino citizen of good moral character
- Must be enrolled with a minimum of 15 units per semester

9. 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

10. 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

11. 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

12. Vicente B. Bello Scholarship (No new scholarship slot offerings for AY 2021-2022)

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

For inquiries, you may email sts.visayas@up.edu.ph or call (033) 513-7019 (Miagao campus) and (033) 337-6582 (Iloilo City campus).

RESIDENTIAL SERVICES

The Residential Services Unit (RSU) of OSA serves the students by accommodating them into well-functional dormitories. There are seven residential halls in Miagao campus: namely, Balay Lampirong (Hall I), Balay Kanlaon (Hall II), Balay Gumamela, Balay Madyaas, Balay Apitong (Graduate Hall), Balay Miagos and Balay Miagos II. 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 in three dormitories, namely, Balay Lampirong, Balay Kanlaon and Balay Miagos, while upperclass students are accommodated in Balay Gumamela and Balay Madyaas. The Graduate Hall or Balay Apitong accommodates graduate school/students, while the UPV International Dormitory accommodates exchange/foreign students. Transients and guests may also be accommodated based on the availability of rooms, and will be charged with lodging fees. However, UPV alumni and personnel may avail themselves of discounts on top of said fees.

The dormitories do not only provide housing and accommodation but also serve 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, as well as 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 population of dormitory residents.

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

As a general policy, due to the current Covid-19 pandemic and remote mode of learning adopted by UP, all dormitories will be closed for accommodation in the First Semester of AY 2021-2022.

For inquiries, you may contact the following designated dormitory managers for each dormitory:

- *Balay Apitong* **Marissa F. Pascasio**
Balay Apitong, UP Visayas, Miagao, Iloilo
(033) 315 8359, trunkline (033) 315 9632 local 221
upvbalayapitong@gmail.com
- *Balay Lampirong* **Nida N. Belas**
Balay Lampirong, UP Visayas, Miagao, Iloilo
(033) 315 8358, trunkline (033) 3159 632 local 224
upvbalaylampirong@gmail.com
- *Balay Kanlaon* **Divina B. Punongbayan**
Balay Kanlaon, UP Visayas, Miagao, Iloilo
(033) 315 8357, trunkline (033) 315 9632 local 129
upvbalaykanlaon1@gmail.com
- *Balay Gumamela* **Celina G. Sumalapao**
Balay Gumamela, UP Visayas, Miagao, Iloilo
(033) 315 8153, trunkline (033) 3159632 local 225
upvbalaygumamela@gmail.com
- *Balay Madyaas* **Marissa F. Pascasio, Officer-in-charge**
Balay Madyaas, UP Visayas, Miagao, Iloilo
(033) 315 8161, trunkline (033) 3159632 local 223
balaymadyaas.upv@gmail.com
- *Balay Miagos* **Nida N. Belas, Officer-in-charge**
Balay Miagos, UP Visayas, Miagao, Iloilo
Trunkline (033) 315 9632 local 309
balaymiagos.upv@gmail.com
- *Balay Ilonggo* **Rich Girl S. Muyco**
Balay Ilonggo, UP Visayas, Iloilo City campus,
Gen. Luna St., Iloilo City
033) 332 7246
ilonggo.upvisayas@up.edu.ph
- *UPV International Dorm (Balay Miagos II)* **Fryia Jaye T. Guzman**
UPV International Dorm, UP Visayas, Miagao, Iloilo
(033) 332 7248, trunkline 3159632 local 309
international.dorm.upv@gmail.com

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 managed by one full-time doctor, one full-time dentist, one full-time nurse, a dental aide, and a nursing aide. It operates Monday to Friday from 8:00 AM to 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 five full-time doctors, one reliever doctor, two full-time dentists, five full-time nurses, two-full-time medical technologists, 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 during normal situations (before the covid-19 pandemic). 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. In response to the covid-19 pandemic, the HSU offers online and telephone medical and dental consultations

An ambulance service is also available to transport patients to hospitals if needed. It is also used to fetch patients with emergency conditions from within the UPV campus or town proper when public transport is no longer available.

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

The HSU sponsors/conducts lectures and training for health-related topics (e.g. basic first aid, HIV and other disease-awareness programs) to UPV constituents.

RESPONSE TO COVID-19 PANDEMIC

The Health Services Unit (HSU) aims to continually provide medical services to the UPV Community while giving its best efforts in COVID-19 prevention and control of transmission among its constituents. All UPV constituents are encouraged to utilize the telephone/online consultation platforms and pre-appointment schedule to allow proper triage for the safety of patients and medical personnel.

Please be informed of the following contact details:

Landline:

Miagao: (033) 315-8301

Iloilo City: (033) 337-8594

Mobile Numbers:

0945-699-4613 (Globe)

0918-564-1942 (Smart)

0997-773-3452 (Globe)

0931-956-0294 (Sun)

Social Media Accounts:

Facebook: Upv Hsu Miagao Campus (for updates on the HSU)

Upvhsu Dental Miagao Campus

Upv-Hsu Medical, Iloilo City Campus

UPV HSU Iloilo City Dental

FB Messenger: Upv Hsu Miagao Campus (for teleconsultation)

Upvhsu Dental Miagao Campus (teledental consultation)

Upv-Hsu Medical, Iloilo City Campus (for teleconsultation)

UPV HSU Iloilo City Dental (teledental consultation)

E-mail address: hsumiagaomedical@upv.edu.ph (Miagao campus)

hsuiloilomedical@upv.edu.ph Iloilo City campus)

C. LIBRARY SERVICES

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

There are three unit 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 unit libraries, which are the College of Arts and Sciences (CAS) Library, and the College of Fisheries and Ocean Sciences. The University Library also operates 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 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 counter-signed ID card at various service areas. Most of these service areas are on open shelves system.

The library's electronic resources are available for access, such as ebooks, e-journals, and online applications. To access our online databases, the client must login in OpenAthens, <https://www.openathens.net/>, or go to this link and click the OpenAthens button to login: <https://library.upv.edu.ph/index.php/electronic-resources/online-databases/openathens>. They must use their UP Mail to login in OpenAthens. For those who do not have a UP Mail yet, please inform the DISP Office or you may message at our Facebook Page, via BISAY, at m.me/UPVUniversityLibrary, for temporary access until you have a UP mail.

The collections are classified according to the Library of Congress Classification Scheme (LCCS). 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. However, the library's iLib System is not available outside the campus, as of the moment, for security reasons. The client may go to the library's website: <https://library.upv.edu.ph>; go to Temporary OPAC, inside the OPAC, under the Electronic Resources; or go to this link: <https://library.upv.edu.ph/index.php/electronic-resources/opac/temporary-opac>.

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.

In this new normal, the library's service schedule is 8:00am - 4:00pm (Monday-Saturday) only. Online service (i.e. Chat/Email BISAY) is accessible 24 hours; but replies, aside from the predefined replies, are available until 6:00pm only. However, rest assured that queries done beyond 6:00pm will be catered at 8:00am of the next working day.

The library primarily serves 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 themselves of the library services subject to its rules and regulations.

Clients may visit the UPV Library website: <https://library.upv.edu.ph> or Facebook page: fb.com/UPVUniversityLibrary to know more about the library and its services.

LIBRARY GUIDELINES FOR THE NEW NORMAL:

Safety Guidelines when Visiting the Main Library (Miagao Campus):



Check body temperature and foot bath
Upon entrance (c/o SSF) of the university premise



Wear face mask at all times



Maintain social distancing



Avoid physical contact



Wash your hand frequently with soap and running water



Sanitize using 70% alcohol solution



AVOID touching of nose, eyes, and mouth when you did not wash your hands



Cover mouth and nose with tissue or bent elbow when coughing/sneezing

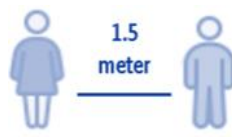
Safety Guidelines when Entering Unit/College Libraries:



Check body temperature and foot bath
Upon entrance (c/o SSF) of the university premise



Wear face mask at all times



Maintain social distancing



Avoid physical contact



Sanitize using 70% alcohol solution



AVOID touching of nose, eyes, and mouth when you did not wash your hands



Cover mouth and nose with tissue or bent elbow when coughing/sneezing

SERVICES OFFERED DURING THE NEW NORMAL:



DROP BOX
(For Returning of Books)



DOCUMENT DELIVERY



REMOTE ACCESS TO E-RESOURCES



EBOOKS REQUEST



ONLINE ASSISTANCE
(Through Email/Social Media)

DROP BOX: How to Return Books

1. Place the book/s in the DropBox for return
2. Sign in the Logbook for Returned Books
(Don't skip signing in the logbook. Indicate your email address and, if possible, please bring your own pen.)
3. The library will send an email
(Acknowledgement receipt will be sent thru email.)

For those who cannot go to the Library: Return Books (Through Courier)

You may send your overdue book/s through a commercial courier. Please indicate your contact details, preferably email, so that we can acknowledge. Forward to:

University Library, UP Visayas, Miagao 5023A, Iloilo; or
UP Visayas Library, Gen. Luna St., Iloilo City 5000
Contact No.: 09306506426

If unable to return overdue book/s, a promissory letter must be sent to the library before enrollment. Forward the promissory letter through email or private message (PM) on Facebook as an attachment.

Email: chatbisay.upvisayas@up.edu.ph
Facebook/Messenger: [fb.com/UPVUniversityLibrary](https://www.facebook.com/UPVUniversityLibrary)

Document Delivery Service

Request document through email. Fill up the Document Delivery Request Form at URL: rebrand.ly/upvlib_docdelivery

Policy:

- a. Document Delivery Service is free for UPV constituents only.
- b. Request for printed copies will entail a cost and must be picked-up only at the library.
- c. The library cannot send the whole copy of the book, but only 10% of the total pages of the book, excluding the preliminary pages (e.g. title page, table of contents, etc.) and end matter.
- d. In a case there is a request for an e-copy of the whole book in print collection, it will be granted under all the following conditions:
 - . Only a faculty member can request an e-copy of the whole book;
 - . The faculty member affirms that they will only use the book in accordance with the conditions stipulated in Section 188 of the Republic Act No. 8293 as amended: "Not for profit", "For purposes of study or research", and "Copies are not available with the publisher", and
 - . Access to the electronic copy of the book will be limited to viewing only (No downloading/No printing) and will be revoked every end of the semester/midyear.

Web and Online Services



OPAC (iLib System)

Search the collection of the library through our Temporary OPAC (rebrand.ly/upvlib_ilib)



University Library Online Resources

Browse ebooks and other electronic resources through the library's online resources and databases via:
OpenAthens: <https://library.upv.edu.ph/index.php/electronic-resources/online-databases/openathens>

Ways to Access eBooks



Through Remote Access

You can access/download eBooks outside UPV campus through remote access via OpenAthens:
<https://library.upv.edu.ph/index.php/electronic-resources/online-databases/openathens>



Send request via email

UPV Library can send copy of eBooks through email. Just fill in the Document Delivery Form:
<https://library.upv.edu.ph/index.php/services/document-delivery>



Access within the Campus

You can access/download electronic resources if you are within the campus. No need to login. Just go to: <https://library.upv.edu.ph/index.php/electronic-resources/online-databases> for the list of all online resources.

Online Assistance



FACEBOOK

Message us in our Facebook page: m.me/UPVUniversityLibrary and follow our page for library updates.



TWITTER

DM or tag our Twitter account: [@lib_upvisayas](https://twitter.com/lib_upvisayas) and follow our account for library updates.



EMAIL

For other reference needs, queries, etc., email your respective college library. For online resources, email chatbisay.upvisayas@up.edu.ph

Email Addresses

University Library

Main Library

College Librarians

CFOS Library

CAS Library

CM/Archive Library

High School

Graduate Library

Chat Bisay Service:

Email Bisay:

Analiza G. Linaugo (aglinaugo@up.edu.ph)

University Librarian

lib.upvisayas@up.edu.ph; library@upv.edu.ph

cfolib.upvisayas@up.edu.ph

caslib.upvisayas@up.edu.ph

cmlib.upvisayas@up.edu.ph

hslib.upvisayas@up.edu.ph

gradlib.upvisayas@up.edu.ph

m.me/UPVUniversityLibrary

chatbisay.upvisayas@up.edu.ph

D. TEACHING AND LEARNING RESOURCE CENTER (TLRC)

VISION

TLRC is a learning space where students and teachers in UPV collaborate, interact, study, and avail of services that complement their academic needs.

MISSION

TLRC commits to provide supplementary teaching enhancement programs for teachers, need-based learning assistance programs for students, nurturing learning spaces and responsive technological learning assistance services for both teachers and students in UPV .

PROGRAMS

Primary Programs:

- Learning Instructional Assistance Programs (LIAP)
- Teaching Effectiveness Programs (TEP)
- Interactive Learning Program (ILP)

Other Initiatives and Services:

- Learning Spaces and Services
 - Acaden
 - Estudio
 - Iskonita
- D.I.WA.TA. (Programs in support of remote learning)
- Other Initiatives

Learning Instructional Assistance Programs (LIAP)

- **The Bridge Program**

The Bridge Program is an intensive general skills development and enrichment course in Mathematics and/or English designed to bridge the gap between exit skills at Senior High School level and entry skills of incoming first year students.

- **The Peer Tutorial Program**

This program is offered during the academic year for students who find difficulty coping with subjects in Mathematics, Chemistry, Statistics and Communication and Physics. This learning assistance program provides opportunities for students to mentor their fellow students. While the tutees avail of the tutorial services for free, the tutors enjoy some benefits and privileges such as unlimited computer use, free printing of limited materials, and an honoraria sourced out from alumni and friends of UPV

Teaching Effectiveness Programs (TEP)

- **Teach S.M.A.R.T. (Strategies, Methods, Approaches, Rudiments, and Theories) Training on Online Teaching: Principles and Applications**

The Teach SMART addresses potential challenges that online teachers face. It also provides suggestions and best practices to make the online teaching experience exciting and positive for their students as well as for themselves.

- **Module Writing Program**

This program gives opportunities for teachers to develop teaching modules using strategies and approaches for effective learning. Module writers get the chance to work with other teachers as critic, reviewer, and editor. Their outputs are used as guide and reference material for classroom instruction.

Interactive Learning Program (ILP)

- **Learning Objects**

Teachers also apply for grants to produce learning objects. Through Learning Object Program members of the faculty produce teaching materials in interactive digital format. Said teaching materials are intended to be used by teachers in their respective classes. Available Learning Objects include: The Home of Sex Cells, Fish Mouth Tell No Lies, and Sex Cells in the Making.

LEARNING SPACES AND SERVICES

- **Acaden Services & Facilities**

Computer Use

TLRC offers a learning space for teachers and students needing a place to work on their thesis, assignments and other academic requirements using the computer. Students who are officially enrolled enjoy a 30-hour free computer use per semester. Students who work on their thesis or special problems however, are given 45-hour free computer use per semester. TLRC computers are connected to the internet and printer; and operate in the Windows operating systems and applications.

