



UP VISAYAS FOR HANDBOOK STUDENTS AY 2023-2024



Academic Year 2023-2024

LOGO OF THE UNIVERSITY OF THE PHILIPPINES VISAYAS

The UP Visayas logo was approved by the UP Board of Regents in September 2010. It visually expresses UPV as a constituent unit of the UP System. It shows the entire name of UP Visayas and the year it was founded. The three fishes jumping out of the water represent the following: UPV's mandate as the National Center for Fisheries and Marine Sciences; UPV has three campuses with Miagao, Iloilo, as its main campus; and UPV's tripartite function: instruction, research and extension (public service). The waves reflect the dynamism and creativity within UPV.

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Ms. SOLEDAD S. GARIBAY, Diwata Aquascape Coordinator, UPV Museum of Natural Sciences

Preface

The adjustment of entering college, as well as coping with the demands of the academe, are primary concerns of incoming first year and new students in the University of the Philippines Visayas. While ensuring 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, and the student services available to them. With a better understanding of the academe, they can build their strengths to become true *Iskolars ng Bayan* in the national university.

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University of the Philippines Visayas
OFFICE OF THE CHANCELLOR

Message



A U.P. education consists not only in rigorous programs of study but also, and more importantly, in the challenging, vexing, and stimulating environment that students must daily navigate. This quotidian grind, this everyday struggle, this constant agitation of the intellect, is what eventually brings out the best in young people and prepares them for the world of work. If I were to give students any advice, then, it is this: Do your work as best as you possibly could, spare no effort, but do not allow obsession with high grades to interfere with your education.


CLEMENT C. CAMPOSANO, Ph.D.
Chancellor



University of the Philippines Visayas OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Message

Greetings, UPV Freshies! And Welcome to UP Visayas!

It is with great pleasure and honor to welcome you all in UPV for AY 2023-24. During the past three years, UPV has undergone transformation mainly due to the K+12 reforms and the COVID-19 pandemic. The undergraduate programs are now on their 6th year of implementation with concurrent review, including a GE program that has been approved by the UPV University Council. Additionally, the pandemic has hastened the transformation of a purely face-to-face teaching and learning into blended learning with the use of a digital learning management system which was developed by UPV. It is with this framework that we hope that UPV students will be able to fully utilize how this current k+12 curriculum and UPV LMS will enhance teaching and learning both in the City and Miagao campuses.



We would also like to specifically roll out the red carpet for the freshies of the College of Management. UPV became an autonomous constituent university in 1979 with a plan to move all its academic units in the Miagao campus. The College of Fisheries transferred from UP Diliman in 1988 with CAS transferring incrementally in 1991. It took several decades for the initial transfer of the College of Management during this Academic Year. We hope that the CM freshies will be able to fully integrate into the UPV Miagao campuses through the years.

Lastly, UPV is committed to a holistic and enriching student experience. The support services are constantly under review to achieve this goal. Food and transportation services have now begun again post pandemic. Scholarships and other financial assistance programs are also pro-actively engaging students who are in need of such services. The Office of Student Affairs is well-staffed with licensed guidance counselors, very accommodating dormitory managers, and other administrative staff who cater to all the needs of our UPV constituents.

Padayon.

A handwritten signature in black ink, reading "Philip Ian P. Padilla".

PHILIP IAN P. PADILLA, MD, PhD

Vice Chancellor for Academic Affairs (*until Dec. 31, 2023*)



University of the Philippines Visayas OFFICE OF STUDENT AFFAIRS

Message



With pride and eagerness, I welcome the UP Visayas *Iskolar ng Bayan* for the School Year 2023-2024. You are now the new batch of *Isko* and *Iska* in this University. Thank you for choosing UPV as your school in college!

I wish to note that as a UPV student, you are greatly privileged. UPV is a premier institution of learning in the country that provides high quality education. Also, here, you enjoy free tuition and other school fees. In addition, you may avail yourselves of the other forms of assistance like scholarships and financial assistance programs for the poor and needy, but deserving students,. Moreover, the University provides support for your well-rounded development via various opportunities for learning in extracurricular activities. With these, I hope that you will be motivated to put your best foot forward as you study in the University.

Also, as you navigate through the educational terrains of UPV, please expect that the road ahead may not be straightforward and easy. There may be curves, bends, or detours along the way as there are requirements to comply, rules and regulations to follow, information to consider, or missteps to correct. Nevertheless, as a select group, I am confident that you have the skills and potential to deal with them. All you need to do is harness them for your purposes.

Finally, to help in your educational journey at UPV, be aware that the UPV Office of Student Affairs is here to serve you. And as part of its services, the Office has prepared for you this student handbook. It contains the guidelines and information that are pertinent to your educational undertakings in UPV.

I hope that you will use this handbook to achieve your goals in the University.


AGUSTIN G. HUYONG
Director

University 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

University of the Philippines Visayas

Vision

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

Mission

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

Core Values (SEINE)

- Service
- Excellence
- Integrity
- Nationalism
- Environmental stewardship

University of the Philippines Visayas

HISTORY, GOALS, AND OBJECTIVES

The University of the Philippines Visayas (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 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.

On April 27, 2023, the UP Board of Regents approved the elevation of UP Tacloban College from being one of the campuses of UP Visayas to an autonomous unit of the University under the Office of the UP President.

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.

The U. P. Visayas Campuses

1. UPV Miagao (Main Campus)

UPV Miagao became operational in the 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, the UPV administrative units, and most recently, the first-year College of Management students.



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) 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 School, 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 at the heart of Iloilo City, it continues to be of strategic importance to the growth of the University.

Academic Information

LEARNING DELIVERY MODES FOR AY 2023-2024

To foster academic excellence, equip learners with skills for life in the 21st century, and enable them to attain educational resilience and learning continuity in the next normal, UP is moving forward with blended learning, which combines face-to-face (f2f) and online learning experience. There are three (3) main models of blended learning:

- Blended online learning (Model 1) is fully online, combining asynchronous and synchronous online learning.
- Blended block learning (Model 2) combines blocks of independent online study and intensive f2f sessions.
- Classic blended learning (Model 3) alternates or rotates f2f sessions and asynchronous online learning

Undergraduate courses will follow either Model except for clinical rotations, internships, on-the-job training, intensive laboratories, community-based immersion, and similar programs. Graduate courses, on the other hand, may opt to follow Model 1, 2, or 3. For models 2 and 3, the face-to-face component should be 50% to 75% and delivered in a learning-centered context following, for example, the flipped classroom model. The hyflex mode may be adopted, provided its infrastructure is in place. Exemptions to the delivery mode may be pursued with the Chancellor based on need and circumstances.

ACADEMIC CALENDAR

The Undergraduate Academic Calendar for AY 2023-2024 was approved by UP OIC President Jose Fernando T. Alcantara on 09 May 2023. It follows the 16-week semester term with a reading break and 5-week midyear term with no reading break. Reading break is a scheduled period where class schedules and academic requirements are temporarily suspended to support faculty and student wellness. While there are no scheduled submissions or academic activities during this time, students are encouraged to create a balanced study and relaxation plan to maintain momentum for when classes resume.

ACADEMIC LOAD

Undergraduate students shall not be allowed to take more than 18 non-laboratory units or 21 units including laboratory work; provided, however, that graduating students with an academic record better than average may be permitted to carry a heavier load in the last year of their 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.

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

MEDIUM OF INSTRUCTION

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

CLASSIFICATION OF STUDENTS

Students of the University are classified as either regular, irregular or non-regular.

A. Regular Students

- a. Regular undergraduate students follow organized programs of study and comply with requirements that lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semester's load prescribed by their respective curricula and are identified as follows:

New First-Year: student who has been accepted to pursue a degree program available in a CU after graduating from secondary high school and has never been enrolled in any college or higher education institution; has not finished the prescribed subjects for the first year of the curriculum or has finished less than 25% of the total number of units required in the entire degree program.

Sophomore: student who has completed the prescribed subjects for the first year of the curriculum or has finished not less than 25% nor more than 50% of the total number of units required in the entire course.

Junior: student who has completed the prescribed subjects for the first two (2) years of the curriculum or has finished not less than 50% nor more than 75% of the total number of units required in the entire course.

Senior: student who has completed the prescribed subjects for the first, second, and third years of the curriculum or has finished not less than 75% of the total number of units required in the entire course

In the case of students under a 5-year program, percentages will be prorated accordingly.

- b. **Regular graduate students** follow an organized program of study and comply with requirements that lead to a master's or doctoral degree. They may be either part-time or full-time students.
- c. **Shiftees** are students who have opted to change either their degree program within the College (S1) or from one college to another within their current CU (S2). For UPV, students are allowed to shift after earning 15 units, subject to compliance with the admission requirements of the new program. Upon admission, the students submit the following: application letter addressed to the Dean, true copy of grades, college/school clearance, and certificate of good moral character.
- d. **Transferees** are students whose admission is subject to the rules of the CU, the colleges, and the departments that offer their preferred degree programs. They may be transferring within the UP System or from one CU to another (T1) or transferring from another school or a non-UP campus; this category also includes

second-degree program students (T2). Former students who have attended another institution since leaving UP and foreign transfer applicants also belong to this group.

T1 students must have completed at least 30 collegiate academic units to qualify for transfer, subject to the rules of the admitting college/school. Subjects previously cross-enrolled in another CU, if any, will not be considered for the purpose of meeting the 30-unit requirement. Upon admission, T1 students submit the following: clearance from the college /school where they came from, permit to transfer, official transcript of records, and certificate of good moral character.

- e. First-year students are T2 students who are in their first term in the University, and second-degree program students, who are at their first-year level based on their curriculum.
- f. Continuing students are students who have been enrolled in any degree program, college, or HEI. They are primarily T1, S1 and S2 categories who have been enrolled in any CU within the UP System.