Printing and Photocopying/Lamination, Ring binding services

TLRC also offers laser, digital printing and photocopying, lamination, and ring binding at a minimal cost.

Total Bigtime Access Card (TBAC)

The TBAC or Total Bigtime Access Card serves as payment card to all TLRC services. This is available in three (3) denominations: 20, 50, and 100 pesos. The card is transferable, that is, students can share the card as long as there is remaining amount.

• Estudio Services & Facilities

The Student Lounge

Students conduct peer-to-peer learning, make group assignments, study, work on term papers and other academic requirements in a cool and cozy atmosphere. For those who simply want to relax and destress themselves, TLRC provides recreational learning materials and game boards namely, Millionaires Game, Questival, Visionary, Blocks, Sungka, Jackstone, Bingo, Scrabble, Chemistry Trump, Domino, Word Factory, Brain Twister, Sudoku, Travel Game, Pickup Sticks, Game words tray, Game Memory, Chess, Game of Generals, Puzzle Rings, Chinese Checkers, ChemFactory and ChemSquabble.

The Audio-Visual Rooms

The audio-visual rooms (TLRC-AVR and ILP-AVR) are available for training, seminars, workshops, fora, and film showings. The AVRs are fully furnished with multimedia equipment. The TLRC-AVR provides a comfortable space for fifty (50) persons and the ILP-AVR accommodates only a maximum of 100 persons.

Supplemental Learning Materials

E-book readers serve as an electronic library of reference and reading materials on various academic disciplines. The e-book reader contains book, journal, and magazine references for room use only.

There are reading materials that students and members of the faculty can borrow for free. These are pocketbooks, learning modules, and magazines.

There is also a collection of more than 600 films of different genres e.g. action, drama, love story, documentary, adventure, suspense, animation, Filipino classics. Students and teachers are allowed to borrow or view these films at the TLRC AVR for free.

The WOOT Hub

The WOOT (WORk-it-out) Hub is a learning space for hobbyists and enthusiasts. It is also called a co-working space where students and teachers work on do-it-yourself projects using tools, materials and other technology resources as a form of relaxation, recreation and distressing activity. Occasionally, the office organizes small group learning competitions that encourage collaboration and interaction.

• Iskonita Facilities

The Nook and Garden

The nook and garden is an open space located just beside the TLRC office intended to be a learning space for students who discuss group projects, reports and presentations, simply chat or 'hang out'.

D.I.WA.TA - Digital Initiatives, Workarounds, and Technical Assistance Programs (Programs in support of Remote Learning)

• TeLeTAB (Online Technical Helpdesk)

TLRC TeLeTAB (TEaching and LEarning Technical Assistance Bot) is an online and mobile helpdesk intended for beginners, and computer novices who do not have the mastery of using the basic computer operation and online resources. Anytime during office hours, students and teachers can log in their queries: how to go about opening an app, using an app, pasting a file, uploading a video, among others.

- **i-Tutor (Online Tutorial Program)**

The TLRC i-Tutor is an online peer tutorial program. Students who need tutorial assistance in subject areas like Math, Chemistry, Physics, and Communication can avail of the online peer mentoring services that will be handled by student tutors.

- **AWOLs (Access to Webinars and Other Learning Resources)**

To provide a wide range of options for remote learning, TLRC posts links to accessible webinars and online resources. It also publishes a schedule of webinars and online conferences that teachers and students can attend or participate in.

- **Plagiarism Checking Services**

The Teaching and Learning Resource Center, in collaboration with the UPV University Library, offers plagiarism checking services for UPV constituents. Clients can submit researches, essays, and other academic papers and TLRC will run the document through a plagiarism tool that the UPV Library granted TLRC access to.

- **Re-BOOT (Recording Booth for live recording of lecture or report presentations)**

To provide teachers and students a venue to prepare their online materials, TLRC offers a very modest facility for basic audio and video recording: a laptop, microphone, webcam, digital camera, video camera with tripod, headset, and a HI-speed internet connectivity.

Called “Re-BOOT” (short for recording booth), students and teachers can make advance reservation for its use. Recording booth is open daily from Monday to Friday during office hours. Reservations can be done through text messaging, phone call (verbal) or FB messenger. Or you can fill out the e-REBOOT Form (Electronic Use of Recording Booth Form) that you can download from our official site.

OTHER INITIATIVES:

- **Learning Management System (LMS)**

TLRC facilitates trainings on the use of the LMS for students and faculty members. The TLRC also responds to queries and concerns of UPV constituents with regards to the LMS or direct them to the LMS team for resolution.

- **RL 101 (Remote Learning 101)**

RL 101 is a free introductory course offered to students who confirmed their interest to enroll in the University of Philippines. It aims to introduce students to remote learning, improve their readiness for remote learning, and facilitate an experience through a learning management system – in the case of UP Visayas, the UPV Learning Management System (UPV LMS).

- **The General Education (G.E.) Portal**

TLRC facilitates registration of students to the G.E. Portal, an online archive that provides students access to resource reading materials, course modules, and other supplemental references for the G.E. courses.

- **TeLeSKup**

The TeLeSKUP is an annual popular magazine primarily produced for UPV teachers and students. It contains popularized articles on research, personality profiles, and academic activities in the university. The articles are easy to read and written in simple and conversational language.

ORGANIZATIONAL STRUCTURE:

ASSO. PROF. LINDLEY KENT M. FAINA

Director, Teaching and Learning Resource Center

MRS. SHARON G. NILLANA

Administrative Assistant VI, Iloilo

MR. CZAR IAN ANGEL B. ESQUIVEL

University Extension Associate I, Iloilo

MR. MICHAEL ANTHONY J. REMOTIN

Administrative Assistant II, Iloilo

MR. JOHN ERIC L. CAYONA

Administrative Aide VI, Iloilo

PROF. RAQUEL TABORNAL

Coordinator, Tacloban

MS. BERNADETH C. TINGSON

Administrative Aide VI, Tacloban

TEACHING AND LEARNING RESOURCE CENTER

College Union Building (CUB) Basement,
University of the Philippines Visayas, Miagao, Iloilo
Telefax Number: (033) 315-8908 local 248
E-mail: lrc@upv.edu.ph, lrc.upvisayas@up.edu.ph
Website: <http://upvtrc.byethost7.com/>
Facebook: <https://www.facebook.com/upvtrc>
Helpdesk: <https://www.facebook.com/UPVTLRCTeletab>

E. GENDER AND DEVELOPMENT PROGRAM

In 1989 a core group of women from the three UP Visayas campuses (Iloilo, Tacloban, Cebu) conceptualized a mechanism that would promote and protect the welfare of other women. The UPV Women's Desk was then established in 1990 as a body of women and men from the various sectors and colleges of UP Visayas, who were interested in women's studies and women's welfare. The UPV Women's Desk eventually became institutionalized as the UPV Gender and Development Program (GDP) upon the approval of the UP Board of Regents on April 17, 1997.

The UPV Gender and Development Program Building in the UPV Iloilo City Campus was constructed in 2006, through the efforts of the late Senator Miriam Defensor-Santiago, a UP Visayas alumna. Located on the ground floor of the building are the following: GDP office, Balay Balay Child-Minding Center, GAD Library/Research Room, Lactation Station, Conference Room and the UPV Retirees' Lounge. The second floor houses the Anti-Sexual Harassment Office and a hostel composed of seven rooms for transient accommodation of UP employees and gender advocates.

VISION

Be a center for gender and development studies, as well as gender-responsive services and advocacies, while working towards a gender-equitable university and society.

MISSION

To raise the level of gender-awareness, gender-sensitivity and gender-responsiveness in UP Visayas and the larger society, through gender mainstreaming interventions.

OBJECTIVES

1. Mainstream gender and development perspectives in the academic curricula, projects, programs, and services of the University.
2. Formulate and implement gender-sensitive and gender-responsive programs for UPV and the Visayas Region.
3. Disseminate gender-related information through public education, advocacy, trainings, research, publication, and professional networking.

MAJOR THRUSTS

Curriculum Development and Instruction:

- Facilitate the offering of gender-specific courses in UP Visayas
- Integration of gender concerns in existing course offerings (engendering the curriculum)

Research, Publication, and Dissemination:

- Faculty and students from UPV and other SUCs, and researchers from NGOs and GAs utilize the GAD Library materials for research, teaching, extension work, and film viewing.
- Sustained data banking of gender-related information
- Publication of gender related news articles
- Dissemination of IEC materials, modules, and journals
- Review of gender related proposals or articles
- Participation in various UPV research programs
- Development and acquisition of gender-based educational/instructional materials

Extension, Advocacy and Networks:

1. *Balay-Balay* Child Minding Center

The *Balay-Balay* Child Minding Center was established in 1999. It is a project inspired by Executive Order No. 340, which mandates government institutions to respond to the needs of working parents, by providing a place for socialization for their 3 to 5-year-old children, while they are at work. *Balay-Balay* CMC aims to provide an opportunity for socialization, appropriate nurturing, and values orientation at early levels of child development. The UPV GDP directly supervises the operations of the *Balay-Balay* Child Minding Centers, which are located in the GDP Building UPV Iloilo City campus and in the UPV Miagao campus.

2. *Ugsad* Regional Gender Resource Network of Western Visayas

The *Ugsad* Regional Gender Resource Network of Western Visayas was established in 1999 by the National Commission on the Role of Filipino Women (NCRFW, now known as the Philippine Commission on Women or PCW), as the coordinating body for gender advocacy in Region VI. It is composed of government agencies, academic institutions, LGUs and NGOs. UP Visayas, through the Gender and Development Program, has been coordinating *Ugsad* since its establishment.

3. The National Network on Women in Fisheries in the Philippines, Inc. (WINFISH)

The National Network on Women in Fisheries in the Philippines, Inc. (WINFISH) is a network of professionals and individuals interested in improving the status of women in resource-based communities, especially in the fisheries sectors. The UPV GDP provides Secretariat work and other support to WINFISH.

For inquiries, you may email gdp.upvisayas@up.edu.ph / bbcmc.upvisayas@up.edu.ph or call (033) 509-0980; (033) 335-1702.

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 be given written notice of the charges and reasonable time to answer them and prepare for their hearing;
- c. to be granted a hearing before suspension or expulsion, unless summary suspension is clearly authorized in limited cases;
- d. to an impartial judge;
- e. to be assisted by 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.

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;

*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.

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

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

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

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

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

* 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]

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.
 - 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.

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".

- 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.*—
- 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.

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

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.

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 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/smutfy 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)

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

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.

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.

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.)

Approved Modifications on Student Organizations and Activities (SOA) Policies in Response to Covid-19 Pandemic

(Approved as per Chancellor's Memo CCC 2021-09-044 dated 06 September 2021)

I. Recognition of Student Organizations

I.1 Organizational Requirements/Policies

- I.1.a. **Grade Requirements** - Waive the grade requirements for Student Council and Student organization officers.
- I.1.b. **Number of Student Organization Members** – The minimum number of members required will be lowered to 5.
- I.1.c. **Major Activity / Financial and Accomplishment Report** - Waive the major activity as a requirement for continued recognition.

Expansion of Definition of Major Activity – “any activity conducted in pursuant of the organizations’ mission and vision, provided that it must include at least 2 non-member participants during said event”.
Fund raising activities will be considered as a Major Activity.

- I.2 **Hold over of Recognition** - Student organizations should be allowed to carry university recognition until the deadline of application for recognition for AY 2021-2022.

I.3 Hold over of Officers for Student Councils and Student Organizations

Allow hold over of officers until election is resumed. This is applicable to organizations whose constitutions do not have this provision for succession.

I.4 Role of Advisers on Online platforms, conduct activities (on/off-campus), recruitment, and monitoring of activities

I.4.a. For online activities (Major/Minor Activities) of an organization, the adviser, as much as possible must attend the said activity or send a representative on his/her behalf in order to ensure the safety of students. If the adviser is unable to attend and no representative is available, the organization must send a furnished copy of their online activity recordings (e.g., Zoom video) to their adviser/s. Moreover, to avoid/diminish cases of internet-related misconduct (e.g., cyber-bullying, hacking, sexual harassment), the adviser must ensure that a declaration statement (refer to terms on the first paragraph under the 'role of advisers') is announced at the start of an activity or circulated in ads/publication for the activity prior to the event.

I.4.b. For local off-campus activities, the adviser must make sure that face-to-face activities are avoided as much as possible. Off-campus activities must be relevant to the ongoing pandemic. Otherwise, organizations must provide a strong justification for an off-campus activity.

I.5 Platform for Service Delivery - Shift to online platforms

II. Membership in Organizations (Policies and Guidelines) - All systems converted to online application. The organization's Initiation process must be done online (not face-to-face).

III. Mechanics of Activities

III.1 Online Activities

III.1.a. Remote/online activities (e.g., webinars, meetings, orientation, conferences, and competitions) will be regarded as valid student organization activities.

III.1.b. Online activities should be applied for.

III.1.c. Online activities will require a Conformance of the Faculty Adviser.

III.1.d. Student Organizations must send details/info about their online activity (e.g., zoom details, meeting ID, password; confidentiality will be observed; highly recommend using UP Mails/Accounts) to OSA or their respective Colleges.

III.1.e. For all online activities (e.g., Webinars, conferences, competitions) that involve people (e.g., invited Speakers, partners, co-organizer, organizer, audience, etc.) from outside the University, a letter addressed to the Chancellor requesting for approval of the activity must be submitted through proper channels.

III.1.f. For online activities (e.g., webinars, competitions, orientation, meetings, and acquaintance activity) of College-based student organizations that involve constituents of the University, a letter addressed to their respective Deans must be submitted requesting for approval of the activity. The letter must be duly signed by the requestor and the adviser, and recommended by their respective COSAW/SROs. Approved/Disapproved letter must be submitted to OSA, to be noted by the OSA Director.

III.1.g. For online activities (e.g., webinars, competitions, orientation, meetings, acquaintance activity) of University-wide student organizations that involve constituents of the University, a duly signed letter must be submitted to SOA for recommending approval of the SOA Coordinator and for approval of the OSA Director.

III.1.h. It is highly recommended for all SOA online transactions and activities to use the UP Mail.

III.2 Off-campus Activities – will be allowed under the following conditions:

III.2.a. The venue of activity is near the place of the Organization member who will conduct the activity and with low-risk of Covid-19

III.2.b. The activity subscribes to CHED requirements.

III.2.c. Participants must observe protocols and guidelines issued by the government regarding Covid-19

III.2.d. The activity will be conducted in daytime; Night time or overnight activities will not be allowed.

III.2.e. The number of organization members who will conduct the activity and the number of participants must be limited/minimized to avoid mass gatherings.

III.2.f. Off-campus activities should be confined to relevant COVID-19 responses.