Students under T2 category are referred as transferees on their first semester in the University. They are tagged as continuing students in their succeeding year(s).

- g. Exchange students are undergraduate students who are taking courses at UP's partner international universities. These courses may be credited when they return to the University. Aside from taking courses, they may also conduct their research or attend a degree-related training abroad.
- h. Students who apply as exchange students must seek a written permission of the Chancellor upon recommendation of the adviser, institute director/division or department chair, and the dean. Such recommendations must indicate the number of units and the courses to be taken. The students must provide a description of the courses to be taken.

If the students do not intend to credit the courses taken abroad, then they may apply for leave of absence (LOA) from the University. By doing so, their stay abroad will not be counted as part of their residence in the University. Their enrollment abroad will not be reflected in their transcript of records.

All academic units/courses taken by undergraduate exchange students in a foreign university under the UP Undergraduate Student International Mobility (MOVE UP) Program shall be credited in UP, provided that these courses have been approved for credit by the student's program adviser, the department chair/institute director and the college dean. This applies to the computation of the final average of students vying for Latin honors.

Aside from the MOVE UP, the UP Academic Credit Transfer System (UP ACTS) was approved to enable the recognition of credits gained by UP students while studying abroad and facilitate the transfer of credits international students earn in UP to their home institution. The UP ACTS Guide (ver. 1), which covers the crediting of courses, processing credit transfer, and reporting of accredited courses from student exchange, can be accessed at this site: <https://drive.google.com/file/d/1a-Kiq3oopPNFt-sVUoU0nJ8iRFjeS04S/view>

B. Irregular Students

These are students who registered for formal credit but carry less than the full load called for in a given semester by their curriculum.

C. Non-regular Students

- a. Non-degree students with credits are degree holders or undergraduate students who are not currently enrolled in any other institution of higher learning and who are enrolled in the University for credit. They do not follow an organized program of study; thus, they are not prospective candidates for graduation for any degree in the University. They shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the college concerned and the University Registrar.
- b. Non-majors with credits are students who were dismissed from their respective colleges, but not from the University, for failure to meet the retention requirements of their program and have not been accepted yet for admission to another college. They will be under the OUR and advised by College Secretaries for the OUR, until the students have transferred to another college. Non-majors shall be assessed/counseled by the Office of Counseling and Guidance or its equivalent office.

Students can be non-majors only for one (1) year, during which time, they are expected to seek admission to another college. Units earned as non-major can be credited towards the new degree program to which the students will be readmitted.

- c. **Cross registrants with credits** are students who attend classes in other units/colleges within or outside a CU for a specific period of time but are primarily enrolled in their home units/colleges in the same CU or in another CU or in another institution of higher learning. Their enrollment is subject to the approval of the Deans of the home and the accepting or host units/colleges.
- d. **Special students without credit** are those who are not earning formal academic credit for their work.

ADMISSION

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

In pursuit of academic excellence and its mandate as the National University, the University adopts the Excellence-Equity Admission System (EEAS) or the UP Admission Index (UPAI) to democratize and diversify the composition of the UP studentry. Thus, socio-economic and geographic factors are considered in the admission process to represent the country's population while maintaining high academic standards.

Students are required to submit their entrance credentials to be officially admitted to the University. Students with incomplete entrance credentials will be given provisional admission to the University for only up to one (1) year. Provisional admission may be extended beyond one (1) year on a case-to-case basis especially for reasons that are beyond the control of the student. The student shall provide proof that they are processing their entrance credentials from their previous school.

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 (UHS) 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.

As required by law, the University processes the personal information and sensitive personal information of admission applicants to safeguard academic freedom, uphold their right to quality education, and protect their right to data privacy in conformity with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and its implementing rules and regulations.

Validation of Advance Credits

The admission of transfer students shall be on probation basis until such time the students shall have validated or repeated all the subjects taken outside the UP System which are required for their course.

They will not be allowed to enroll in a subject or subjects the prerequisite of which, taken elsewhere, have not yet been validated or repeated in the University.

Admitted transfer students must validate all the courses they are offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three (3) semesters from the date of their admission. Failure to comply with this requirement will mean the cancellation of their registration privileges.

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. Candidates for a second baccalaureate degree will be required to take a written comprehensive examination.

The grant of advanced credits for courses which are completed in other institutions, but which have no equivalent in this University shall be left to the faculty of the unit concerned.

Application for advanced credit shall be made, using the prescribed form to the University Registrar or to the Dean of the college or school which offers the course for which advanced credit is applied. Validation tests begin two (2) weeks before the first day of registration of each semester and shall end one (1) week after the last day of registration. There is no fee for validation tests during this period. A validation test may be held outside of this period with the consent of the Department or Division Chair and approval of the Dean or Director and upon payment of a fee per subject.

Each college or school may promulgate rules for the admission of transfer students and the granting of advance credits provided they are not inconsistent with the general rules set by the University Council.

READMISSION

Rejoining student (those not enrolled during the immediately preceding semester, excluding the midyear session) should first request for readmission from the Dean of their College where they were last enrolled.

The authority to approve readmission from AWOL is delegated to the University Registrar while readmission of permanently disqualified (PDQ) students is delegated to the VCAA. A student applying for readmission from AWOL must pay a readmission fee.

Former students who have attended another institution since attending the University of the Philippines must qualify on the same basis as new transfer students.

GENERAL EDUCATION (GE) PROGRAM

All undergraduate students enrolled in the bachelor's degree programs are required to take general education courses. For UPV, the GE program requires 21 units of core GE courses and 15 units of elective GE courses. The core GE courses are as follows:

COURSE NO.	COURSE TITLE	UNITS
Arts 1	Critical Perspectives in the Arts	3
Comm 10	Critical Perspectives in Communication	3
Ethics 1	Ethics and Moral Reasoning in Everyday Life	3
KAS 1	Kasaysayan ng Pilipinas	3
Math 10	Mathematics, Culture, and Society	3
STS	Science, Technology, and Society	3
Wika 1	Wika, Kultura, at Lipunan	3

PHYSICAL EDUCATION (PE) REQUIREMENTS

All undergraduates students are required to take eight (8) units of PE with the following exceptions:

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

The required PE courses are PE 1 and any three (3) courses classified as PE 2 or PE 3, provided that these courses are for different activities.

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. The examination is given before the start of every semester.

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

NATIONAL SERVICE TRAINING PROGRAM

All students enrolled in any baccalaureate degree shall be required to complete six (6) units in one of the NSTP components listed below as a requisite for graduation.

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

REGISTRATION

A student must be officially registered in order to receive credit for course work. No person who has not duly matriculated may be admitted to 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 not more than five (5) sessions.

No student shall be registered in any subject after one (1) week of regular class meetings have been held, unless the Dean permits the registration of the student on the basis of the student's scholastic record and that:

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

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

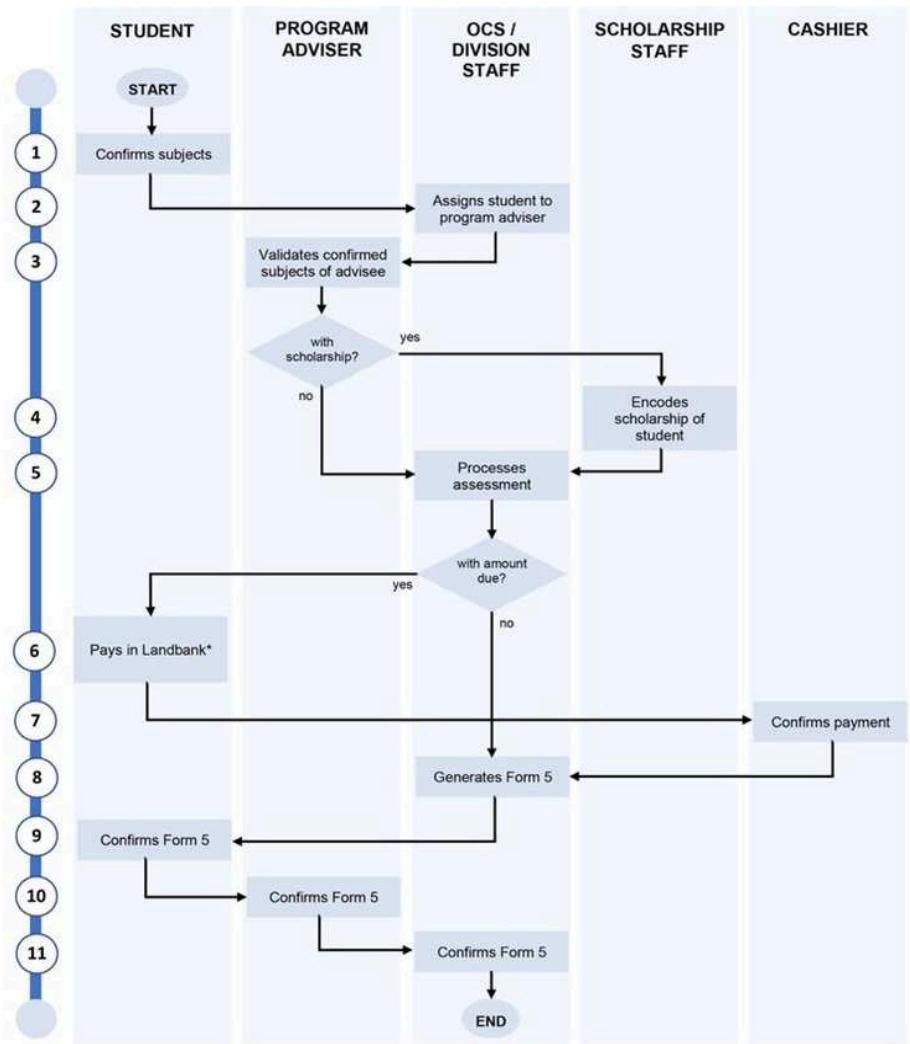
Students may be allowed to enroll in subjects outside their curriculum based on these rules:

- a. They have expressed their intention to shift by writing to the Department Chair/Institute Director of the home unit.
- b. They must shift within one (1) year, subject to compliance with the admission requirements of the admitting unit.
- c. If after one (1) year they have failed to shift out, they must follow the curriculum of the original program.
- d. Their registration/program adviser must inform them of the consequences of enrolling in courses outside the curriculum, e.g., added academic load and possible delay in graduation.

As a matter of policy, simultaneous enrollment in two-degree programs is not allowed by the University.

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

Online Enrollment Flowchart



* Please refer to the payment process through Land Bank from the Cash Office (page 169)

Free Tuition Policy

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

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

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

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

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.

A student who wants to register in another campus in the University must fill out the cross-registration form. 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.

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

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

To another Institution

The University gives no credit for any course taken by any of its students in any other university, college, or school unless the taking of such course was expressly authorized by the University Registrar on the recommendation of the Dean concerned. [E.O. No. 1 dated 13 March 1984; EO No. 2 dated 14 March 1984; Memorandum FN 90-12 dated 07 March 1990] The authorization shall be in writing to be recorded by the University Registrar or by the student's representative and shall specifically describe the subjects authorized.

Courses taken outside the University are subject to validation. Courses taken in a foreign university during student mobility will not be included in the computation of the Curriculum Weighted Average Grade (CWAG) / General Weighted Average Grade (GWA).

From another Institution

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

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 in a 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 by the college/school except upon application by the student. The application shall be accompanied by certifications from the (1) student's instructor in the prerequisite course that the student had fully attended said course and (2) 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 the student.

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

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

The permission which may be granted under these rules does not apply to courses in the General Education Program. Waiver of prerequisite for a course that was dropped by the student in their own volition is not allowed.

CHANGE OF MATRICULATION

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

DROPPING OF COURSES

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

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

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

SUBSTITUTION OF COURSES

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

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

Every petition for substitution must:

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

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

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

All applications for substitution shall be acted upon by the Dean concerned. 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 Vice Chancellor for Academic Affairs whose decision shall be final.

ATTENDANCE

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one (1) 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" upon being thus dropped; but if the majority of the absences are

not excused, he shall be given a grade of "5" upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

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

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

GRADING SYSTEM

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

1	- Excellent	2.5	- Satisfactory
1.25	- Excellent	2.75	- Satisfactory
1.5	- Very Good	3	- Passed
2.25	- Very Good	4	- Conditional Failure
2	- Good	5	- Failing
2.25	- Good	INC	- Incomplete

A grade of "4" means conditional failure. It may be made up for by passing a reexamination or by successful repetition of the course. If the student passes the reexamination, a grade of "3", but if he fails, a grade of "5" is given.

The grade of INC is given if a student, whose class standing throughout the semester is passing, fails to take the final examination or fails 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" is given.

REMOVAL OF GRADE OF "4" OR COMPLETION OF "INC"

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

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

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

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

A grade of "4" received after removing a grade of INC, however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC. In no case shall the period for the removal of grades of INC extend beyond one (1) academic year from the date the grade was received; provided, however, that this one-year academic period allowed for the removal shall be interpreted as extending to the regular semestral removal period immediately following the one-year period.

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

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

HONORIFIC SCHOLARSHIPS

University 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 not less than 15 units of academic credit or the normal academic load prescribed in the curriculum (in the case of graduate students, not less than 8 units) and must have no grade below 3 in any academic or non-academic subject. 'Previous term' refers to the semester being evaluated.

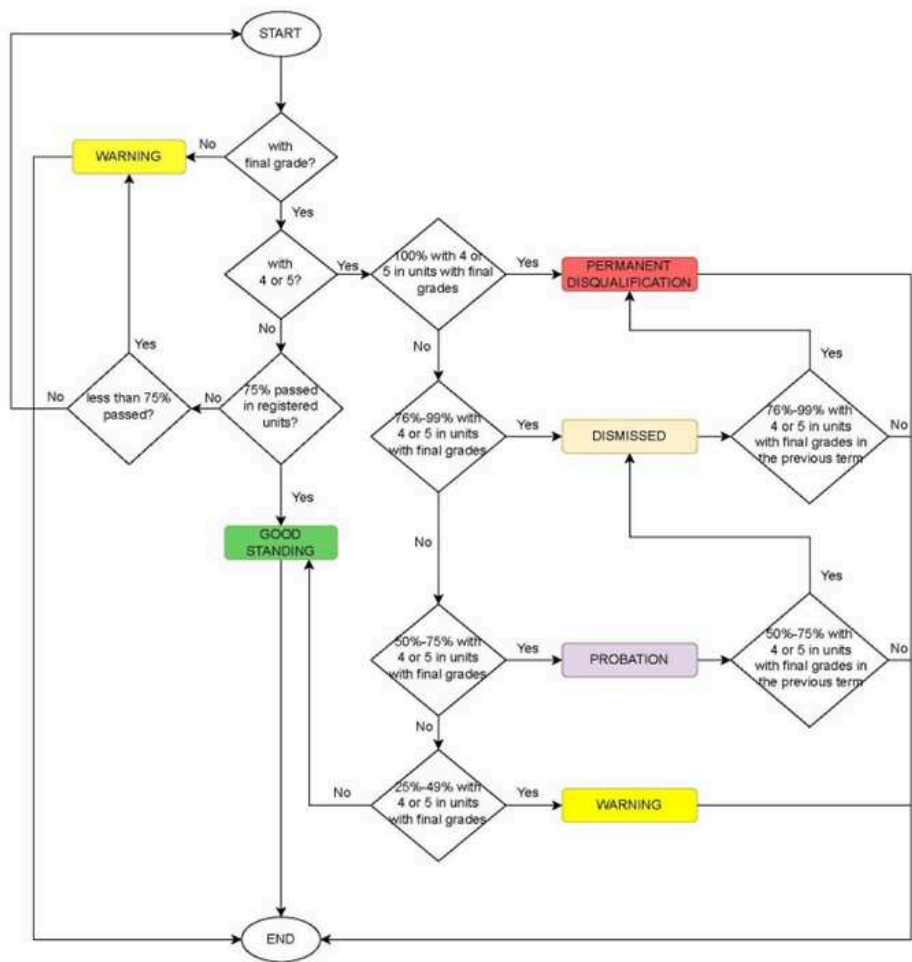
Grades of INC must be completed by the end of the semester to be considered for the honorific scholarship.

The effectivity of the scholarship is at the end of the semester concerned. A university or college scholarship shall last only for one (1) semester but shall be renewable for the succeeding semester if the student meets the conditions prescribed for any of them.

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

SCHOLASTIC DELINQUENCY¹

Decision Tree for Determining Student's Scholastic Standing



[1] OVPA MEMORANDUM NO.: 2023-55

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

Warning. Any student who obtains final grades at the end of the semester below "3" in 25% to 49% of the total number of

academic units for which the student is registered will receive a warning from the Dean to improve his/her work.

Probation. Any student who, at the end of the semester obtains final grades below "3" in 50% to 75% of the total number of academic units in which the student has final grades shall be placed on probation for the succeeding semester and his/her load shall be limited to the extent to be determined by the Dean. Probation may be removed by passing with grades of "3" or better in more than 50% of the units in which the student has final grades in the succeeding semester.

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

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

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

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

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

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty

certifies that the grades of "5" were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, the grade of "5" shall be counted against the student for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the Director of the Office of Student Affairs; Provided that in no case of readmission to the same or another college or school shall the action be lighter than probation.

A grade of INC is not to be included in the computation of GWA. 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.

The grade of "4" is included in the computation of GWA until it is removed. Once removed, only the final grade of "3" or "5" is included. When the one-year grace period for removal has lapsed, the grade of 4 is automatically changed to 5. In this case, the "5" is included in the GWA computation. When the course is re-enrolled, the new grade is also included.

No readmission of dismissed students or disqualified students shall be considered by the Deans and Directors without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Dean conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice Chancellor for Academic Affairs, whose decision shall be final.

LEAVE OF ABSENCE (LOA)

A leave of absence must be requested in a written petition (NOTE: Application form for LOA may be downloaded from the CRS) for approval of the Dean. The petition must state the reason for which the leave is desired and must specify the period of the leave, which must not exceed one (1) academic year but may be renewed for at most another year. When not taken in two (2) successive years, the aggregate leave of absence should not exceed two (2) years.

Students who need to go on leave of absence beyond the allowable period of two (2) years shall apply for an honorable dismissal without prejudice to readmission. Students who fail to apply for an honorable dismissal beyond one (1) year shall have their registration privileges permanently withdrawn.

For leave of absence availed during the second half of the semester, the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades. No leave of absence shall be granted during the semester within two (2) weeks before the last day of classes.

If a student who withdraws after $\frac{3}{4}$ of the total number of hours prescribed for a course has already lapsed, the instructors may submit a grade of "5" if the class standing of the student up to the time of the withdrawal is below "3".

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

MAXIMUM RESIDENCE RULE (MRR)

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the program, otherwise the student shall not be allowed to register further in that college. Thus, the prescribed years to finish a 4-year and 5-year Bachelor's degree program are 6 and 7.5 years, respectively. The counting of the period of residence shall start from the student's first enrollment in the University.

LOA is not counted towards MRR for both undergraduate and graduate students.

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

HONORABLE DISMISSAL (HD)

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

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

Honorable dismissal is voluntary withdrawal from the University with the consent of the University Registrar or his/her representative. All indebtedness to the University must be settled before a statement of honorable dismissal 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.