III.2.g. For non-COVID related activities, a strong justification must be provided explaining the significance of the off-campus activity.

III.2.h. Barring face-to-face contact, donations may be shipped/delivered. Certification from the beneficiary may be used as proof.

III.3 Publicity Materials

III.3.a. A copy of publicity materials for online publicity of organizations must be submitted together with their application for approval of activities for checking and approval.

III.3.b. Student organizations may establish formal and informal social media accounts. All official online platforms (e.g., Facebook Group, Twitter account) of an organization must be registered as part of its recognition. The registered official online platforms of the student organization must perform official functions and online activity here will be regarded as official. Organizations will be asked to present the pubs/ads for activities they are applying for and pubs that are to be posted on their official account. Their advisers must also be aware of their official account. Informal accounts are regarded as unofficial will not be monitored.

All materials posted in their formal/official social media accounts must tag SOA using the following accounts:

For UPV Iloilo:

Facebook Page: <https://www.facebook.com/upvsoa>

Twitter Account: https://twitter.com/UPV_studentorgs

For UPV Tacloban College:

SOA: <https://www.facebook.com/osa.studentorganization>

OSA: <https://www.facebook.com/groups/OSAUPVTC>

III.4 Reports - Financial/accomplishment reports must still be submitted by organizations in which they would provide the details of any completed activity, or postponed/cancelled activity due to the COVID-19 pandemic. Reports must be submitted at the end of the school year (or when they apply for recognition). Soft Copies of files will be accepted and regarded as official documents (e.g., zoom videos, PDF files). Student Organizations must have proper turnover of their soft copy documents to the next set of officers as well.

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;

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;

*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.

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, icpick 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-respondent(s).

Rule IV - Prosecution of Cases

Section 1. - Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private 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

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

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 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, (I) 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 of 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, neophytes, 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 in 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).

UP Privacy Notice for Students

Policy

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

UP is committed to comply with the Philippine Data Privacy Act of 2012 (DPA) <http://www.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 and sensitive personal information that UP collects from students like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information. Please note that this document does not contain an exhaustive list of all of UP's processing systems as well as the purpose and legal basis for processing.

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

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health, religious affiliation etc.) on the other hand may be processed with the consent of the data subject, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information, and the consent of the data subject is not required for such law or regulation. For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. Processing may also be done when needed to protect the life and health of the data subject or another person, and the data subject is unable to legally or physically express consent; in the case of medical treatment; or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings; and for the establishment, exercise or defense of legal claims; or where provided to government or public authority.

- 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.

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

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

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

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

When you applied for admission to UP you provided us, through the forms you submitted and signed (and in the case of minors that your parents/guardians also signed), among others, your name, sex assigned at birth, date and place of birth, civil status, citizenship, your photograph, information about your family (names of your parents, their citizenship, civil status), your signature and other personal information that we use, along with other documents you provide us (e.g. information contained in educational records) to be able to verify your identity in the course of determining your eligibility to enroll in UP. We 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. When you provide UP with the personal and sensitive personal information of third parties you warrant that you have obtained their consent for UP to process their information.

In the case of students who were admitted through the UPCAT, you also provided the highest educational attainment and occupation of your parents as well as your family's annual household income. UP processed that information along with your permanent address and other information (e.g. grades) as the selection of campus qualifiers also considers socioeconomic and

geographic factors as explained in the UPCAT Bulletin. Such processing is pursuant to Section 9 of RA 9500 which requires UP to take affirmative steps to enhance the access of disadvantaged students to the University's programs and services.

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

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

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

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

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

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

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

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

UP processes personal and sensitive personal information, and, in particular, financial information related to your studies, in order to administer State-funded and privately financed scholarships, as well as grants or other forms of assistance, pursuant to its contractual or legal obligations as part of the University's legitimate interests and that of taxpayers, as well as relevant third parties, such as donors or sponsors.

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

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

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

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

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

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

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

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

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

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

The University will disclose or share your relevant personal and/or sensitive personal information to third parties in order to carry out its mandate as an academic institution, comply with legal obligations, perform its contractual obligations to you, promote and protect your interests, and in order to pursue its legitimate interests or that of a third party. UP discloses such information when required or allowed by law, or with your consent. Examples of these include:

- a. posting the list of students qualified to enroll in UP as well as waitlisted applicants online or on bulletin boards pursuant to its functions under its Charter, and for transparency in the admissions process;
- b. submission of information required by the UNIFAST Board and the Commission on Higher Education in order to implement the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) <http://www.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/>;
- c. disclosure of information to the proper bodies to enable you to take licensure, board, bar examinations and the like;
- d. information sharing with the UP Alumni Association in order for UP to comply with its mandate under the UP Charter.
- e. disclosure of your personal and/or sensitive personal information to relevant third parties in order for UP to respond to an emergency and comply with its duty to exercise due diligence to prevent harm or injury to you and/or others;
- f. disclosure of your personal and/or sensitive personal information in compliance with University policies, rules and processes adopted pursuant

- to the UP Charter, or with your consent, in order to uphold or promote your interest and/or the principle of transparency, promote the legitimate interests of the University or third parties, such as in relation to the processing of applications for leave of absence; the conduct of student elections (e.g. posting of list of candidates and results); disclosures contained in the minutes of University bodies such as the Board of Regents in connection with graduation, student discipline, and the like;
- g. providing information pursuant to the provisions of the Data Privacy Act or other applicable laws, and lawful orders or processes issued by government agencies, courts, and law enforcement agencies.
- h. disclosures to enable UP to participate in university ranking exercises and other similar activities;
- i. sharing personal and sensitive personal information with your parent(s)/ guardian/spouse, or other next of kin, in order to promote your best interests as required by law, or when necessary in order for the University to respond to an emergency, uphold your vitally important interests, or to prevent harm to you and/or others, or with your consent;
- j. disclosures for your benefit, or in support of your interests, such as those intended to enable you to participate in exchange programs, conferences, trainings and the like, academic, athletic and other similar competitions or events; to apply for, receive and comply with terms and conditions of scholarships, grants and other forms of assistance; to be granted Civil Service eligibility based on Latin honors under PD 907 or in relation to internship, employment or other career opportunities with your consent;
- k. disclosures to recognize your achievements such as through the publication and distribution of the commencement program, and other materials containing the names of graduates, their respective courses/certificates and honors received, or sharing of relevant information with honor societies or entities that confer awards with your consent;
- l. information that we share with third parties who process your information in order to provide products or services to you or UP (e.g. cloud service providers) for registration systems that contain your enrollment information and grades, email providers, entities that provide insurance, process your UP ID and the like for which we require your consent. Unless your consent is given, it will not be possible for such products or services to be provided to you;
- m. in the exercise of the sound discretion of UP pursuant to its mandate as a research university we may share your name, email, and other relevant personal information, with your consent, with researchers conducting academic or non-commercial research who have put in place applicable measures required by ethical guidelines and the DPA to uphold your privacy so that they can solicit your consent to participate in research;

- n. news or feature articles about your achievements, awards received, research and public service activities and the like in University publications, websites or social media posts, disclosures that the University may make in the exercise of its sound discretion in response to inquiries from the press, or press releases and other similar disclosures for journalistic purposes, as allowed by the DPA, or with your consent;
- o. publishing, broadcasting or live streaming of University activities or events pursuant to the legitimate interests of the University and third parties or for journalistic purposes, as allowed by the DPA;
- p. other instances analogous to the foregoing.

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

How UP Protects Your Personal Information

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

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

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

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

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

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

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

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

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

How We Obtain Your Consent and How You Can Withdraw Consent

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

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

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

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

Your teacher may, with your consent, record class sessions. Such recordings may be made for the following purposes: to enable you or other class members, including those unable to attend the session in real time, to view or review the session to support learning; to enable your teachers to review sessions to improve teaching; and for UP to conduct research and assessment and perform its functions as an academic institution.

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

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

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

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

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

UP processes your personal data through Zoom and other officially approved videoconferencing applications in order to fulfill contractual obligations to you, comply with legal obligations, pursue its legitimate interests and carry out its functions as public authority, including the right and responsibility to exercise academic freedom pursuant to the Constitution, the UP Charter and other applicable laws and regulations.

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

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

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

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

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

On the other hand, your teacher must seek your consent (or that of your parents or guardian if you are a minor) in making available recorded class sessions containing your personal data to other classes or other audiences through a separate email or other equivalent means. Consent must be in written, electronic or recorded form. If you wish to withdraw consent, write or send an email to your teacher, identifying the processing activity for which you are withdrawing consent and attach a copy of your UP ID. Note that consent may be withdrawn only for a processing activity/ies for which consent is the sole applicable lawful ground for such processing.

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

Queries Regarding Data Privacy

We encourage you to visit this site from time to time to see any further updates regarding this privacy notice. We will alert you regarding changes to this notice through this site.

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

UPV Directives on COVID-19

1. UPV Guidelines and Protocols on COVID 19

(Memo No. 2020-03-037, dated March 13, 2020)

- cancellation of activities not crucial to personal or the university's welfare
- suspension of fora, field trips, seminars, and conferences
- use of teleconferencing or chat rooms for group meetings
- disinfection of offices before going home
- avoidance of crowded places; observance of physical distancing, hand hygiene and cough etiquette
- advice for dorm residents to report to the staff on duty any symptoms of flu
- suspension of transient accommodation, group gatherings in the dorm
- designation of entrance/exit gates: Box 1 (Miagao campus) and Infante Gate (Iloilo City campus)
- mandatory observance of safety protocols upon entrance to the university

2. Work Guidelines for Administrative Offices and Facilities Arrangements during Post ECQ Period *(Memo No. RPB 2020-05-058, dated May 15, 2020)*

- single entry/exit gates: Miagao campus - Box 1; Iloilo City campus – Delgado gate
- “No Mask No Entry” policy
- mandatory passing through disinfectant mats/foot baths, thermal scan, hand-washing, registration, and vehicle check upon entrance to the university
- mandatory hand washing/disinfection upon entry to buildings and offices
- mandatory wearing of face masks while inside the offices and during transactions

Office and Classroom Safety and Protection Arrangements:

- daily cleaning and sanitation of classrooms, offices, cafeteria, study areas and the like
- rearrangement of classrooms, cafeterias, and libraries for physical distancing
- minimized use of air conditioning units and opening of windows to allow fresh air to circulate inside the offices and classrooms
- installation of transparent table barriers in offices where frequent face-to-face transactions and interactions are made.
- preference for online transactions

3. Designation of the first Working Day of the Week as Sanitation Day

(Memorandum No. RPB 2020-08-089, dated August 11, 2020)

4. Mandatory Use of Face Shield Inside the Campus in Addition to Wearing of Face Masks *(Memorandum No. RPB 2020-08-099, dated August 27, 2020)*

UPV Directives on COVID-19

5. Information and Advisory on the UPV COVID-19 Situation

(Memorandum No. RPB 2020-08-098, dated August 27, 2020)

a. Immediate and General Responses Taken by the UPV Administration

- mandatory Work From Home Arrangement (WFH) of 60% of the time or equivalent to 3 days per workweek recommended for personnel with comorbidities and vulnerabilities as defined in the DOH protocols
- early departure for employees
- declaration of a mandatory “UPV Sanitation Day” every first working day of the week

b. Specific protocols for Scenario 2 - when infection is within the UPV Community

- referral system – referring an employee suspected to be infected with COVID 19 to the HSU for instructions and referral to the DOH accredited quarantine facility.
- suspension of office work – automatic suspension of transactions in office where the employee is stationed
- automatic work from home (WFH) arrangement - full WFH arrangement for the entire duration of the quarantine period with monitoring by the Office of the Vice-Chancellor for Administration.
- return to work - mandatory examination by the HSU medical team upon return to work for issuance of certification that the employee is COVID free
- constitution of Contact Tracing Team under the supervision of the HSU

c. Specific Protocols for Scenario 3 – when there are selective community lockdowns and closures.

- recognition of the supremacy of the LGU's declaration of a lockdown over the university work arrangements
- allowing employees residing in the restricted areas to work from home (WFH) until the lockdown is lifted.
- requiring employees to report to the HSU for examination and for certification that they are COVID free.

6. Protocols/Standard Procedures should there be COVID 19 Suspects within UPV Offices and UPV Staff Housing *(Memorandum No. RPB 2020-09-101, dated September 3, 2020)*

- immediate reporting of the COVID 19 suspect by the head of unit to HSU for contact tracing and history taking
- contact tracing and commitment of the employee to a quarantine facility
- authorization from the Office of the Chancellor for the temporary closure of the employee's office (Only offices with approval from the said office are allowed localized closure.)
- observance of protocol upon return to work
- for suspects in the UPV Staff Housing - the concerned resident should immediately get in touch with HSU for proper contact tracing.

Memorandum



UNIVERSITY OF THE PHILIPPINES VISAYAS OFFICE OF THE CHANCELLOR



10 September 2020

MEMORANDUM NO. RPB 2020-09-104

T O : All UPV Students in Miagao and Iloilo City Campuses
Through the Deans

SUBJECT : Remote Learning for Students in UP Visayas this
First Semester, AY 2020-2021

X-----X

The following are the important information on remote learning for Students in UP Visayas this First Semester of AY 2020-2021:

1. All courses for the first semester will be delivered remotely through the UPV Learning Management System, a Moodle-based virtual learning environment customized for the teaching and learning needs of UPV faculty and students. It can be accessed at <https://upvisayas.net/lms/login.php>
2. Enrolled students will be provided each an account in the UPV LMS to access courses. Your password and username will be emailed by the UPV LMS Development team to the email address you indicated in the CRS. You may access your courses by logging in to the UPV LMS website at <https://upvisayas.net/lms/login.php>
3. Once logged in, your courses for this semester will be shown on your dashboard. Each course will have a page that contains the course pack or the learning materials prepared by the faculty in charge.
4. Starting today, September 10, all those who completed their enrollment will receive their UPV LMS log-in credentials. You may then start accessing your classes and communicate with your teachers.
5. To help you navigate the LMS platform, a user guide and a video tutorial are available upon log in at the UPV LMS website. A mini-course on remote learning can also be accessed on the site. The course acquaints you with remote learning and provides useful tips on how to be an efficient and effective remote learner.
6. The course packs (full or partial) in printed form or saved in thumb drives will be sent to those who indicated to have poor or no internet connectivity.
7. Important reminder: The course packs are intended for teaching and learning purposes only. They may contain materials that are subject to copyright protection under the Philippine Copyright Law (RA 8293). Reproduction, distribution, or sale of any part of the course packs are not allowed. They are not to be shared nor posted on social media as well. Seek the permission of your instructor for any other use than what is intended.
8. For other concerns, please email any of the following:
 - a. lms.upvisayas@up.edu.ph – for LMS-related concerns
 - b. ovcaa.upvisayas@up.edu.ph -- for academic matters
 - c. our.upvisayas@up.edu.ph – for enrollment-related issues
 - d. osa.upvisayas@up.edu.ph – for student affairs

For your information and guidance.