Students who leave the University by reason of expulsion due to disciplinary action shall be allowed to obtain their academic transcript of record without reference to Dishonorable Dismissal, provided:

- a. the students write an application;
- b. not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision has elapsed;
- c. the parties concerned, during the period of expulsion, have not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and
- d. all such applications are subject to Board of Regents action.

Certificates of honorable dismissal shall not be issued to graduates.

GRADUATION REQUIREMENTS

No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation. Further, a student with provisional admission may only be endorsed for graduation upon submission of complete entrance credentials.

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

1. Those who have 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 have completed all but two (2) or three (3) 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 settled and their records cleared by the end of their last semester in their current degree program. The requirements for graduation include the completion of all academic and non-academic requirements such as submission of bound copies of the thesis, if thesis is required.

The deadlines for completion of requirements for graduation for those graduating as of the end of a particular term are:

As of the end of the First Semester:	day before the first day of regular registration for the second semester
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As of the end of the Second Semester:	day before the college/school faculty meeting to decide the graduation of students
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As of the end of the Midyear:	day before the first day of regular registration for the first semester
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If some graduation requirements are completed beyond the deadline, the student must register during the succeeding semester to be considered a candidate for graduation as of the end of that semester.

No student shall graduate from the University unless the student has completed at least one (1) 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.

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

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

GRADUATION WITH HONORS

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

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

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

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

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

Additional Rules

- Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence in the semester of graduation.
- In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.
- Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than 15 units of credit or the normal load prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, there are no more courses that can be taken based on the curriculum, or the fact that the candidate is a working student or enrolled in a foreign university as a cross-registered student.

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

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

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

- For UPV, students who are candidates for graduation with honors must have no grade of "4" or "5" in all courses prescribed by the program.

COMMENCEMENT EXERCISES

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

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

Academic Costumes

Candidates for graduation with degrees or titles which require no less than four (4) years of collegiate instruction shall be required to wear academic costumes during the baccalaureate service and commencement exercises in accordance with the rules and regulations of the University.

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

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 achieve. It is important for first year students to develop an open mind and flexible personality. This way, they will be able to perform better.

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:

Dr. Sheila A. Javier Email: sajavier@up.edu.ph	BA in Psychology BS in Economics (1st year) BA in Political Science (1st year) Master in Chemistry MS in Fisheries MS in Ocean Sciences Master in Marine Affairs PhD in Fisheries
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	PM-TMEM Diploma in Urban and Regional Planning Master of Management (Business Mgt.) Master of Management (Public Mgt.)
Ms. Teresa S. Hortillo Email: tshortillo@up.edu.ph	BS in Fisheries BS in Applied Mathematics BS in Chemistry BS in Statistics
Ms. Annie A. Manzano Email: aamanzano@up.edu.ph	BS in Chemical Engineering BS in Food Technology BS in Biology BA History BA in Political Science (2nd year to 4th year) MS Biology MS in Food Science
Ms. Paula Khryss P. Ushiyama Email: ppushiyama@up.edu.ph	BS in Computer Science BS in Public Health BA in Communication and Media Studies BA in Literature BA Community Development BA Sociology BS in Economics (2nd year to 4th year)
Ms. Lynn timer Ann G. Castillon* Email: lgcastillon@up.edu.ph <i>*with work schedules in Miagao campus on Monday</i>	BS in Accountancy BS in Business Administration (Marketing) BS in Management
Ms. Juvy T. Janeo Email: jtjane0@up.edu.ph	UPHSI – Junior and Senior High School All Master of Education Students

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 counseling 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.

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 Specialists 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 incoming 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

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). The 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 will gather 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 2023-2024, 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 household's paying capacity to which a student belongs. Through the GIAP, UP may subsidize a portion of the full cost required during enrollment and, in some instances, 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
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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.

- Tertiary Education Subsidy

The Tertiary Education Subsidy (TES) is a financial assistance program managed by the Unified Financial Assistance System for Tertiary Education (UniFAST).

The TES grants cash allowance for one academic year to undergraduate students from low-income households. To process applications to TES, Scholarship personnel use the information submitted by students in SLAS Online. The University endorses SLAS Online applicants who meet the TES requirements of UniFAST.

- Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and other organizations. Different campuses of the University manage these programs.

Applicants to donor-funded scholarship programs must submit application forms to Scholarship and Financial Assistance units on their campus. To process applications, Scholarship personnel use the information submitted by students in SLAS Online. Slots are assigned to SLAS Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

Students can apply for financial assistance to Donor-funded Scholarship Programs through the Scholarship Offices in their respective campuses.

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 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 (see Figure 1). At least two (2) rounds of application will open to accept applications.

Students shall fill out the Questionnaire before the start of the AY 2023-2024. The data will be organized as follows:

- Student Profile
- Financial capacity
- Specific learning assistance requirements

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.

Adopt-a-Student Program

The Adopt-a-Student Program is a financial assistance program conceived for needy UPV students. It aims to help less fortunate but deserving students who lost their scholarships for failure to meet the academic requirements, those whose scholarship benefits are not

sufficient to sustain their school needs while studying or those who are in dire financial need due to difficult life situations.

The program is subject to availability of funds.

The UPV Student Scholarship and Financial Assistance Committee (UPV-SSFAC) selects the grantees of the Adopt-a-Student Program. The Committee grants the benefits to students based on the following criteria:

- Priority is given to students availing of at least FD bracket assignment. The ST provides tuition discounts according to the student's capacity to pay. The amount of subsidy to be given is determined by the tuition discount assigned to students.
- Grantees may be previous beneficiaries of scholarship programs who lost their benefits due to failure in meeting the qualifications for grant renewal. Said grantees must be in need of financial assistance to continue their studies.
- Grantees may be current beneficiaries of scholarship programs who need supplemental financial assistance.
- Grantees may also be students who are in dire financial need due to fortuitous events.
- Grantees must be in good academic standing and/or satisfy the conditions set by the donor.

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

- 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. Presidential Leadership Scholarship

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

CHED is in-charge of the selection process

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

CHED is in-charge of the selection process

3. Commission on Higher Education (CHED) - Scholarship Program for Future Statisticians (Estatistikolar)

CHED is in-charge of the selection process

4. Commission on Higher Education (CHED) - Scholarship Program for Coconut Farmers and their Families (CoScho)

CHED is in-charge of the selection process

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

CHED is in-charge of the selection process

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

CHED is in-charge of the selection process

7. Department of Science and Technology (DOST) Scholarship

- 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

9. Iskolar Sang Iloilo Program

- 1st year college students with a Senior High School general weighted average (GWA) of 93% and above
- Annual gross family income is not more than P180,000.00
- Must be a bonafide resident of the Province of Iloilo
- Must have a good moral standing in the community
- Must have enrolled in any state university/college in Iloilo

C. PRIVATE SCHOLARSHIPS

1. Francisco J. Nicolas endowed by Reginald F. Lewis

- 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 SLAS Category PD80 or FD
- Must not be the recipient of any other grant or financial assistance program

2. Gokongwei Brothers Foundation (GBF)

- Second year students enrolled in BS Chemical Engineering and BS Chemistry
- Must belong to the Top 30% of the course batch
- Must have no failed, dropped or incomplete subject/s
- In good health and physical condition
- No record of grave misconduct, acts in violation of the rules and regulations and/or disciplinary action from the Student Affairs and Guidance Office
- Top 35% of the course batch to retain the scholarship
- With Annual Household income (HHI) of not more than PhP 600,000.00

3. Jose Jon Tiamsuy Foundation Scholarship

- Must be a full-time student in their 2nd-year term of a four or five-year degree
- The courses covered by the scholarship will be limited to the following:
 - Bachelor of Science in Accountancy
 - Bachelor of Science in Management
- Must have a GWA of at least "2.0" with no grade of "5.0", "4.0", or "INC"
- Must be enrolled in at least 15 units at the time of the award
- SLAS grantee whose annual gross family income does not exceed P250,000
- Must not have been the subject of any disciplinary action

4. NGCP-EDUCATE Scholarship Program

- A first year or second year enrolled in any course
- With good moral character
- Resident of a community that hosts NGCP's transmission facilities
- Annual gross income of parents does not exceed P300,000
- No existing scholarship grant from other organization or company

5. ONE UPV Foundation (USA) Inc.

- Must be a full-time student in their third-year term of a four or five-year degree
- Must be in good academic standing with the University with an average of 2.0 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)

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

- 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 SLAS Category PD80
- Must not have been subjected to disciplinary action
- Must be of good moral character

7. UP Alumni Association in America (UPAAA) Scholarship

- 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 in America (UPAAA) Naven S. Jornadal Stipend Scholarship

- Must be a regular second year student, enrolled in Bachelor of Science in Food Technology
- Must have obtained a general weighted average of at least 3.00 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 a regular load not lower than the prescribed number of units per semester of the degree program
- Must come from a low income family with an annual gross income not exceeding P250,000
- Must not have been held liable in any disciplinary action worse than a 5-day class suspension

9. UP Alumni Association of Alberta (UPAAA), Canada Scholarship Grant

- Must be a Filipino citizen, enrolled in UP Visayas as first year student or higher and enrolled in a STEM (Science, Technology, Engineering and Mathematics) Program.
- Must be financially needy based on the criteria set by UP Visayas for financially needy students.
- Must have complied with and shall comply with all the rules of his/her academic unit on academic performance (including minimum academic load and maximum residence rule).

(Includes no grade of 5.0, no dropping of subjects, incurred 4.0 and/or INC grades must be completed before registration of next semester.)

- Preference for a student belonging to an indigenous community.