RICARDO P. BABARAN
Chancellor

New Administration Building, UPV Campus, Miagao, Iloilo
Telefax: (033) 315-9378 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 - Local 102 & 103
Email: oc.upvisayas@up.edu.ph

Memorandum



UNIVERSITY OF THE PHILIPPINES VISAYAS OFFICE OF THE CHANCELLOR



22 March 2018

MEMORANDUM NO. RPB 2018-03-32

T O : All UPV Units, UP-Accredited Student Organizations and
UP-Affiliated Organization

SUBJECT : Use of UP Trademarks, Symbols, Images, Icons, and Other Marks

X-----X

Please be informed that the use of UP Trademarks, Symbols, Images, Icons, and Other Marks as part of the design of any product, for commercial or non-commercial purposes, need University approval. This includes printing of shirts for university activities, blue books, lanyards, etc where the University Seal, Oblation and the likes are used.

Requests for the use of UP Trademarks, Symbols, Images, Icons, and Other Marks must be filed at least three (3) weeks prior to the start of production and must include the following information:

- the specific UP marking to use
- the estimated number of items to produce (maximum of 1,000 pieces per item)
- duration of production (maximum of one year and subject for renewal)

Please address your request with the duly accomplished TTBD Form No. 05, to:

Dr. Rolly G. Fuentes
Vice Chancellor for Research and Extension

Attention: Dr. Concepcion Ponce
Project Leader, UPV TTBD

Also, please be guided by the UP Visual Identity Guidebook (UP VIG)¹ for the proper use of these University symbols for official communications, websites, social media accounts and other materials: <https://www.up.edu.ph/wp-content/uploads/2017/03/VIG-layout-Jan-2017B-compressed.pdf>.

For your information and guidance.


RICARDO P. BABARAN
Chancellor

RPB/PPP/mjs

¹ The UP VIG was approved by the BOR during its 1324th meeting on 26 January 2017.

New Administration Building, UPV Campus, Miagao, Iloilo
Telefax: (033) 315-9378 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 - Local 102 & 103
Email: oc.upvisayas@up.edu.ph

Memorandum



UNIVERSITY OF THE PHILIPPINES VISAYAS
OFFICE OF THE CHANCELLOR



26 September 2016

MEMORANDUM NO. RAE 2016-09-076

TO : ALL STUDENTS
SUBJECT : On Responsible and Judicious Use of Social Networking Sites

X-----X

This is a reminder to all students to be judicious in the use of their personal social networking accounts.

Though these are personal accounts, please be reminded that these social networking sites are powerful and useful tools and should therefore be used with great caution. The nature of Facebook, tweeter and the like is such, that whatever we post in it (thoughts, comments, pictures, etc.) becomes a permanent, irreversible record. Even if we posted something for only a few minutes and have deleted it, our network of friends would have a copy of our post or somebody would have saved or downloaded it, and which could be uploaded again. Moreover, as students of a reputable academic institution, our postings should reflect not only our person but the University's esteemed values of excellence, integrity, respect and professionalism. Using such sites to slander or malign a person with foul and derogatory language definitely go against these values.

Let our postings in social networking sites project positive values and therefore become sources of inspiration and encouragement to those who will see them.

Thank you.

Rommel A. Espinosa
ROMMEL A. ESPINOSA
Chancellor

cc: All Vice Chancellors
All Deans
OSA
OUR
IPO

RAE/eij

New Administration Building, UPV Campus, Miagao, Iloilo
Telefax: (033) 315-9378 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 - Local 102 & 103
Email: upvoc09@gmail.com

Advisory

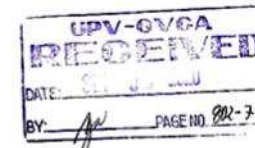


University of the Philippines - Visayas
CASH OFFICE
5023 Miagao, Iloilo, Philippines
Tel No. 3159625/315135 loc. 151/007, E-Mail Address: upvcash@yahoo.com



ADVISORY
MKCO-2020-08-01

Date : August 27, 2020
TO : All Concerned
FROM : The Chief, Cash Office



RE : Payment of Fees/Cash Transfer through Online Deposit to the authorized depository account of U.P. Visayas at Land Bank of the Philippines

As part of our preventive measures against the spread of COVID19, we encourage our clients to avoid face to face or over-the counter payments, instead kindly pay to UPV Land Bank account via bank or fund transfer using the bank details below.

Account Name : U.P. VISAYAS
Account Number: 3052-1015-13
Bank Name : Land Bank of the Philippines (Miagao Branch)

Transactions mentioned above are as follows:

- A. PAYMENT FOR THE REQUEST OF COLLEGE CREDENTIALS
- B. PAYMENT OF LOANED TUITION FEES
- C. PAYMENT OF TUITION & OTHER FEES
- D. PAYMENT OF APPLICATION FEE

Please comply the following instructions for proper acknowledgement of payment :

1. sender/client - to send scanned copy of proof of payment or electronic validation through email: cash.upvisayas@up.edu.ph
2. to indicate complete name and details of payment.

(Example for Tuition fee loan)

| | |
|----------------------|--------------|
| Name: | Juan T. Cruz |
| Student Number: | 2020-12345 |
| Student Loan: | |
| Principal Amount | P3,000.00 |
| Interest on loan | 100.00 |
| Total amount of Loan | P 3,100.00 |

(As per total amount indicated in the CRS)

(Example for Request of College Credentials)

| | |
|---------------|------------------------|
| Name: | Juan T. Cruz |
| College: | CAS |
| Request: | Good Moral P 20.00 |
| | Copy of Grades P 20.00 |
| Total amount: | P 40.00 |

(Example for payment of tuition and other fees such as Residency Fee)

| | |
|------------------|------------------------------------|
| Name: | Juan T. Cruz |
| Student Number: | 2020-12345 |
| School semester: | 2 nd Semester 2020-2021 |
| Remarks: | Tuition fee or Residency Fee |

(Example for payment of Application Fee/Re-admission Fee/LOA)

| | |
|----------|--|
| Name: | Juan T. Cruz |
| College: | CFOS |
| Remarks: | Application Fee or Re-admission fee or LOA |

Reminder: Amount to be deposited must be equal to the total amount billed. Official Receipt (OR) will be issued for every payment made and shall be scanned and emailed back to payee.

Please note that if no information is received, payment/fund transfer will be classified as unidentified deposits and the accountability remains outstanding.

Please be guided accordingly.

Maureen Kay C. Ong
MAUREEN KAY C. ONG
Chief

Noted:
Mary Ann T. Gumban
MARY ANN T. GUMBAN
Vice Chancellor for Administration



Villadolid Hall
College of Fisheries and
Ocean Sciences
(Miagao Campus)



Tomas Fonacier Building
College of Arts and Sciences
(Miagao Campus)



New SoTech Building
School of Technology
(Miagao Campus)



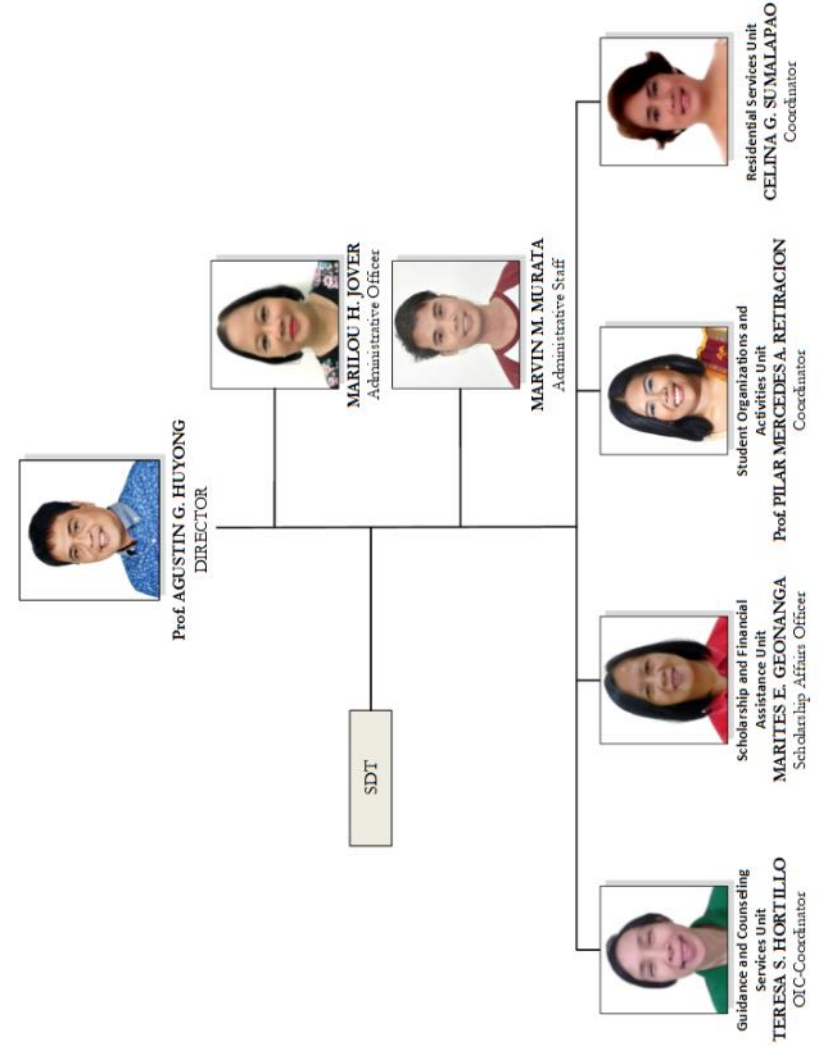
CM Building
College of Management
(Iloilo City Campus)



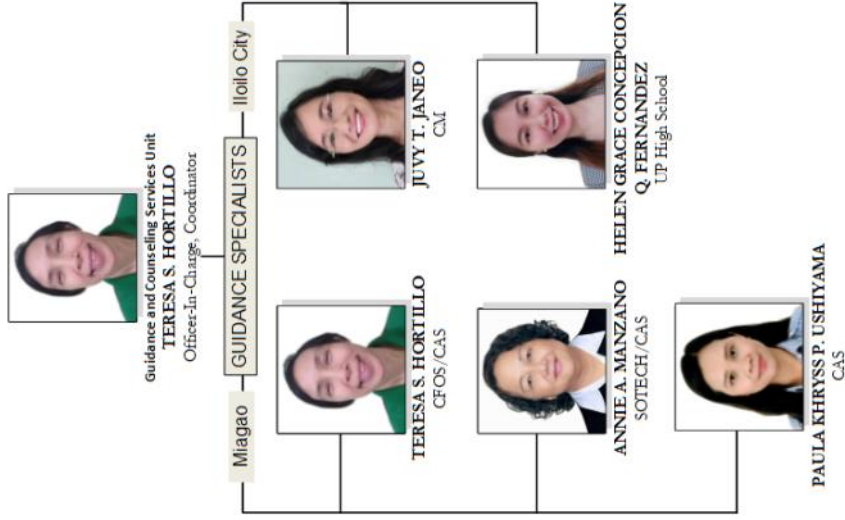
UPVTC AS Building
UPV Tacloban College
(Tacloban City Campus)

Organizational Charts

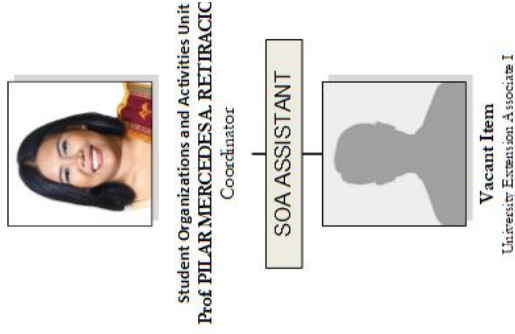
OFFICE OF STUDENT AFFAIRS



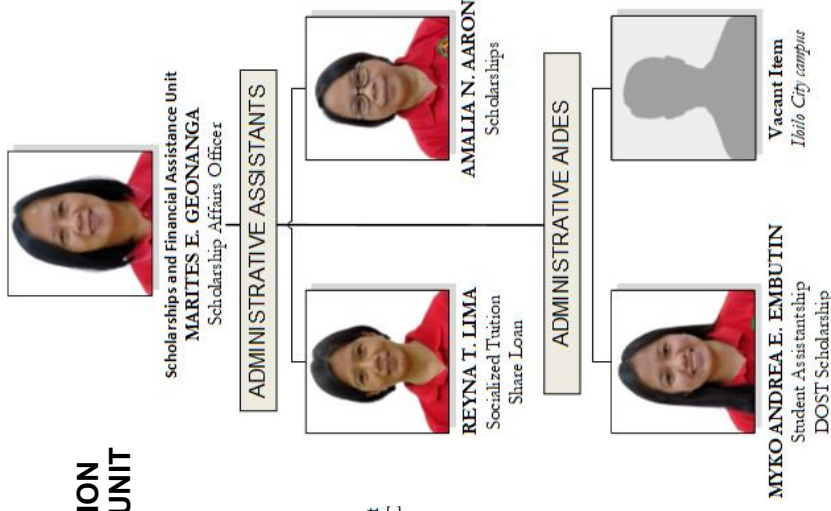
GUIDANCE AND COUNSELING SERVICES UNIT (GCSU)