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

- 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

11. UP Silak-Silab Foundation Scholarship Grant

- Incoming second year student
- At least a college scholar (GWA of 1.75 or better)
- No grade of "4.0" or "5.0"
- Filipino citizen of good moral character
- Enrolled with a minimum of 15 units per semester
- Belongs to SLAS Category PD 80 or FD, or those with standardized family annual income bracket of P350,000 or less as determined by UPV
- Not enjoying any other grant or scholarship other than the UP System's Student Financial Assistance Program
- Not a member of any fraternity or sorority (except UP Silak or UP Silab)

12. UT Foundation, Inc. Scholarship

- 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 PD80 & Full Discount (FD) under the University's SLAS online
- Must not have been held liable in any disciplinary action prior to admission

13. Vicente B. Bello Scholarship

- Must be a bonafide first year student in U.P. Visayas
- Courses covered by the scholarship will be limited to the following:
 - Bachelor of Science in Applied Mathematics
 - Bachelor of Science in Chemical Engineering
 - Bachelor of Science in Computer Science
 - Bachelor of Science in Food Technology
 - Bachelor of Science in Statistics
 - Bachelor of Science in Chemistry
 - Bachelor of Science in Fisheries
- Must have an average of at least "2.50" with no grade of "5.0", "4.0", or "INC"
- Must be enrolled in at least 15 units at the time of the award
- SLAS grantee whose annual gross family income does not exceed P250,000
- Must not have been the subject of any disciplinary action

Student Health and Related Emergency (SHARE) Loan

All bonafide students may apply for a loanable amount ranging from P1,500 to P5,000. Approval depends on the assessed needs of the student to be conducted by the Scholarship and Financial Assistance Unit (SFAU).

The student will be given one semester to pay the loan with a service fee of 1% per semester with options to pay through partial payments or full payment, at any time within the loan period. To apply for the SHARE Loan, the applicant needs a co-debtor. Only regular permanent personnel of the University may act as co-debtor for a maximum of two (2) students only.

U.P. Student Insurance Policy

The policy is intended to cover the portion of the accident costs, hospitalization, medical care, among others, especially in cases when students participate in academic and similar experiential learning activities outside classrooms. The insurance coverage is for the enrolled.

For AY 2023-2024, the UP System is once again coordinating with the Government Service Insurance System (GSIS) to provide students who are eligible for the grant of Higher Education Subsidy (Free Tuition) with a comprehensive student insurance program.

The covered students' protection will be valid for 12 months from the date of UP's confirmation of the availment of insurance.

For scholarship and other financial assistance inquiries, you may email sts.visayas@up.edu.ph or call (033) 513-7019 (Miagao campus).

RESIDENTIAL SERVICES

The Residential Services Unit (RSU) of OSA serves the students by accommodating them in well-functional dormitories. There are seven residential halls in Miagao campus: namely, *Balay Lampirong*, *Balay Kanlaon*, *Balay Gumamela*, *Balay Madyaas*, *Balay Apitong*, *Balay Miagos* and the UPV International Dormitory. *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 *Balay Kanlaon* while upperclass students are accommodated in *Balay Gumamela*, *Balay Madyaas*, *Balay Lampirong* and *Balay Apitong*. The UPV International Dormitory accommodates exchange/foreign students and graduate students. Transients and guests may also be accommodated based on the availability of rooms, and are 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, microwave, 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 and 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 once a year.

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

<i>Balay Apitong</i>	Nida N. Belas, Officer-in-charge <i>Balay Apitong</i> , UP Visayas, Miagao, Iloilo (033) 315 8359, trunkline (033) 315 9632 local 221 upvbalayapitong@gmail.com
<i>Balay Lampirong</i>	Nida N. Belas <i>Balay Lampirong</i> , UP Visayas, Miagao, Iloilo (033) 315 8358, trunkline (033) 3159 632 local 224 upvbalaylampirong@gmail.com
<i>Balay Kanlaon</i>	Divina B. Punongbayan <i>Balay Kanlaon</i> , UP Visayas, Miagao, Iloilo (033) 315 8357, trunkline (033) 315 9632 local 129 upvbalaykanlaon1@gmail.com

<i>Balay Gumamela</i>	<p>Celina G. Sumalapao <i>Balay Gumamela</i>, UP Visayas, Miagao, Iloilo (033) 315 8153, trunkline (033) 3159632 local 225 upvbalaygumamela@gmail.com</p>
<i>Balay Madyaas</i>	<p>Marissa F. Pascasio <i>Balay Madyaas</i>, UP Visayas , Miagao, Iloilo (033) 315 8161, trunkline (033) 3159632 local 223 balaymadyaas.upv@gmail.com</p>
<i>Balay Miagos</i>	<p>Divina B. Punongbayan, Officer-in-charge <i>Balay Miagos</i>, UP Visayas, Miagao, Iloilo Trunkline (033) 315 9632 local 309 balaymiagos.upvisayas@up.edu.ph</p>
<i>Balay Ilonggo</i>	<p>Rich Girl S. Muyco <i>Balay Ilonggo</i>, UP Visayas, Iloilo City campus, Gen. Luna St., Iloilo City 033) 332 7246 ilonggo.upvisayas@up.edu.ph</p>
<i>UPV International Dorm</i>	<p>Fryia Jaye T. Guzman UPV International Dorm, UP Visayas, Miagao, Iloilo (033) 332 7248, trunkline 3159632 local 309 internationaldorm.upvisayas@up.edu.ph</p>

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. It is also open to non-UP patients between 8:00 AM - 12:00 NN and 1:00 PM - 5:00 PM. Patients from Miagao and nearby towns also avail of the out-patient services (consultation), x-ray, laboratory services and dental services.

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

Please be informed of the following contact details:

Landline: Mobile Numbers:

Miagao: (033) 315-8301 0945-699-4613 (Globe)

0918-564-1942 (Smart)

Iloilo City: (033) 337-8594

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 Miagao and Iloilo City Campus.

There are four unit libraries in Iloilo City. These are the College of Management (CM) Library, the Graduate Library, the High School Library, and University Archives. 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 (CFOS) Library.

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 countersigned ID card at various service areas. Most of these service areas are on an 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://cutt.ly/upvlib_openathens. They must use their UP Mail to login in OpenAthens. For those who do not have a UP email yet, please inform the DISP Office or you may message library at their Facebook Page, via BISAY, at m.me/UPVUniversityLibrary, for temporary access until you have a UP email.

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 program 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>; hover to Library Resources > OPAC > Temporary OPAC; or go to this link: https://cutt.ly/upvlib_temp-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.

The library's regular service hour is 8:00 a.m. - 5:00 p.m., No Noon Breaks (Monday-Friday) only. You may visit the library website for Service Hours, under the Services. Online service (i.e. Chat/Email BISAY) is accessible 24 hours; but replies, aside from the predefined replies, are available until 6:00 p.m. only. However, rest assured that queries done beyond 6:00 p.m. will be catered at 8:00 a.m. 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.

Document Delivery Service

Request document through email. Fill up the Document Delivery Request Form at URL: https://cutt.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 (cutt.ly/upvlib_temp-opac)



University Library Online Resources

Browse ebooks and other electronic resources through the library's online resources and databases via:
OpenAthens: cutt.ly/upvlib_openathens

Ways to Access eBooks



Through Remote Access

You can access/download eBooks outside UPV campus through remote access via OpenAthens:
cutt.ly/upvlib_openathens



Send request via email

UPV Library can send copy of eBooks through email. Just fill in the Document Delivery Form:
cutt.ly/upvlib_docdelivery



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/library-resources/non-print-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

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

University Librarian

Main Library

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

College Librarians

CFOS Library

cfoslib.upvisayas@up.edu.ph

CAS Library

caslib.upvisayas@up.edu.ph

CM/Archive Library

cmlib.upvisayas@up.edu.ph

High School

hslib.upvisayas@up.edu.ph

Graduate Library

gradlib.upvisayas@up.edu.ph

Chat Bisay Service:

m.me/UPVUniversityLibrary

Email Bisay:

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
 1. ACADEN - TBAC, Computer use, Printing and photocopying, Supplemental learning materials, Lamination, scanning, and binding, Recreational materials learning
 2. ESTUDIO - Audio-visual room, Student lounge
 3. ISKONITA - Nook and garden
 4. MILC - MILC Audio-visual room, Interactive learning center
 5. Software services
- 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

- **The WOOT (Work-it-out) Hub**

The WOOR 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.

- **Seminar-Workshop to Advance Knowledge (SWAK)**

TLRC organizes short-term workshops aimed at providing the students with the skills and information they need to cope with the demands of their coursework. The areas of learning vary depending on the requests made by the students. TLRC, in partnership with student organizations, facilitates the availability of resource persons, provides the venue for the workshops, and issues a certificate of participation to those who attend the workshop.

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.

- I-Trend

While industry professionals share with the teachers some trends and developments in their recent work environment, teachers in turn get the chance to reexamine the subjects that they teach and the approaches that they use in the classroom vis-a-vis wider work issues. This program provides a venue for teachers and industry professionals to 'exchange' of ideas, opinions, information in a small intimate gathering. Areas of learning vary depending on requests logged into the office.

- Speak to us Newsletter

Interactive Learning Program (ILP)

- Learning Objects

Teachers also apply for grants to produce learning objects. Through the 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 a 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.

- 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 directs 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. KATHERINE T. VALENCIA

OIC Director, Teaching and Learning Resource Center

MRS. SHARON G. NILLANA

Administrative Assistant VI

MR. CZAR IAN ANGEL B. ESQUIVEL
University Extension Associate I

MR. MICHAEL ANTHONY J. REMOTIN
Administrative Assistant II

MR. JOHN ERIC L. CAYONA
Administrative Aide VI

MR. RODEL FARPARAN
Administrative Aide VI

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: <https://tlrc.upv.edu.ph/>

Facebook: <https://www.facebook.com/upvtlrc>

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 GDP office, Balay Balay Child-Minding Center, GAD Library, Lactation Station, Nutrition Hub, 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, training, 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 academic institutions, and researchers from government agencies and non-government organizations utilize the GDP Library materials for research, teaching, extension work, and film viewing.
- Sustain 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

Balay-Balay Child Minding Center (BBCMC)

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. BBCMC 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 Center.