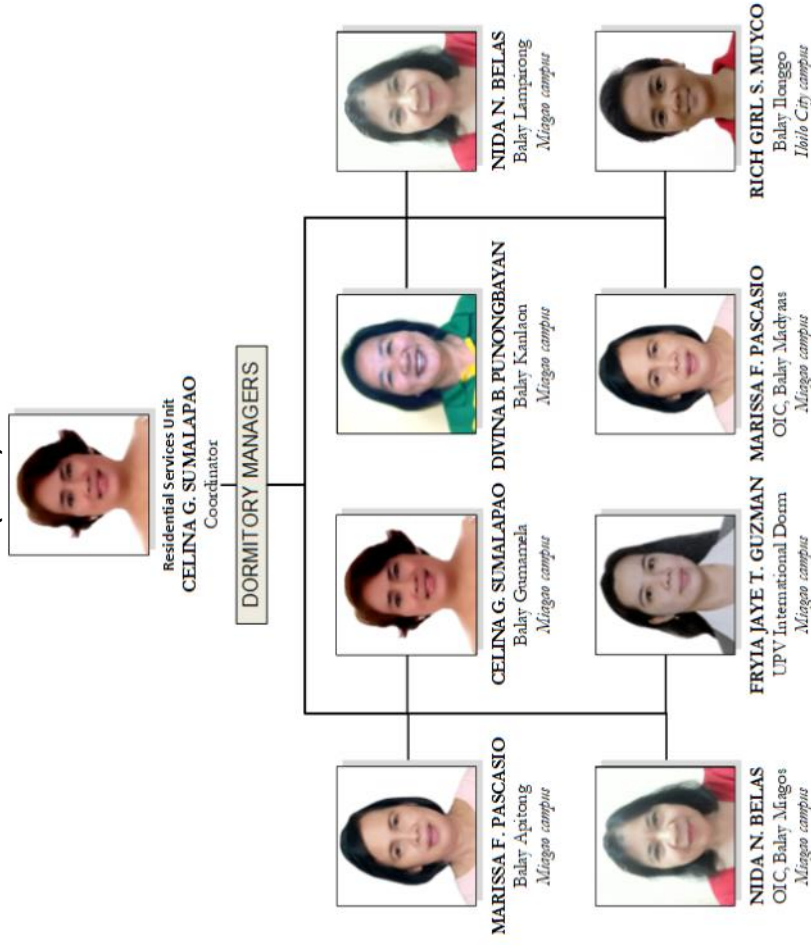
STUDENT ORGANIZATION AND ACTIVITIES (SOA) UNIT



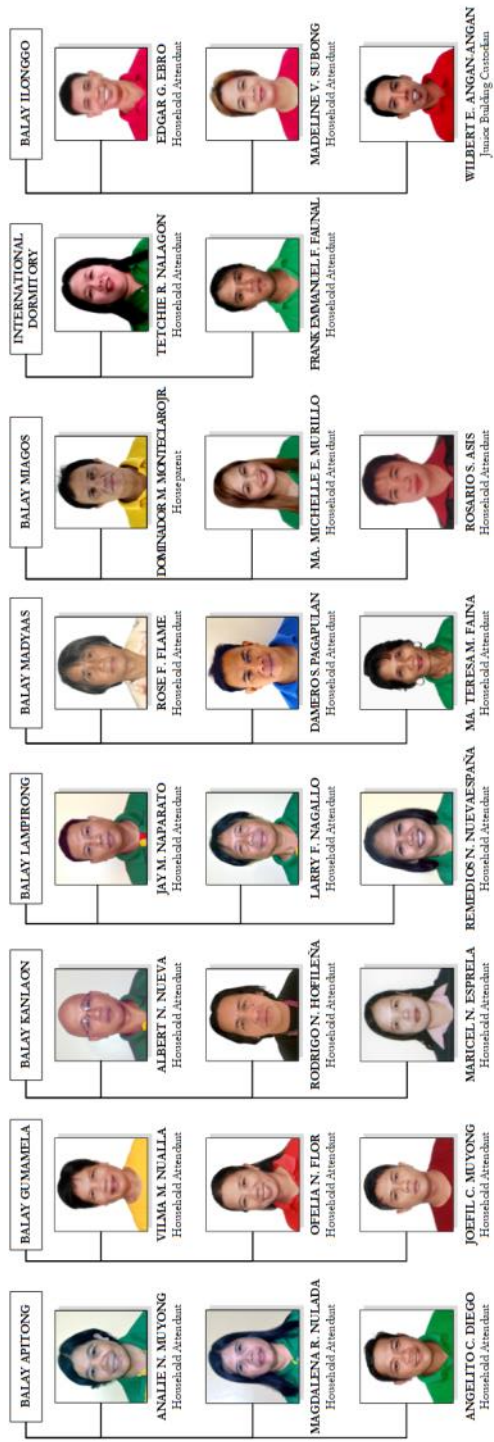
SCHOLARSHIP AND FINANCIAL ASSISTANCE UNIT (SFAU)



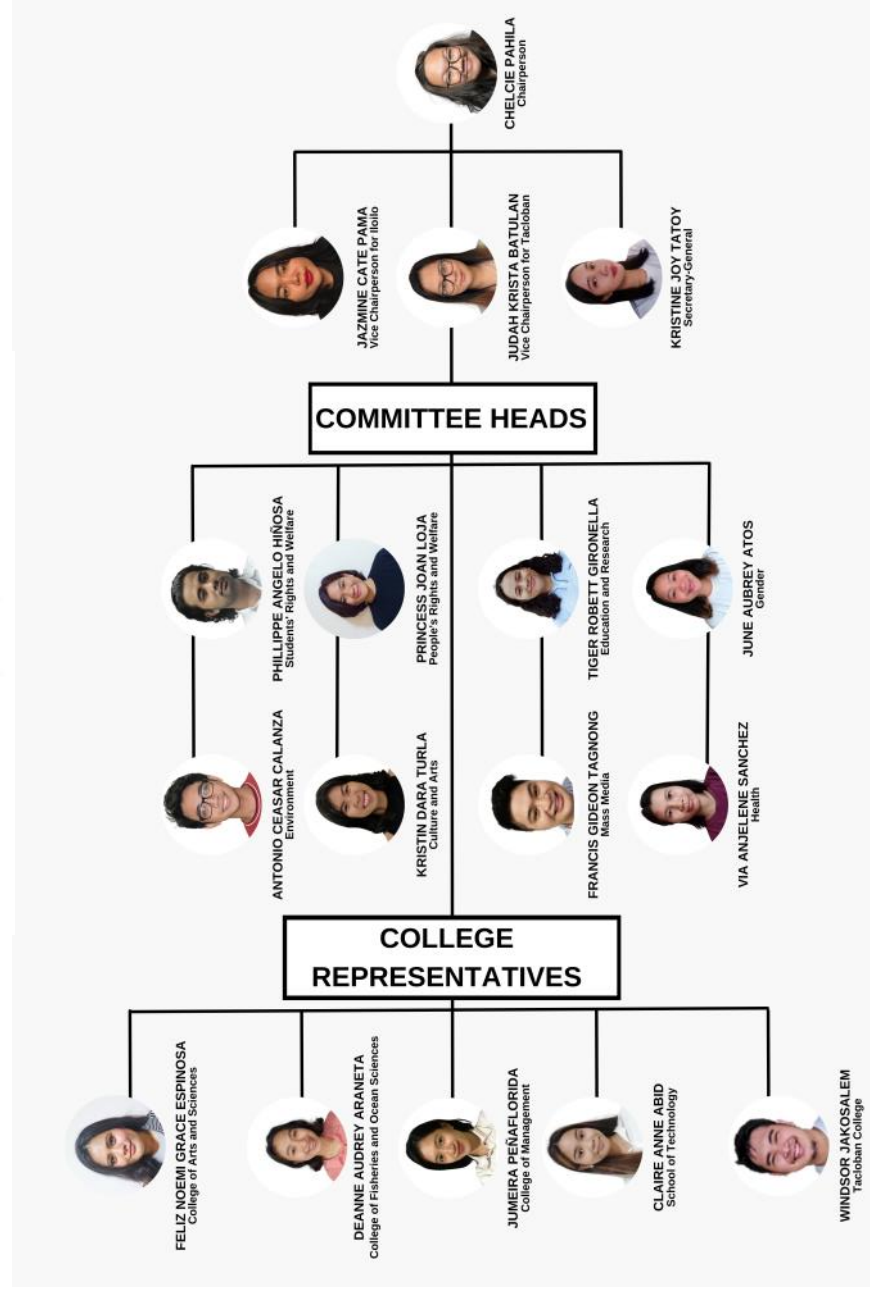
RESIDENCE SERVICES UNIT (RSU)



HOUSEHOLD ATTENDANTS IN THE DIFFERENT DORMITORIES



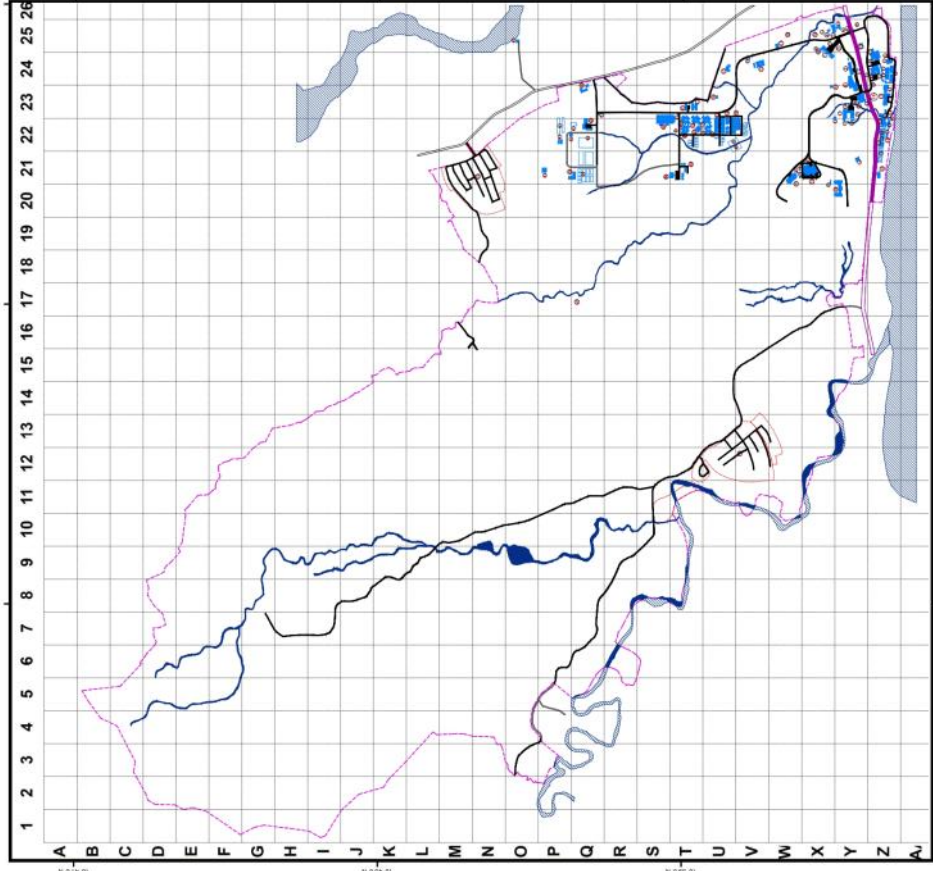
UNIVERSITY STUDENT COUNCIL (USC)



UPV Miagao Campus Guide



UNIVERSITY OF THE PHILIPPINES
VISAYAS
MIAGAO CAMPUS
ACTUAL FACILITIES MAP



SCALE 1:20,000
COORDINATE SYSTEM: UNIVERSAL TRANSVERS MERCATOR 51N,
DATUM: WGS 1984
UNITS: METERS

- LEGEND:**
EXISTING:
- 1 OFFICE BUILDING
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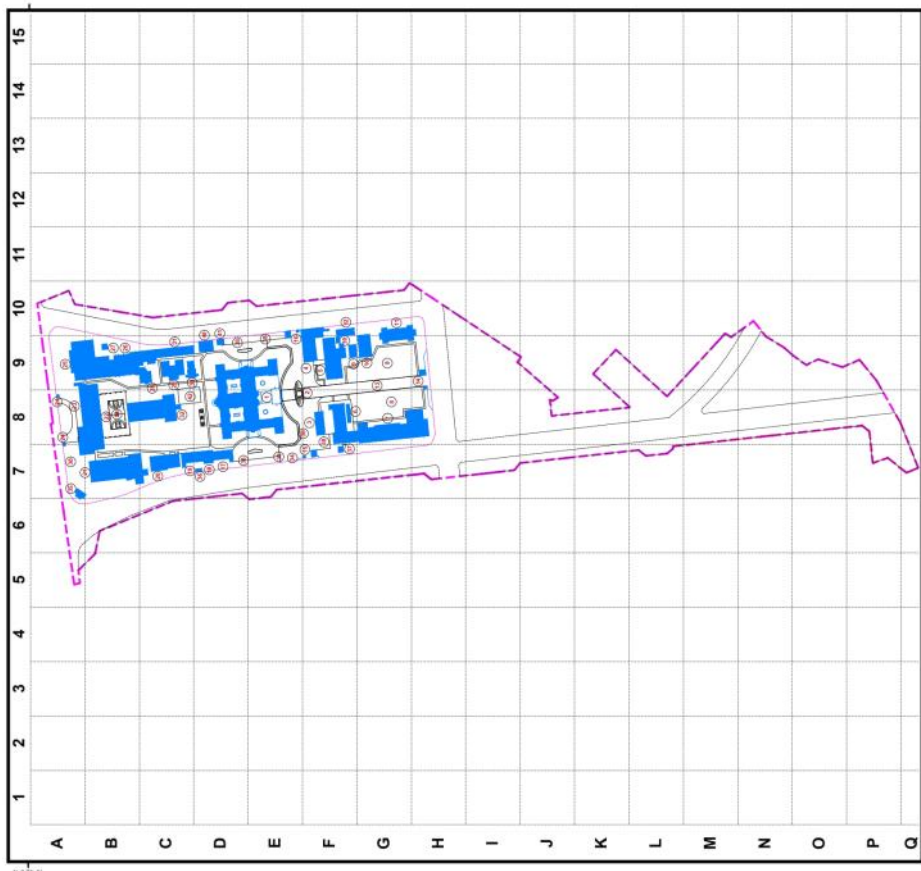


Source:
R. Sillan Surveying Services, COMD-UPV, OVCDD-UPV

UPV Iloilo City Campus Guide



UNIVERSITY OF THE PHILIPPINES
VISAYAS
ILOILO CITY CAMPUS
ACTUAL FACILITIES MAP



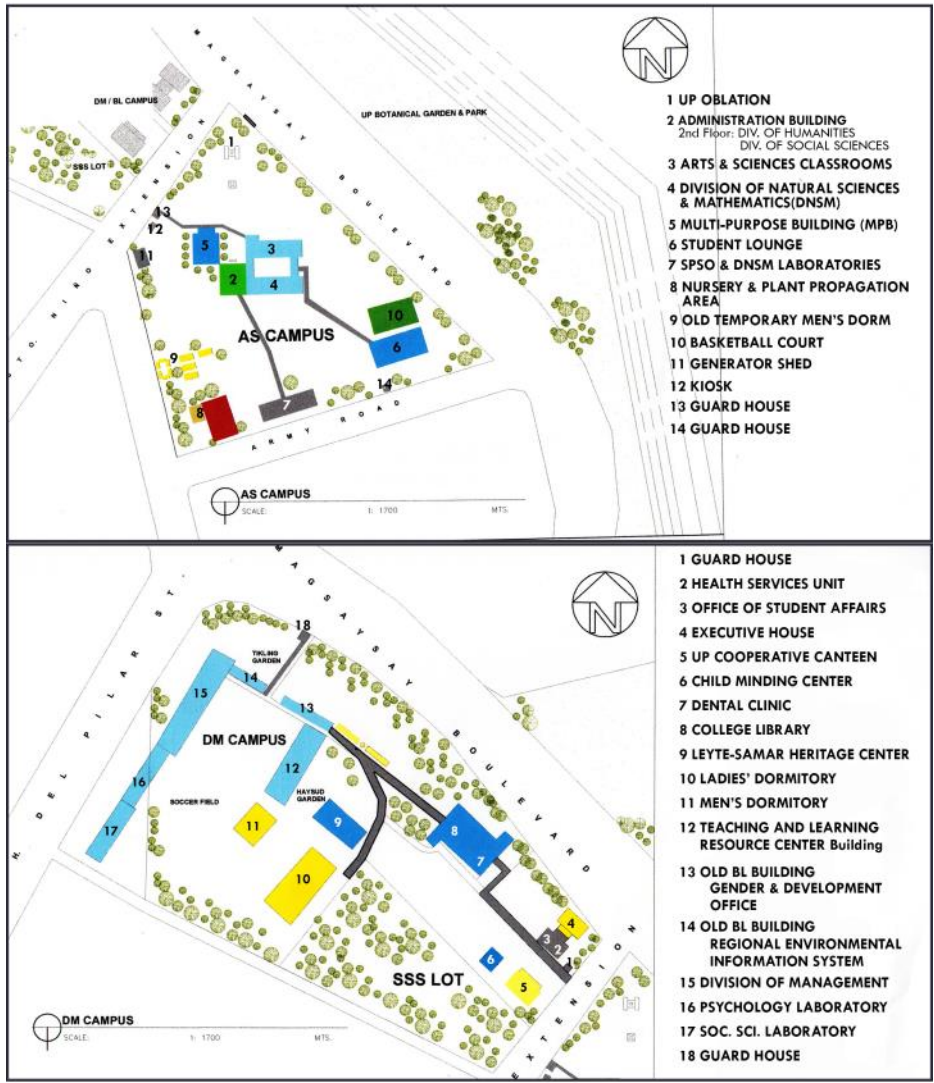
SCALE 1:3,000
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DATUM: WGS 1984
UNITS: METERS

- LEGEND:**
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Source:
R. Sillan Surveying Services, COMD-UPV, OVCDD-UPV

UPV Tacloban City Campus Guide



UPV Student Mental Health Network

MENTAL HEALTH PROBLEMS OR CONCERNS

Teresa S. Hortillo, RGC
Office Address: Guidance and Counseling Services Unit,
Office of Student Affairs, UP Visayas, Miagao, Iloilo
Contact Details: tshortillo@up.edu.ph | gss.upvisayas@up.edu.ph
09616092947
Availability of Service: Monday to Friday; 9:00am - 3:00pm
Applicable Fees: Free for UP Students

Juvy T. Janeo, RGC
Office Address: Guidance and Counseling Services Unit,
Office of Student Affairs, UP Visayas, Miagao, Iloilo
Contact Details: jtjaneo@up.edu.ph | gss.upvisayas@up.edu.ph
09102834779
Availability of Service: Monday to Friday; 9:00am - 3:00pm
Applicable Fees: Free for UP Students

Annie A. Manzano, RGC
Office Address: Guidance and Counseling Services Unit,
Office of Student Affairs, UP Visayas, Miagao, Iloilo
Contact Details: aamanzano@up.edu.ph | gss.upvisayas@up.edu.ph
09617883932
Availability of Service: Monday to Friday; 9:00am - 3:00pm
Applicable Fees: Free for UP Students

Paula Khryss P. Ushiyama, RGC
Office Address: Guidance and Counseling Services Unit,
Office of Student Affairs, UP Visayas, Miagao, Iloilo
Contact Details: ppushiyama@up.edu.ph | gss.upvisayas@up.edu.ph
09992236498
Availability of Service: Monday to Friday; 9:00am - 3:00pm
Applicable Fees: Free for UP Students

Helen Grace Concepcion Q. Fernandez, RGC
Office Address: Guidance and Counseling Services Unit,
Office of Student Affairs, UP Visayas, Miagao, Iloilo
Contact Details: uphsiguidanceservices.upv@up.edu.ph
09690333531
Availability of Service: Monday to Friday; 9:00am - 3:00pm
Applicable Fees: Free for UP Students

UPV Student Mental Health Network

| | |
|---|---|
| Johnrev B. Guilaran, PhD (Clinical Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | jbguilaran@up.edu.ph |
| <i>Availability of Service:</i> | Mondays and Wednesdays; 10:00am - 11:30am |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|--|---|
| Prof. Agustin G. Huyong (Social Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | aghuyong2@up.edu.ph |
| <i>Availability of Service:</i> | By Appointment |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|--|---|
| Ms. Augil Marie Q. Robles (Social Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | aqrobles@up.edu.ph (033) 513-7012 |
| <i>Availability of Service:</i> | Tuesday and Wednesday; 1:00pm - 5:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---|---|
| Ms. Jee Grace B. Suyo (Environmental Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | jbsuyo@up.edu.ph |
| <i>Availability of Service:</i> | Wednesday; 10:00am - 12:00nn |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|--|---|
| Prof. Darius N. Salaum (Developmental Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | dnsalaum@up.edu.ph 09177170241 |
| <i>Availability of Service:</i> | Every Wednesday |
| <i>Applicable Fees:</i> | Free for UP Students |

UPV Student Mental Health Network

| | |
|---|---|
| Ms. Elizabeth A. Toledo, MPsy, Rpm (Counseling Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | etoledo@up.edu.ph |
| <i>Availability of Service:</i> | Tuesday and Friday; 3:00pm - 5:00pm Wednesday; 8:00am - 10:00am |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---|--|
| UPV Health Services Unit/UPV Infirmary (Miagao campus) | |
| <i>Office Address:</i> | UPV Health Services Unit, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | Landline: (033) 315-8301 Globe: 0956994613 Smart: 09185641942 hsu-mia@upv.edu.ph, hsumiagaomedical@gmail.com |
| <i>Availability of Service:</i> | 24 hours (UPV Infirmary in Miagao campus) |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|--|--|
| UPV Health Services Unit/UPV Infirmary (Iloilo City campus) | |
| <i>Office Address:</i> | UPV Health Services Unit, UP Visayas, Iloilo City |
| <i>Contact Details:</i> | hsu-ic.upvisayaas@up.edu.ph |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm (Iloilo City campus) |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---------------------------------------|--|
| UPV Psycho-Social Support Team | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | upv.psychosocial.sup@gmail.com |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

MENTAL DISORDER

| | |
|--|---|
| Western Visayas Medical Center-Psychiatry | |
| <i>Office Address:</i> | Department of Psychiatry, Western Visayas Medical Center Q. Abeto Street, Mandurriao, Iloilo City |
| <i>Contact Details:</i> | 09310251276 wvmcpsychiatry@gmail.com |
| <i>Availability of Service:</i> | Monday to Thursday; 8:00am - 5:00pm Friday; 9:00am - 5:00pm (Telepsychiatry) |
| <i>Applicable Fees:</i> | With consultation fee |

UPV Student Mental Health Network

| | |
|---|---|
| Diosdado V. Amargo, Jr., MD (Adult Psychiatry) | |
| <i>Office Address:</i> | Room 238 Spice Building, Saint Paul's Hospital Iloilo, General Luna Street, Iloilo City |
| <i>Contact Details:</i> | 09176345887 amargodiosdado@gmail.com |
| <i>Availability of Service:</i> | By appointment to be scheduled through calling (033) 337 2741 local 8238 |
| <i>Applicable Fees:</i> | Free or discounted rate based on the capacity to pay of the student |

| | |
|---|---|
| Daisy C. Daquilanea, MD (Psychiatry) | |
| <i>Office Address:</i> | Qualimed Hospital - Iloilo, 3rd Floor, MedExcel Clinic, Mandurriao, Iloilo City |
| <i>Contact Details:</i> | 09285000259 dshrink2002@yahoo.com |
| <i>Availability of Service:</i> | By appointment online (no face to face consultation) Tuesday; 4:00pm - 6:00pm |
| <i>Applicable Fees:</i> | With consultation fee |

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| Dr. Japhet G. Fernandez De Leon, MD (Child and Adolescent Psychiatry) | |
| <i>Office Address:</i> | 207 Medical Arts Condominium, Iloilo Doctors Hospital, |
| <i>Contact Details:</i> | 09189247924 |
| <i>Availability of Service:</i> | By appointment, every Tuesday, Thursday and Saturday |
| <i>Applicable Fees:</i> | With consultation fee |

| | |
|---|---|
| Henrietta C. Española, MD (Adult Psychiatry) | |
| <i>Office Address:</i> | Room 238 Spice Building, Saint Paul's Hospital Iloilo, General Luna Street, Iloilo City |
| <i>Contact Details:</i> | (033) 337-2742 to 45 local 8238 Henrietta_spl@yahoo.com |
| <i>Availability of Service:</i> | By appointment through Ms. Cheryl Alinab (Clinic Secretary); No online consultation |
| <i>Applicable Fees:</i> | With consultation fee |

UPV Student Mental Health Network

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|--|---|
| Ruel E. Malata, MD (General Psychiatry, Addiction Psychiatry) | |
| <i>Office Address:</i> | Room 249 Spice Building, Saint Paul's Hospital Iloilo, General Luna Street, Iloilo City |
| <i>Contact Details:</i> | (033) 337-2741 to 45 local 8249 09171648955 |
| <i>Availability of Service:</i> | Monday, Wednesday and Friday; 10:00am—2:00pm Tuesday and Thursday; 3:00pm - 5:00pm Online consultations by appointment through Clinic Secretary: Margie |
| <i>Applicable Fees:</i> | With consultation fee |

| | |
|--|---|
| Aimee G. Chua, MD (Child and Adolescent Psychiatry, General Psychiatry) | |
| <i>Office Address:</i> | Room 249 Spice Building, Saint Paul's Hospital Iloilo, General Luna Street, Iloilo City |
| <i>Contact Details:</i> | (033) 337-27421 to 45 local 8249 aimeechua2000@yahoo.com |
| <i>Availability of Service:</i> | Mondays, Thursdays, Saturdays (by appointment) |
| <i>Applicable Fees:</i> | Socialized fees, usually P1000 for initial consult, P800 subsequent |

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|--|--|
| West Visayas State University Medical Center - Department of Psychiatry | |
| <i>Office Address:</i> | West Visayas State University Medical Center E. Lopez Street, Jaro, Iloilo City |
| <i>Contact Details:</i> | 09064571619 |
| <i>Availability of Service:</i> | During office hours on weekdays except during holidays |
| <i>Applicable Fees:</i> | Free |

PSYCHOSOCIAL REHABILITATION

| | |
|---------------------------------|---|
| Teresa S. Hortillo, RGC | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | tshortillo@up.edu.ph gss.upvisayas@up.edu.ph 09616092947 |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

UPV Student Mental Health Network

| | |
|---------------------------------|---|
| Juvy T. Janeo, RGC | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | jtjaneo@up.edu.ph gss.upvisayas@up.edu.ph 09102834779 |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---------------------------------|---|
| Annie A. Manzano, RGC | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | aamanzano@up.edu.ph gss.upvisayas@up.edu.ph 09617883932 |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|--------------------------------------|---|
| Paula Khryss P. Ushiyama, RGC | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | ppushiyama@up.edu.ph gss.upvisayas@up.edu.ph 09992236498 |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---|---|
| Helen Grace Concepcion Q. Fernandez, RGC | |
| <i>Office Address:</i> | Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | hqfernandez@up.edu.ph gss.upvisayas@up.edu.ph 09690333531 |
| <i>Availability of Service:</i> | Monday to Friday; 9:00am - 3:00pm |
| <i>Applicable Fees:</i> | Free for UP Students |

| | |
|---|--|
| Johnrev B. Guilaran, PhD (Clinical Psychology) | |
| <i>Office Address:</i> | Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo |
| <i>Contact Details:</i> | jbguilaran@up.edu.ph |
| <i>Availability of Service:</i> | Mondays and Wednesdays; 10:00am - 11:30am |
| <i>Applicable Fees:</i> | Free for UP Students |

UPV Student Helpdesk Directory

ACADEMIC CONCERNS

| | |
|---|--|
| CFOS Office of the College Secretary | |
| <i>Office Address:</i> | Office of the College Secretary College of Fisheries and Ocean Sciences, UP Visayas, Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 315 9631 loc. 205 and 206 |
| <i>Email address:</i> | cfos-sec.upvisayas@up.edu.ph |
| <i>Social Media Account:</i> | https://www.facebook.com/ocs.cfosupv |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Persons:</i> | <ul style="list-style-type: none"> • <i>Enrollment,</i> Edward Jeogarty emjeogarty@up.edu.ph • <i>, grade completion,</i> Ademel Sevilla acsevilla@up.edu.ph • <i>LOA, MRR, graduation</i> • <i>Scholarships</i> Edward Jeogarty emjeogarty@up.edu.ph |

| | |
|---|--|
| SoTech Office of the College Secretary | |
| <i>Office Address:</i> | Office of the College Secretary, New SoTech Building, UP Visayas, Miagao, Iloilo |
| <i>Telephone Number:</i> | None |
| <i>Email address:</i> | sotech-sec.upvisayas@up.edu.ph |
| <i>Social Media Account:</i> | https://www.facebook.com/SotechSecOffice |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Persons:</i> | <ul style="list-style-type: none"> • <i>Requests for copy of grades, shifting, registration, dropping, grade completion, certificates</i> Marlene Alturino |

UPV Student Helpdesk Directory

CAS Office of the College Secretary

Office Address: Office of the College Secretary,
Tomas Fonacier Bldg. (CAS Bldg.) Basement,
UP Visayas, Miagao, Iloilo

Telephone Number: (033) 315 9625; (033) 315 9631 loc 178 or 175

Email address: cas-sec.upvisayas@up.edu.ph

Social Media Account: <https://www.facebook.com/UPV.CAS.OCS>
<https://casofficeofcolsec.wordpress.com>

Availability of Service: Monday to Friday: 8:30am - 3:00pm

Contact Persons:

- *Shifting, Waiver of MRR, Dropping, Completion/ Removal, LOA, Request for certificates* **Maritess Ferraris**
Enrique Legaspi III
Hannah Liza Novesteros

CM Office of the College Secretary

Office Address: Office of the College Secretary, College of Management,
2/F CM Building, UPV Iloilo City campus,
Gen. Luna St., Iloilo City

Telephone Number: (033) 336 5560

Mobile numbers: Incoming calls only:
(available during enlistment and enrollment period) 0966 167 7606 (Globe)
0919 501 4540 (Smart)

Email address: cm-sec.upvisayas@up.edu.ph

Social Media Account: <https://www.facebook.com/upvcm.collegesec>

Availability of Service: Monday to Friday; 8:00am - 4:00pm

Contact Persons:

- *Enrolment, Shifting* **Theresa dela Cruz**
- *Grades Completion, Graduation concerns:* **Arlene Castro**
Erna Doromal

UPV Student Helpdesk Directory

Office of the University Registrar

Office Address: Office of the University Registrar,
New Administration Bldg., UP Visayas, Miagao, Iloilo

Telephone Number: Direct Line: (033) 315 8556
Trunklines: (033) 315 9625, 315 9631-32 loc. 191-193