The child minding centers are located inside the UPV Iloilo City and Miagao campuses. UPV BBCMC provides a safe and unpolluted environment where the children can play and explore during their “nature walks”. The children are also exposed to the different community services through educational field trips. The center is equipped with safe and child-friendly materials such as unformed, non-toxic toys that can enhance children’s creativity.

The center also serves as a laboratory for students of the university and other institutions, in courses related to early childhood education in the undergraduate and graduate levels. UPV students enrolled in Child Psychology, History and Management classes can also conduct their class activities and researches at the center. Its major activities include:

- Gender Sensitivity Orientation for BBCMC Parents and Guardians
- Disaster Preparedness Training
- Nutrition Month Celebration
- National Children’s Month Celebration
- *Lagaw sa Pagsanyog*
- *Buyloganay*
- St. Nick Celebration
- Culminating Activity

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). The establishment of the network answers the need for a more focused and well-coordinated implementation of gender and development programs and projects in Region VI. *Ugsad* functions as a coordinating body to pool together efforts to assist government agencies, local government units, academic institutions and non-governmental organizations in gender mainstreaming. UP Visayas, through the Gender and Development Program, has been coordinating *Ugsad* since its establishment. Its major activities include:

- Coordinating Committee Meetings
- One Billion Rising Campaign

- National Women's Month Celebration
- Pride Month Celebration
- 18-Day Campaign to End Violence Against Women
- Gender-Related Trainings, Workshops and Seminars
- Exposure Trips
- TV/Radio Guestings
- Technical Assistance and Consultancies
- Production of gender-related IEC materials
- Generation and dissemination of region-based research data relevant to GAD mainstreaming

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. Its major activities include:

- National Research Conference on Gender and Fisheries
- Publication of Conference Proceedings
- Conduct of gender-related researches
- Exposure Trips
- Gender-Related Trainings, Workshops and Seminars
- Press Conferences
- Technical Assistance and Consultancies
- Relief operations and Disaster Risk Reduction-related activities in calamity-stricken areas

OTHER SERVICES:

- GDP Library
- GDP Puluy-an
- Lactation Station
- Nutrition Hub
- Conference Room

ORGANIZATIONAL STRUCTURE

Gender and Development Program Office

PROF. YSABELLA P. CAINGLET, Director (until Feb. 15, 2024)

DANA LEE M. DURANA, University Research Associate I

JOANNE P. HINAYAN, Administrative Aide IV

ANNEE LLOYD G. LEYSA, Junior Office Aide'

Balay Balay Child Minding Center

RAQUEL N. NINGAS, Day Care Worker, Iloilo City campus

JASMIN R. FACA, Day Care Worker Assistant, Iloilo City campus

DENISE B. TUMUGDAN, Day Care Worker, Miagao campus

FRANCES MARIE F. PERIDA, Day Care Worker Assistant, Miagao campus

For queries, please contact:

Telephone Numbers:

- (033) 335-1702
- (033) 509-0980

Email Addresses:

- Gender and Development Program: gdp.upvisayas@up.edu.ph
- Balay Balay Child Minding Center: bbcmc.upvisayas@up.edu.ph
- Ugsad Regional Gender Resource Network: ugsadgrc@gmail.com
- WINFISH: womeninfisheriesphil@gmail.com

Facebook:

- UPV Gender and Development Program
- UPV Balay Balay Child Minding Center
- UGSAD Regional Gender Resource Network
- Winfish Philippines

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 there-after 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;

*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.

- h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant; [As amended at the 1051st BOR Meeting on 25 June 1992]
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawfully taking University property; [*—]
- m. Any other form of misconduct.

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

SECTION 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 at 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;
 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.]

* 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]

- 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:

* 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".

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

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

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

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

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

- b. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

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

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:

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

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

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

B. Power of Other Deans of Students

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

<p>Immediate Reporting of Students with Pending Disciplinary Cases</p>
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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 on his or her behalf. She/he shall be considered a complaining witness.
- (n) Respondent – one against whom a Formal Charge is issued.
- (o) Semester – academic period as determined by the University.
- (p) University premises – the lands, buildings or facilities occupied or managed by the University.
- (q) University System – all units and offices under the Office of the University President and Vice Presidents.
- (r) Year, month, day – “year” is understood to be twelve calendar months; “month” of thirty days, unless it refers to a specific calendar month in which case it shall be computed according to number of days the specific month contains; “day,” a day of 24 hours; and “night,” from sunset to sunrise.

Section 5. Sexual Harassment Defined. –

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

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

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

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

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

employee-employee, or student-student relations, or cases involving harassment of teaching or non-teaching personnel by students, or cases involving harassment of supervisors by subordinates.

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

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

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

- (a) directly participates in the execution of any act of sexual harassment as defined by this Code;
- (b) induces or directs another or others to commit sexual harassment as defined by this Code;
- (c) cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not have been accomplished;
- (d) cooperates in the commission of sexual harassment by another through previous or simultaneous acts;
- (e) benefits from the commission of any act of sexual harassment;
- (f) conceals or hides the commission of any act of sexual harassment; and
- (g) restrains, or coerces the victim from filing the appropriate complaint.

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

- (a) Light Offenses shall include, but are not limited to:
 - 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 intake 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 impossible corrective measures, regardless of the number of times the offense is committed, the following corrective measures may be imposed within the period of service of the corrective measure. These include the following, but are not limited to:

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

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

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.

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.

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

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.

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 a 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 canceled.

(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 a 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 announcements are to be posted only on specially designated places.

Notices and announcements 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 for 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.)

Student Organizations and Activities (SOA) Program Policies for AY 2023-2024

(Approved as per Chancellor's NOA 23-1540 dated September 11, 2023)

I. Recognition of Student Organizations

I.1 Hold over of Officers for Student Councils and Student Organizations.

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

I.2 Role of Advisers on Online platforms, conduct activities (on/off-campus), recruitment, and monitoring of activities

I.2.a. To guide the members of the organization toward wholesome student behavior characterized by high morality and in conformance with the University Code, Rules and Regulations on Student Conduct and Discipline, UPV Guidelines for Student Organizations and Activities, Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, Rules and Regulations Implementing Republic Act No. 8049 and its amended portions in the new law on Anti-hazing or Republic Act No. 11053, and other University rules and regulations.

I.2.b. To be jointly responsible with the organization's officers for the conduct of the members of the organization in all approved activities held inside or outside of the campus.

I.3 Platform for Service Delivery - Online and face-to-face

II. Membership in Organizations (Policies and Guidelines)

Online or hard copies of application forms and attachments can be submitted. The organization's Initiation process can be done online or 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 Conforme 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.2 On-Campus and Off-Campus Activities Requirements

All on-campus and off-campus activities will require submission of complete requirements. Please see the Updated List of Requirements on page 126.

III.3. Proposed number of days for filing

- III.3.a. On-campus activities - at least five (5) working days
- III.3.b. Off-campus activities and request letter to the Chancellor - at least ten (10) working days
- III.3.c. Recruitment / Initiation - must be submitted to OSA at least seven (7) working days before the activity (per RA 11053)

III.4 Publicity Materials

- III.4.a. A copy of publicity materials of organizations must be submitted together with their application for approval of activities for checking and approval.
- III.4.b. All advertisements/publicity materials must be submitted to SOA for approval before posting.
- III.4.c. All official online platforms (e.g. Facebook Group, Twitter Account) of the organization must be registered as part of the recognition.

All materials posted in these must tag the SOA on the following accounts:

For UPV Iloilo:

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

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

III.5 Reports - Accomplishment/financial (if necessary) reports/documentation (e.g. pictures, certificates, videos, etc.) must be submitted within two weeks after the activity for monitoring purposes.

III.6. Emails

Official emails of COSAW/SRO, College Deans, SOA will be given to students for communication purposes.

Student Organizations and Activities

Updated List of Requirements for AY 2023-2024

Online Activities

- Request Letter
- Signed Conforme of Adviser
- Details of the Activity such as Activity Flow, Speakers, etc.
- Zoom/Social Media Pages Links
- Publication Materials *(if any)*
- Letter of Partnership *(if applicable)*

On-Campus Activities

- Request Letter
- Signed Conforme of Adviser
- Details of the Activity such as Activity Flow, Speakers, etc.
- Security / Emergency Plan
- Application Form For Use of UPV Venues/ Facilities
- Publication Materials *(if any)*
- Letter of Partnership *(if applicable)*

Off-Campus Activities

- Request Letter
- Signed Conforme of Adviser
- Details of the Activity such as Activity Flow, Speakers, etc.
- Security / Emergency Plan
- Detailed Medical Arrangement with First Aid Kit
- Coordination with Concerned Offices such as HSU / ASO / Security / Local PNP / Barangay Officials / Principals
- Waivers / Student Participation Agreement
- Barangay / Municipal Clearance to allow conduct of activity
- List of Participants *(with emergency contact details)*
- Itinerary of Travel
- Publication Materials *(if any)*
- Letter of Partnership *(if applicable)*

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;

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

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

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

Rule I - Actionable Misconduct and Penalties

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

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

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

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

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

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

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

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

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

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

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

As used in these rules, the term college freshman shall refer to students in the first year of their first undergraduate course as well as

any college student who has earned not more than thirty (30) units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University; provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

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

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

Section 2.

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

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

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

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

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

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

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

Rule II - Jurisdiction

Section 1. - The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic 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 to the parents and/or guardians of the student-respondent(s).