Email address: our.upvisayas@up.edu.ph

Website: www.crs.upv.edu.ph

Social Media Account: <https://www.facebook.com/ourupvisayas>

Availability of Service: Monday to Friday; 8:00am - 4:00pm

Contact Persons:

- *UPCAT matters, Admission through UPCAT, Admission of Foreign and Filipino High School Graduates from Abroad (Automatic Admission), Application for Admission of Foreign Students to UPV, Transfer to UPV, Admission of non-degree/ second degree/special students, Issuance of Admission Slip:*
Charito Gavadan
Trunkline: Local 191; Email: admissions.our.upvisayas@up.edu.ph
- *Student Records Evaluation, Graduation requirements, Verification of student records, Issuance of Clearance, Class ranking, Certification for CHED and other scholarships, Certification for cross registrants from other schools/universities, and Request for Change of Name:*
Herbert Nalagay (CAS/CFOS/ SOTECH)
Febe Miayo (CM)
Denivi Hazel Medida (UPVTC)
Trunkline: Local 192 & 193
- *Issuance of original Official Transcript of Records and Diploma, Authenticated Official Transcript of Records and Diploma, Certified Diploma Text, English Translation of Diploma, and Letter of No Objection:*
Rosalie Piccio (CFOS, SOTECH, UPVTC, and UP CC)
Ana Liza Subade (CAS and CM)
Althea Jule Juanito (Incoming and Outgoing)
Trunkline: Local 191
- *Issuance of the following Certifications: Certificate of Course Description, General Weighted Average or Grade Point Average, Graduation, Certification Authentication and Verification (CAV), Medium of Instruction, Units Earned, No Special Order, PhilSAT, Grading System, Prospective Candidate for Graduation, Honorable Dismissal or Certificate of Transfer Credentials, and Re-assessment Slip for Refund:*
Angeline Nuevaespaña
Trunkline: Local 191

UPV Student Helpdesk Directory

UPV Student Helpdesk Directory

LEARNING RESOURCES

| Computerized Registration and Student Information System (CRSIS) | |
|---|---|
| Office Address: | Computerized Registration and Student Information System (CRSIS), Villadolid Hall, UP Visayas, Miagao, Iloilo |
| Telephone Number: | Trunklines: (033) 315 9625, (033) 315 9631, & (033) 315 9632; local 190 |
| Email address: | crs.upvisayas@up.edu.ph |
| Website: | www.crs.upv.edu.ph |
| Social Media Account: | https://www.facebook.com/upvisayas.crsis |
| Availability of Service: | Monday to Friday; 8:00am - 4:00pm |
| Contact Persons: | |
| <ul style="list-style-type: none"> • <i>Online Enrollment Guidelines/Flow Chart, Issuance of CRSIS login credentials, Student ID, and other CRSIS concerns</i> | Rina-Joy Ambatang Fermar Novilla |

| Teaching and Learning Resource Center (TLRC) | |
|--|---|
| Office Address: | Teaching and Learning Resource Center (TLRC) Main Office, College Union Building (CUB) Basement, University of the Philippines Visayas, Miagao, Iloilo |
| | Interactive Learning Program (ILP), College of Arts and Sciences (Tomas Fonacier Building) Basement University of the Philippines Visayas, Miagao, Iloilo |
| Telephone Number: | (033) 315 8908 local 248 (Main Office) (033) 315-8908 local 411 (ILP) |
| Email address: | lrc@upv.edu.ph; lrc.upvisayas@up.edu.ph |
| Website: | https://upvtlrc.byethost7.com |
| Social Media Account: | https://www.facebook.com/upvtlrc |
| Social Media Helpdesk Account | https://www.facebook.com/UPVTLRCTeletab |
| Availability of Service: | Monday to Friday; 8:00am - 4:00pm |
| Contact Persons: | |
| <ul style="list-style-type: none"> • <i>Bridge Program</i> | Sharon G. Nillana Czar Ian Angel Esquivel lrc.upvisayas@up.edu.ph |
| <ul style="list-style-type: none"> • <i>Trainings and Webinars</i> | Sharon G. Nillana Czar Ian Angel Esquivel lrc.upvisayas@up.edu.ph |
| <ul style="list-style-type: none"> • <i>GE Portal & UPV LMS</i> | Michael Anthony Remotin Czar Ian Angel Esquivel Online Helpdesk: https://www.facebook.com/TLRCTeletab |
| <ul style="list-style-type: none"> • <i>TELETAB Online</i> • <i>Helpdesk Assistant</i> | Michael Anthony Remotin Czar Ian Angel Esquivel Online Helpdesk: https://www.facebook.com/TLRCTeletab |
| <ul style="list-style-type: none"> • <i>Re-BOOT (Recording Booth for asynchronous class)</i> | Michael Anthony Remotin |
| <ul style="list-style-type: none"> • <i>i-Tutor (online tutorial registration)</i> | Sharon G. Nillana Czar Ian Angel Esquivel |
| <ul style="list-style-type: none"> • <i>Learning Space (for internet connectivity, computer use, & printing & photocopying services) and Audio-Visual Rooms</i> | John Eric Cayona Michael Anthony Remotin |
| <ul style="list-style-type: none"> • <i>AWOLs (Access to Webinars and Other Learning Resources)</i> | Czar Ian Angel Esquivel |
| <ul style="list-style-type: none"> • <i>Plagiarism Scanning Services</i> | Czar Ian Angel Esquivel |

LEARNING MANAGEMENT SYSTEM CONCERNS

| Learning Management System (LMS) Team | |
|---------------------------------------|---|
| Office Address: | University of the Philippines Visayas, Miagao, Iloilo |
| Email address: | lms.upvisayas@up.edu.ph |
| Availability of Service: | Monday to Friday; 8:00am - 4:00pm vial email |

UPV Student Helpdesk Directory

| University Library | |
|--|--|
| <i>Office Address:</i> | <u>Miagao campus:</u> University Library, University of the Philippines Visayas Miagao, Iloilo |
| | <u>Iloilo City campus:</u> University Library, UPV Iloilo City campus, Gen. Luna St., Iloilo City |
| <i>Telephone Number:</i> | (033) 315 8360 |
| <i>Email address:</i> | lib.upvisayas@up.edu.ph |
| <i>Website:</i> | https://library.upv.edu.ph |
| <i>Social Media Account:</i> | https://www.facebook.com/UPVUniversityLibrary |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm <i>Graduate Library:</i> Monday to Saturday: 8:00am – 4:00pm |
| <i>Contact Persons:</i> | |
| • <i>Main Library</i> | Sharon Rose Galorport Jason Sedantes |
| • <i>College of Arts and Sciences Library</i> | Elsa Surmieda caslib.upvisayas@up.edu.ph |
| • <i>College of Fisheries and Ocean Sciences Library</i> | Anna Lisa Erazo cfoslib.upvisayas@up.edu.ph |
| • <i>College of Management Library</i> | Sophia Diasanta cmlib.upvisayas@up.edu.ph |
| • <i>High School Library</i> | Yvonne Genciane Salvacion Ojera hslib.upvisayas@up.edu.ph |
| • <i>Graduate Library</i> | Prosamel Salcedo gradlib.upvisayas@up.edu.ph |

UPV Student Helpdesk Directory

INFORMATION AND TECHNOLOGY CONCERNS

| Data and Information Systems Program (DISP) | |
|---|---|
| <i>Office Address:</i> | Data and Information Systems Program Office, Villadolid Hall, UP Visayas, Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 315 9632 local 173 |
| <i>Email address:</i> | disp.upvisayas@up.edu.ph |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm vial email |
| <i>Contact Persons:</i> | |
| • <i>UP Email</i> | Wilfredo L. Palete Jr. |
| • <i>In campus WIFI access</i> | Rico D. Hortillo rdhortillo@up.edu.ph |

STUDENT SERVICES

| Office of Student Affairs | |
|------------------------------------|---|
| <i>Office Address:</i> | Office of Student Affairs, College Union Bldg., UP Visayas, Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 513 7019; (033) 315 9631 local 167 |
| <i>Email address:</i> | osa.upvisayas@up.edu.ph |
| <i>Social Media Account:</i> | https://www.facebook.com/upvosa |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Persons:</i> | |
| • <i>Issuance of certification</i> | Marvin Murata Marilou H. Jover |

| Student Organizations & Activities (SOA) Unit | |
|---|--|
| <i>Office Address:</i> | Student Organization and Activities Office, College Union Bldg., UP Visayas, Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 513 7019; (033) 315 9631 local 167 |
| <i>Email address:</i> | soa.upvisayas@up.edu.ph |
| <i>Social Media Account:</i> | https://www.facebook.com/upvsoa |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Person:</i> | Rich Girl S. Muyco , temporarily detailed |

UPV Student Helpdesk Directory

Scholarship and Financial Assistance (SFA) Unit

Office Address: Socialized Tuition Office, CUB Basement,
UP Visayas, Miagao, Iloilo

Telephone Number: (033) 513 7019; (033) 315 9631 local 168

Email address: sts.visayas@up.edu.ph

Social Media Account: <https://www.facebook.com/upvsto>

Availability of Service: Monday to Friday; 8:00am - 4:00pm

Contact Persons:

- SLAS Online, Share loan **Reyna T. Lima**
- Scholarships **Amalia N. Aaron**
- Student Assistant, DOST **Myko Andrea E. Embutin**

Guidance and Counseling Services (GCS) Unit

Office Address: Office of Student Affairs,
College Union Bldg., UP Visayas, Miagao, Iloilo

Telephone Number: *Miagao campus:* (033) 513 7019; 315 9631 loc 167-168
Iloilo City campus: (033) 337 6582

Email address: gss.upvisayas@up.edu.ph

Social Media Account: <https://www.facebook.com/upvgss>

Availability of Service: Monday to Friday; 9:00am - 3:00pm

Contact Persons:

- CM (BS Accountancy, BSBA Marketing and BS Management) **Juvy T. Janeo**, RGC
jtjaneo@up.edu.ph
09102834779
- CFOS (BS Fisheries) & CAS (BS App Math, BS Chem, and BS Stat) **Teresa S. Hortillo**, RGC
tshortillo@up.edu.ph
09616092947
- SoTech (BS ChE and BS Food Tech) & CAS (BS Econ, BA Pol Sci, BA Hist) **Annie A. Manzano**, RGC
aamanzano@up.edu.ph
09617883932
- CAS (BS PH, BS Comp Sci, BA CMS, BA Psych, BA Socio, BA CommDev, and BA Lit) **Paula Khryss P. Ushiyama**, RGC
ppushiyama@up.edu.ph
09992236498
- UP High School in Iloilo **Helen Grace Concepcion Q. Fernandez**, RGC
uphsiguidanceservices.upv@up.edu.ph
09690333531

UPV Student Helpdesk Directory

Residential Services Unit (RSU)

Availability of Service: Monday to Friday; 8:00am - 4:00pm

Contact Persons:

- *Balay Apitong* **Marissa F. Pascasio**
Balay Apitong, UP Visayas, Miagao, Iloilo
(033) 315 8359, trunkline (033) 315-9632 local 221
- *Balay Lampirong* **Nida N. Belas**
Balay Lampirong, UP Visayas, Miagao, Iloilo
(033) 315 8358, trunkline (033) 315-9632 local 224
- *Balay Kanlaon* **Divina B. Punongbayan**
Balay Kanlaon, UP Visayas, Miagao, Iloilo
(033) 315 8357, trunkline (033) 315-9632 local 129
- *Balay Gumamela* **Celina G. Sumalapao**
Balay Gumamela, UP Visayas, Miagao, Iloilo
(033) 315 8153, trunkline (033) 315-9632 local 225
- *Balay Madyaas* **Marissa F. Pascasio, Officer-in-Charge**
Balay Madyaas, UP Visayas, Miagao, Iloilo
(033) 315 8161, trunkline (033) 315-9632 local 223
- *Balay Miagos* **Nida N. Belas, Officer-in-Charge**
Balay Miagos, UP Visayas, Miagao, Iloilo
(033) 315 9631 local 309
- *Balay Ilonggo* **Rich Girl S. Muyco**
Balay Ilonggo, UP Visayas, Iloilo City campus,
Gen. Luna St., Iloilo City
(033) 332 7246
ilonggo.upvisayas@up.edu.ph
- *UPV International Dorm* **Fryia Jaye T. Guzman**
UPV International Dorm, UP Visayas, Miagao, Iloilo
(033) 332 7248, trunkline (033) 315-9632 local 309

UPV Student Helpdesk Directory

SEXUAL HARASSMENT, DOMESTIC VIOLENCE, AND GENDER-BASED VIOLENCE CASES

| Office of Anti-Sexual Harassment | |
|----------------------------------|--|
| <i>Office Address:</i> | UPV Office of Anti-Sexual Harassment, UPV Iloilo City campus, General Luna Street, Iloilo City |
| <i>Telephone Number:</i> | (033) 509 0980; (033) 335 1702 |
| <i>Email address:</i> | asho.upvisayas@up.edu.ph |
| <i>Social Media Account:</i> | UPV Office of Anti-Sexual Harassment |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Person:</i> | Dr. Farisal U. Bagsit |

| Gender and Development Program | |
|---------------------------------|---|
| <i>Office Address:</i> | Gender and Development Program UPV Iloilo City campus, General Luna Street, Iloilo City |
| <i>Telephone Number:</i> | (033) 509 0980; (033) 335 1702 |
| <i>Social Media Account:</i> | UPV Gender and Development Program |
| <i>Email address:</i> | gdp.upvisayas@up.edu.ph bbcmc.upvisayas@up.edu.ph |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Person:</i> | Prof. Ysabella P. Cainglet |

HEALTH CONCERNS

(other than Mental Health and Psychosocial Services)

| Health Services Unit | |
|---------------------------------|--|
| <i>Office Address:</i> | Health Service Unit UP Visayas Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 315 8301 (Miagao campus) (033) 337-8594 (Iloilo City campus) |
| <i>Email address:</i> | hsumiagaomedical@upv.edu.ph (Miagao campus) hsuiloilomedical@upv.edu.ph (Iloilo City campus) |
| <i>Social Media Account:</i> | Upv Hsu Miagao Campus (for updates on the HSU) Upvhsu Dental Miagao Campus Upv-Hsu Medical, Iloilo City Campus UPV HSU Iloilo City Dental |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Persons:</i> | Dr. Ma. Cecilia Villaruz or Physician-on-duty |

UPV Student Helpdesk Directory

LEGAL ASSISTANCE

| UPV Legal Office | |
|---------------------------------|--|
| <i>Office Address:</i> | UPV Legal Office, UPV Iloilo City campus, General Luna Street, Iloilo City |
| <i>Telephone Number:</i> | (033) 336 9700 |
| <i>Mobile number:</i> | 09071615049 |
| <i>Email address:</i> | Iso.upvisayas@up.edu.ph; upv_ols@yahoo.com |
| <i>Availability of Service:</i> | Monday to Friday; 8:00am - 4:00pm |
| <i>Contact Person:</i> | Ma. Judith R. Girao |

EMERGENCY CASES

| Health Services Unit | |
|---------------------------------|--|
| <i>Office Address:</i> | Health Service Unit UP Visayas Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 315 8301 |
| <i>Availability of Service:</i> | 24 Hours Daily |
| <i>Contact Person</i> | Physician-on-duty |

| Security Service Force | |
|---------------------------------|---|
| <i>Office Address:</i> | UPV Security Service Force Office, UP Visayas Miagao, Iloilo |
| <i>Telephone Number:</i> | (033) 315 9631 local 413 |
| <i>Availability of Service:</i> | 24 Hours Daily |
| <i>Contact Persons:</i> | <ul style="list-style-type: none"> • <i>Chief</i> PI Raymund Gemarino (Ret.) 09167930387 • <i>SSF Staff:</i> Ms. Dianille Nabuab 09366597304 (Monday-Friday) • <i>Security Officer:</i> SO3 Ronie Fabillo 09657392694 • <i>Security Guard (Iloilo city)</i> SG2 Audie Golez 09276886856 • <i>Security Guard (BAC)</i> SG2 Anastacio Alingalan 09487308295 • <i>Security Guard (Batan)</i> SG3 Jolie Abayon 09120116325 • <i>Security Guard (Taklong)</i> SG3 Roger Nicolasora 09303889829 |

Important Numbers

UPV TRUNKLINES

(connecting all offices with local numbers)

PLDT: 315-9631; 315-9632; 315-9625; 315-9802
GLOBE: 508-4164; 508-4165; 513-8700; 513-8771

UPV ILOILO CITY CAMPUS

| | |
|---|-----------------------------|
| CHANCELLOR'S LIAISON OFFICE | – 335-0106 |
| MEDICAL CLINIC | – 337-8594 |
| OFFICE OF STUDENT AFFAIRS | – 337-6582 |
| CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE (CDMO) | – 337-4414 |
| | |
| <u>FIRE DEPARTMENT</u> | |
| MOLO | – 337-6283 |
| JARO | – 329-5700 |
| ILOILO CITY (INQUIRY) | – 337-4989 |
| ILOILO CITY FIRE HOTLINE | – 337-3011 |
| ILOILO CITY EMERGENCY RESPONSE (ICER) | – 335-1554 333-2333 |
| | |
| <u>HOSPITALS</u> | |
| ILOILO DOCTOR'S HOSPITAL | – 337-7702 to 09 |
| WESTERN VISAYAS MEDICAL CENTER | – 321-0529 |
| WVSU HOSPITAL | – 320-2431 |
| ILOILO ST. PAUL'S HOSPITAL | – 337-2741 |
| ILOILO MISSION HOSPITAL | – 320-0315 to 19 |
| THE MEDICAL CITY ILOILO | – 338-1507 to 13 500-1000 |
| QUALIMED HOSPITAL ILOILO | – 321-5125/321-5119 |
| GUIMBAL DISTRICT HOSPITAL | – 315-5172 |

UPV MIAGAO CAMPUS

| | |
|---|---------------------------|
| HEALTH SERVICES UNIT (INFIRMARY) | – 315-8301 |
| OFFICE OF STUDENT AFFAIRS | – 513-7019 |
| SECURITY/UP POLICE MAIN OFFICE | – 327-7938; local 404 |
| SECURITY/UP POLICE (Box 1) | – local 303 09475847301 |
| SECURITY/UP POLICE (Box 2) | – local 252 |
| CAMPUS DEVELOPMENT AND MAINTENANCE OFFICE (CDMO) | – 315-9801 |
| MIAGAO MUNICIPAL POLICE STATION | – 327-0079 |

UPV Telephone Directory

UPV TRUNKLINES

(connecting all offices with local numbers)

PLDT: 315-9631; 315-9632; 315-9625; 315-9802
GLOBE: 508-4164; 508-4165; 513-8700; 513-8771

EXECUTIVE OFFICES

| | |
|--|----------------|
| Office of the Chancellor (<i>Miagao campus</i>)..... | (033) 315-9378 |
| Office of the Chancellor's Liaison Office (<i>Iloilo City campus</i>)..... | (033) 335-0106 |
| Office of the Vice Chancellor for Academic Affairs..... | (033) 315-8142 |
| Office of the Vice Chancellor for Administration..... | (033) 315-2150 |
| Office of the Vice Chancellor for Planning & Development..... | (033) 315-8137 |
| Office of the Vice Chancellor for Research & Extension..... | (033) 315-8382 |

COLLEGE OF FISHERIES AND OCEAN SCIENCES

| | |
|---|----------------|
| CFOS Dean's Office..... | (033) 315-8143 |
| CFOS College Secretary's Office..... | (033) 315-8143 |
| CFOS Institute of Aquaculture..... | (033) 315-8090 |
| CFOS Institute of Fish Processing Technology..... | (033) 315-9285 |
| CFOS Institute of Fisheries Policy and Development Studies..... | (033) 315-9030 |
| CFOS Institute of Marine Fisheries and Oceanology..... | (033) 315-8381 |

COLLEGE OF ARTS AND SCIENCES

| | |
|--|----------------|
| CAS Dean's Office..... | (033) 315-9636 |
| CAS College Secretary's Office..... | (033) 513-7013 |
| CAS Department of Chemistry..... | (033) 513-7020 |
| CAS Department of Physical Education..... | local 312 |
| CAS Division of Biological Sciences..... | (033) 331-0327 |
| CAS Division of Humanities..... | (033) 513-7011 |
| CAS Division of Physical Sciences and Mathematics..... | (033) 513-8785 |
| CAS Division of Professional Education..... | (033) 337-2929 |
| CAS Division of Social Sciences..... | (033) 513-7012 |
| CAS Community Outreach Program/BIDANI..... | (033) 336 5568 |
| CAS Language Program Office..... | (033) 336-5562 |
| UP High School in Iloilo..... | (033) 337-8517 |

COLLEGE OF MANAGEMENT

| | |
|------------------------------------|----------------|
| CM Dean's Office..... | (033) 336-5559 |
| CM College Secretary's Office..... | (033) 336-5560 |
| CM Department of Accounting | (033) 337-0671 |
| CM Department of Management..... | (033) 337-7626 |

UPV Telephone Directory

UPV TRUNKLINES

(connecting all offices with local numbers)
PLDT: 315-9631; 315-9632; 315-9625; 315-9802
GLOBE: 508-4164; 508-4165; 513-8700; 513-8771

UPV TACLOBAN COLLEGE

| | |
|---|----------------|
| UPVTC Dean's Office..... | (053) 832-2897 |
| UPVTC College Secretary's Office..... | (053) 832-2897 |
| UPVTC Division of Humanities..... | (053) 832-2939 |
| UPVTC Division of Management..... | (053) 832-3039 |
| UPVTC Division of Natural Sciences & Mathematics..... | (053) 832-2878 |
| UPVTC Division of Social Sciences..... | (053) 832-2939 |

ACADEMIC SUPPORT UNITS

| | |
|--|-------------------------------|
| Office of the University Registrar..... | local 190-192; (033) 315-8556 |
| Computerized Registration System Office..... | local 190 |
| Graduate Program Office..... | (033) 337-7982 |
| University Library..... | (033) 315-8360 |
| Office of Student Affairs..... | (033) 513-701; 337-6582 |
| Teaching and Learning Resource Center..... | (033) 315-8908; local 248 |
| National Service Training Program..... | (033) 315-2252 |
| National Institute of Molecular Biology and Biotechnology..... | (033) 315-9014 |
| Gender and Development Program..... | (033) 335-1702 |
| Office of the Continuing Education..... | local 421 |
| Center for West Visayan Studies..... | (033) 338-1894 |
| Sentro ng Wikang Filipino..... | (033) 337-0550 |

ADMINISTRATIVE SUPPORT UNITS

| | |
|--|-------------------------------------|
| Accounting Office..... | (033) 513-7016 |
| Auxiliary Services Office..... | (033) 315-8344 |
| Budget Office..... | (033) 315-9723 |
| Campus Development and Maintenance Office..... | (033) 315-9801; 337-4414 |
| Cash Office..... | (033) 315-2277; 335-0475 |
| Data and Information Systems Program..... | local 173 |
| Health Services Unit..... | local 227; (033) 315-8301; 337-8594 |
| Human Resource and Development Office..... | (033) 513-7015 |
| Information and Publications Office..... | (033) 315-9494; 336-5562 |
| Legal Office..... | (033) 336-9700 |
| Office of Alumni Relations..... | (033) 336-8837; 509-0596 |
| Office of Anti-Sexual Harassment..... | (033) 509-0980; 335-1702 |
| Office of Ugnayan ng Pahinungod Visayas..... | (033) 335-0106 |
| Security Service Force..... | local 413 |
| Supply and Property Services Office..... | (033) 315-8141; 315-9858; 336-5564 |

UPV Email Addresses

EXECUTIVE OFFICES

| | |
|---|---------------------------|
| Office of the Chancellor..... | oc.upvisayas@up.edu.ph |
| Office of the Vice Chancellor for Academic Affairs..... | ovcaa.upvisayas@up.edu.ph |
| Office of the Vice Chancellor for Administration..... | ovca.upvisayas@up.edu.ph |
| Office of the Vice Chancellor for Planning & Development..... | ovcpd.upvisayas@up.edu.ph |
| Office of the Vice Chancellor for Research & Extension..... | ovcre.upvisayas@up.edu.ph |

COLLEGE OF FISHERIES AND OCEAN SCIENCES

| | |
|---|------------------------------|
| CFOS Dean's Office..... | cfos@upv.edu.ph |
| CFOS College Secretary's Office..... | cfos-sec.upvisayas@up.edu.ph |
| CFOS Institute of Aquaculture..... | ia@upv.edu.ph |
| CFOS Institute of Fish Processing Technology..... | ifpt@upv.edu.ph |
| CFOS Institute of Fisheries Policy and Development Studies..... | ifpds@upv.edu.ph |
| CFOS Institute of Marine Fisheries and Oceanology..... | imfo.upvisayas@up.edu.ph |

COLLEGE OF ARTS AND SCIENCES

| | |
|--|----------------------------------|
| CAS Dean's Office..... | cas@upv.edu.ph |
| CAS College Secretary's Office..... | cas-sec.upvisayas@up.edu.ph |
| CAS Department of Chemistry..... | deptchem@upv.edu.ph |
| CAS Department of Physical Education..... | pe.upvisayas@up.edu.ph |
| CAS Division of Biological Sciences..... | biosci.upvisayas@up.edu.ph |
| CAS Division of Humanities..... | humdiv.upv@up.edu.ph |
| CAS Division of Physical Sciences and Mathematics..... | psm.upvisayas@up.edu.ph |
| CAS Division of Professional Education..... | profed.upvisayas@up.edu.ph |
| CAS Division of Social Sciences..... | socsci@upv.edu.ph |
| CAS Community Outreach Program/BIDANI..... | cobpidanicas.upvisayas@up.edu.ph |
| CAS Language Program Office..... | lp.upvisayas@up.edu.ph |
| UP High School in Iloilo..... | upvhsi.upvisayas@up.edu.ph |

COLLEGE OF MANAGEMENT

| | |
|------------------------------------|-------------------------------|
| CM Dean's Office..... | cm-dean.upvisayas@up.edu.ph |
| CM College Secretary's Office..... | cm-sec.upvisayas@up.edu.ph |
| CM Department of Accounting..... | deptacctg.upvisayas@up.edu.ph |
| CM Department of Management..... | deptmgt.upvisayas@up.edu.ph |

SCHOOL OF TECHNOLOGY

| | |
|-------------------------------|---------------------------------|
| SOTECH Dean's Office..... | sotech-dean.upvisayas@up.edu.ph |
| SOTECH College Secretary..... | sotech-sec.upvisayas@up.edu.ph |

UPV Email Addresses

UPV TACLOBAN COLLGE

UPVTC Dean's Office.....upvtac.upvisayas@up.edu.ph
UPVTC College Secretary's Office.....tac-sec.upvisayas@up.edu.ph
UPVTC Division of Humanities.....hum.tac.upvisayas@up.edu.ph
UPVTC Division of Management.....mgmt.tac.upvisayas@up.edu.ph
UPVTC Division of Natural Sciences & Mathematics.....dnsm.tac.upvisayas@up.edu.ph
UPVTC Division of Social Sciences.....dss.upv_tac@up.edu.ph

ACADEMIC SUPPORT UNITS

Office of the University Registrar.....our.upvisayas@up.edu.ph
Computerized Registration System Office.....crs.upvisayas@up.edu.ph
Graduate Program Office.....gpo.upvisayas@up.edu.ph
University Library.....lib.upvisayas@up.edu.ph
Office of Student Affairs.....osa.upvisayas@up.edu.ph
OSA Guidance and Counseling Servicesgss.upvisayas@up.edu.ph
OSA Scholarship and Financial Assistance.....sts.visayas@up.edu.ph
OSA Student Organizations and Activities.....soa.upvisayas@up.edu.ph
Teaching and Learning Resource Center.....lrc@upv.edu.ph; lrc.upvisayas@up.edu.ph
National Service Training Program.....nstp.upv@up.edu.ph
National Institute of Molecular Biology & Biotechnology.....nimbb.upvisayas@up.edu.ph
Gender and Development Program.....gdp.upvisayas@up.edu.ph
Office of the Continuing Education.....ocep.upvisayas@up.edu.ph
Center for West Visayan Studies.....cwvs.upvisayas@up.edu.ph
Sentro ng Wikang Filipino.....swf.upvisayas@up.edu.ph

ADMINISTRATIVE SUPPORT UNITS

Accounting Office.....acctg@upv.edu.ph
Auxiliary Services Office.....aso@upv.edu.ph
Budget Office.....budget.upvisayas@up.edu.ph
Campus Development and Maintenance Office.....cdmo.upvisayas@up.edu.ph
Cash Office.....cash.upvisayas@up.edu.ph
Data and Information Systems Program.....disp.upvisayas@up.edu.ph
Health Services Unit.....hsumiagaomedical@upv.edu.ph; hsuiloilomedical@upv.edu.ph
Human Resource and Development Office.....hrdo.upvisayas@up.edu.ph
Information and Publications Office.....ipo.upvisayas@up.edu.ph; ipo@upv.edu.ph
Legal Office.....lso.upvisayas@up.edu.ph
Office of Alumni Relations.....oar.upvisayas@up.edu.ph
Office of Anti-Sexual Harassment.....asho.upvisayas@up.edu.ph
Office of Ugnayan ng Pahinungod Visayas.....pahinungod.upv@up.edu.ph
Security Service Force.....ssf.upvisayas@up.edu.ph
Supply and Property Services Office.....spso.upvisayas@up.edu.ph