Rule IV - Prosecution of Cases

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

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

- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- F. Motion for new trial;
- G. Motion for reconsideration of SDT rulings and/or resolutions;
- H. Motion to reopen the case;
- I. Demurrer to evidence;
- J. Motion for postponement;
- K. Reply;
- L. Intervention; and
- M. Other dilatory motions

Rule V - Decision and Appeal

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

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

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

Section 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 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 if the fraternities, sororities and other duly recognized student organizations shall be subject to disciplinary action for the following acts shall be penalized as follows:

- A. Conducting hazing or initiation rites, whatever it is called, without submitting the notice required by Sections 3 and 4 hereof, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- B. Conducting hazing or initiation rites, whatever it is called, for a period of more than three (3) days, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- C. Conducting hazing or initiation rites, whatever it is called, in a place other than that designated suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- D. Conducting hazing or initiation rites, whatever it is called, on a date and time different from that reported under section 4 (c), suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- E. Initiating recruits, 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).
- Promulgation of procedures to regulate school-based initiation, which requires a written application (must be submitted seven (7) days before initiation), information on participants and the event, an undertaking that no harm will be done, guarantee that initiation shall not to last more than three (3) days, and posting (i.e. in bulletin boards, offices) of the said application (Sec. 4).
- Formulation of Guidelines to approval of University-based initiation, to be promulgated within 60 days after approval of the Act [Act was approved 29 June 2018] (Sec. 4).
- University Representation during approved initiation rites (Sec. 5).
- Mandatory registration for fraternities, sororities, and organizations, with University students as members, before they conduct activities in the school (Sec. 6).
- Qualification of the Fraternity, Sorority, and Organization Adviser [must be a faculty member] and his/her responsibilities during

initiation [i.e. monitor activities, presumed consent when unlawful act is committed] (Sec. 7).

- Responsibilities of the University, to include (a) information dissemination to students and parents about hazing, and (b) orientation to fraternities, sororities, and organizations at the start of the semester (Sec. 8).
- Penalties, to cover those who participated in hazing, planned the hazing, cooperated with the hazing, concealment of hazing, and obstructing investigation (Sec. 14).
- Penalties on the University, when no authorized representative was present during the initiation rites or have failed to act on the case (Sec. 14).
- Reflection of conviction by final judgment in the scholastic record of the person convicted, regardless when the judgment of conviction has become final (Sec. 14).

Reference

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

UP Privacy Notice for Students

Policy

To exercise and safeguard academic freedom and uphold your right to quality education, the University of the Philippines needs to process your personal and sensitive 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.

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 above-mentioned information.

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

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

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

- a. posting the list of students qualified to enroll in UP as well as waitlisted applicants online or on bulletin boards pursuant to its functions under its Charter, and for transparency in the admissions process;
- b. submission of information required by the UNIFAST Board and the Commission on Higher Education in order to implement the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) <http://www.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 video conferencing applications in order to fulfill contractual obligations to you, comply with legal obligations, pursue its legitimate interests and carry out its functions as public authority, including the right and responsibility to exercise academic freedom pursuant to the Constitution, the UP Charter and other applicable laws and regulations.

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

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

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

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

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

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

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

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

Queries Regarding Data Privacy

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

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/CPPI/mjs

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

Memorandum



UNIVERSITY OF THE PHILIPPINES VISAYAS OFFICE OF THE CHANCELLOR



26 September 2016

MEMORANDUM NO. RAE 2016-09-076

T O : 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
Chancellor

cc: All Vice Chancellors
All Deans
OSA
OUR
IPO
RAE/eij

Advisory

Online Payment of Fees (Iloilo and Miagao students only)

UP Visayas is glad to announce a new and convenient way to pay tuition and other school fees online! All they need to do is follow three easy steps:

FOLLOW THESE THREE STEPS:

- 1. FOR TUITION PAYMENT:** Check the assessed amount to be paid in the CRSIS.
FOR OTHER FEES : Contact concerned office/unit for request and amount to be paid.
- 2.** Pay your fees by scanning the Maya QRPH code using the Maya App or any preferred e-wallet or banking app. Make sure to add **P10.00** to the amount to be paid as convenience fee.
- 3.** Please email your proof of payment with your complete name and details of payment (e.g. MARIA B. CRUZ, Registrar, copy of grades) as subject heading to ***cash.upvisayas@up.edu.ph***



SAMPLE EMAIL

Full Name	Maria B. Cruz
Student Number	2020-12345
College/Unit	Registrar or CAS/CFOS/CM/SOTECH/GS
Request & Amount	Copy of grades – P 40.00
Total Amount Paid	P 50.00

The QRPH facility can accept payments from:

maya
GCash, Land Bank of the Philippines, Philippine National Bank,
Union Bank of the Philippines, BDO Unibank, Inc.,
Metropolitan Bank and Trust Company

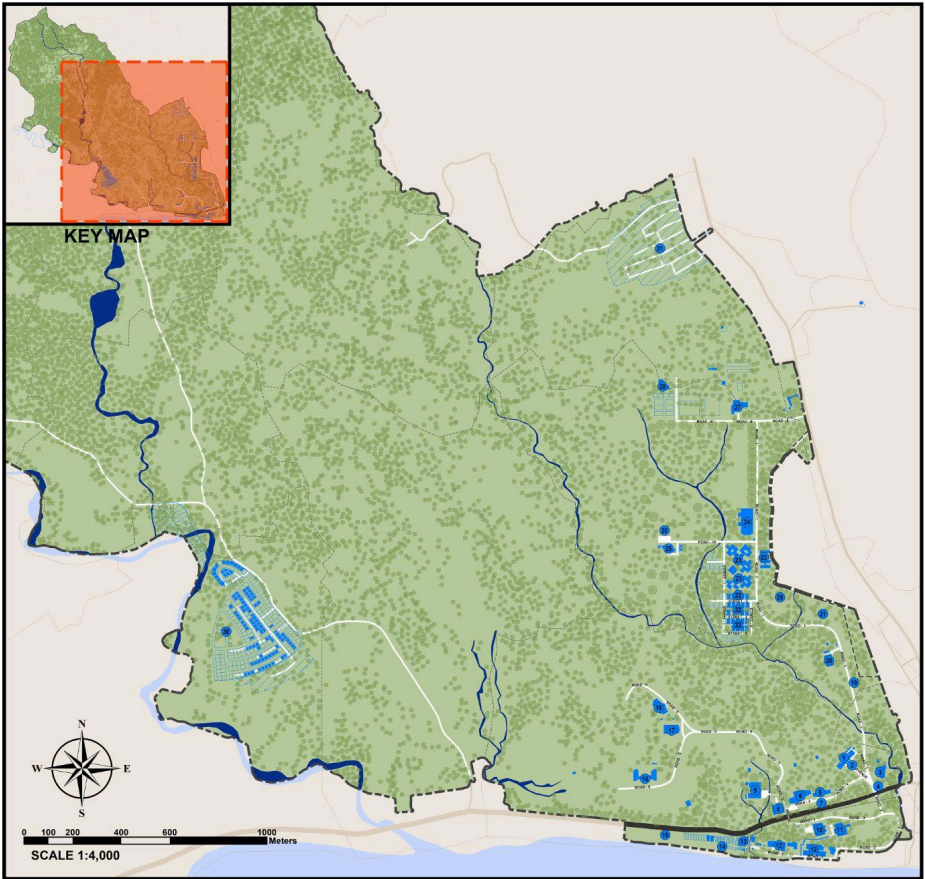


OTHER AVAILABLE PAYMENT OPTIONS

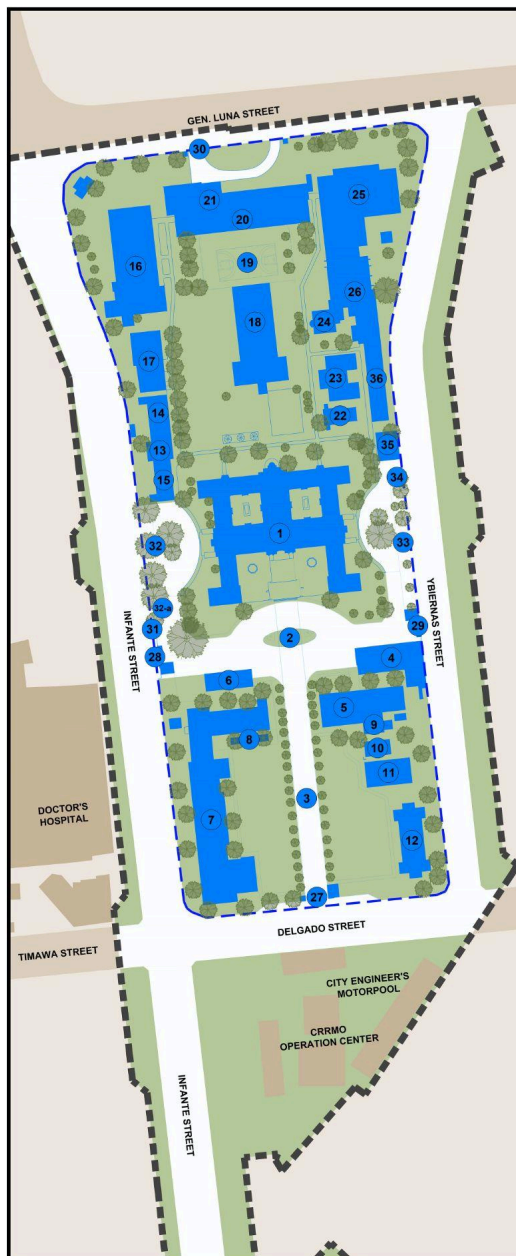
1. Over-the-counter payment at the Cash Office (Miagao and Iloilo City campuses)
2. Bank transfer to UPV's Land Bank of the Philippines account

Details: Account name: U.P. Visayas
Account number: 3052-1015-13
Bank name: Land Bank of the Philippines (Miagao Branch)

UPV Miagao Campus Guide



UPV Iloilo City Campus Guide



UNIVERSITY OF THE PHILIPPINES VISAYAS ILOILO CITY CAMPUS ACTUAL FACILITIES MAP



0 10 20 50 100 Meters
SCALE 1:500

LEGEND:

- UPV ILOILO CITY CAMPUS LOT BOUNDARY
- - - UPV FENCED AREA

ACTUAL

- | | |
|--|---|
| 1 UPV MAIN BUILDING | 20 CHEMISTRY BUILDING |
| 2 OBLATION | 21 GRADUATE & CONTINUING EDUCATION BUILDING |
| 3 UPV ILOILO CITY AVENUE | 22 STUDENT LOUNGE |
| 4 ADMIN SERVICES BUILDING | 23 OLD HIGH SCHOOL BUILDING |
| 5 BALAY ILONGGO (RESIDENCE HALL) | 24 THE WOMAN'S CLUB BUILDING |
| 6 CM LOUNGE | 25 UP HIGH SCHOOL ILOILO (UPHSI) NEW BUILDING |
| 7 COLLEGE OF MANAGEMENT BUILDING | 26 UPHSI SENIOR HIGH SCHOOL BUILDING |
| 8 TECHNO PARK | 27 DELGADO ST. GATE & GUARD BOOTH |
| 9 CDMO OFFICE & STORAGE | 28 INFANTE ST. GATE & GUARD BOOTH |
| 10 ALL UP WORKERS ALLIANCE BUILDING | 29 YBIERNAS ST. GATE & GUARD BOOTH |
| 11 UPV CINEMATHEQUE (CINEMA EXMUNDO) | 30 GEN. LUNA ST. GATE & GUARD BOOTH |
| 12 GENDER AND DEVELOPMENT PROGRAM BUILDING | 31 LANDBANK ATM |
| 13 SENTRO NG WIKA BUILDING | 32 PARKING AREA |
| 14 HOFILEÑA BUILDING | 32-B BICYCLE AND MOTORCYCLE PARKING AREA |
| 15 P.A. CLASSROOMS | 33 UPV OFFICIAL CAR PARKING AREA |
| 16 AUDITORIUM | 34 SSF BUILDING |
| 17 UNIVERSITY CAFETERIA | 35 COOP STORE |
| 18 LITTLE THEATER | 36 PRE-FAB BUILDING |
| 19 BASKETBALL COURT | |



Projection: Universal transverse
Mercator Zone 51N
Datum: WGS 1984
Source: OVCPD
Prepared By: OVCPD
Date: June 2023

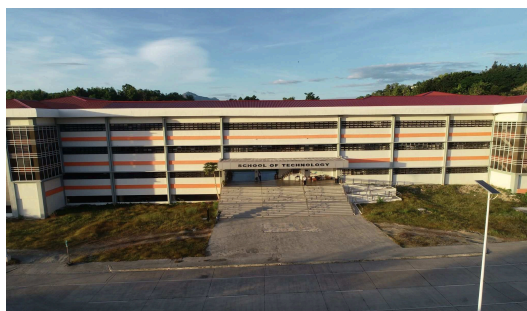
PDF file: <https://bit.ly/33IEoMK>

UPV College Buildings



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)



UPV Student Mental Health Network

MENTAL HEALTH PROBLEMS OR CONCERNS

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

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
<i>Availability of Service:</i>	Monday to Friday; 9:00am - 3:00pm
<i>Applicable Fees:</i>	Free for UP Students

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

Lynn timer Ann G. Castillon, RGC	
<i>Office Address:</i>	Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo
<i>Contact Details:</i>	lgcastillon@up.edu.ph gss.upvisayas@up.edu.ph
<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>	Division of Professional Education, College of Arts and Sciences, UP Visayas, Iloilo City campus
<i>Contact Details:</i>	hqfernandez@up.edu.ph
<i>Availability of Service:</i>	By Appointment
<i>Applicable Fees:</i>	Free for UP Students

Prof. Patricia T. Alingasa-Aguirre (Social Psychology)	
<i>Office Address:</i>	Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo
<i>Contact Details:</i>	atalingasa@up.edu.ph
<i>Availability of Service:</i>	By Appointment
<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>	By Appointment
<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

Dr. Bernice Vania L. Mamauag (Developmental Psychology)	
<i>Office Address:</i>	Division of Social Sciences, College of Arts and Sciences, UP Visayas, Miagao, Iloilo
<i>Contact Details:</i>	bernice.mamauag@gmail.com
<i>Availability of Service:</i>	Tuesday and Wednesday; 2:00pm - 5:00pm
<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. Elizabeth A. Toledo, RPsy, RPs (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; 9:00am - 11:00am 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, hsumiagamedical@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 Department of Psychology, Division of Social Sciences, College of Arts and Sciences, 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 Health Connect Crisis Line (Psychological First Aid, Psychosocial Support, Health Education, and Referral Services)	
<i>Office Address:</i>	Q. Abeto St., Mandurriao, Iloilo City, 5000
<i>Contact Details:</i>	0998-532-4047, 0917-775-9256; dohro6mhconnect@gmail.com
<i>Availability of Service:</i>	24/7 (365 days)
<i>Applicable Fees:</i>	Free

UPV Student Mental Health Network

CLINICAL ISSUES AND CONCERNS

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>	Telepsychiatry: Monday to Thursday; 8:00am - 5:00pm Friday; 9:00am - 5:00pm
<i>Applicable Fees:</i>	With consultation fee

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

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 P1,000 for initial consult, P800 subsequent

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

Henrietta C. Española, MD (Adult Psychiatry); <i>Clients accepted: 25 years old and above</i>	
<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

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

Maria Annabelle B. Salanatin, MD, FPPA	
<i>Office Address:</i>	2nd Floor, YMCA Building, Iznart Street, Iloilo City
<i>Contact Details:</i>	Secretary: Nora - 093006386189
<i>Availability of Service:</i>	Tuesday and Thursday; 3:00 PM
<i>Applicable Fees:</i>	With applicable fees

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) 337-2742 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

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

UPV Student Mental Health Network

PSYCHOSOCIAL REHABILITATION

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

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
<i>Availability of Service:</i>	Monday to Friday; 9:00am - 3:00pm
<i>Applicable Fees:</i>	Free for UP Students

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

Lynn timer Ann G. Castillon, RGC	
<i>Office Address:</i>	Guidance and Counseling Services Unit, Office of Student Affairs, UP Visayas, Miagao, Iloilo
<i>Contact Details:</i>	lgcastillon@up.edu.ph gss.upvisayas@up.edu.ph
<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>	Division of Professional Education, College of Arts and Sciences, UP Visayas, Iloilo City campus
<i>Contact Details:</i>	hqfernandez@up.edu.ph
<i>Availability of Service:</i>	By Appointment
<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

Ms. Elizabeth A. Toledo, RPsy, RPs (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

Mental Health Connect Crisis Line (Psychological First Aid, Psychosocial Support, Health Education, and Referral Services)	
<i>Office Address:</i>	Q. Abeto St., Mandurriao, Iloilo City, 5000
<i>Contact Details:</i>	dohro6mhconnect@gmail.com
<i>Availability of Service:</i>	24/7 (365 days)
<i>Applicable Fees:</i>	Free

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 - 5:00pm
<i>Contact Persons:</i>	
<ul style="list-style-type: none"> • <i>Enrollment, grade completion, LOA, MRR, graduation</i> 	Rhea M. Seville rmseville@up.edu.ph Edward Jeogarty emjeogarty@up.edu.ph Ademel Sevilla acsevilla@up.edu.ph
<ul style="list-style-type: none"> • <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 - 5:00pm
<i>Contact Persons</i>	
<ul style="list-style-type: none"> • <i>Requests for copy of grades, shifting, registration, dropping, grade completion, certificates</i> 	Dr. Dennis C. Ong

CAS Office of the College Secretary	
<i>Office Address:</i>	Office of the College Secretary, Tomas Fonacier Bldg. (CAS Bldg.) Basement, UP Visayas, Miagao, Iloilo
<i>Telephone Number:</i>	(033) 315 9625; (033) 315 9631 loc 178 or 175
<i>Email address:</i>	cas-sec.upvisayas@up.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/UPV.CAS.OCS https://casofficeofcolsec.wordpress.com
<i>Availability of Service:</i>	Monday to Friday: 8:00am - 5:00pm
<i>Contact Persons:</i>	
<ul style="list-style-type: none"> • <i>Shifting, Waiver of MRR, Dropping, Completion/ Removal, LOA, Request for certificates</i> 	Maritess Ferraris Hannah Liza Novesteros Suzanne Terre

CM Office of the College Secretary	
<i>Office Address:</i>	Office of the College Secretary, College of Management, 2/F CM Building, UPV Iloilo City campus, Gen. Luna St., Iloilo City
<i>Telephone Number:</i>	(033) 336 5560
<i>Mobile numbers:</i> <i>(available during enlistment and enrollment period)</i>	Incoming calls only: 0966 167 7606 (Globe) 0919 501 4540 (Smart)
<i>Email address:</i>	cm-sec.upvisayas@up.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/upvcm.collegesec
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
<ul style="list-style-type: none"> • <i>Enrolment, Shifting</i> 	Theresa dela Cruz
<ul style="list-style-type: none"> • <i>Grades Completion, Graduation concerns:</i> 	Arllene Castro Erna Doromal

Office of the University Registrar	
<i>Office Address:</i>	Office of the University Registrar, New Administration Bldg., UP Visayas, Miagao, Iloilo
<i>Telephone Number:</i>	Direct Line: (033) 315 8556 Trunklines: (033) 315 9625, 315 9631-32 loc. 191-193 Mobile Numbers: 09854345235, 09453446794 (calls only)
<i>Email address:</i>	our.upvisayas@up.edu.ph
<i>Website:</i>	www.crs.upv.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/ourupvisayas
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
Contact Persons:	
<ul style="list-style-type: none"> <i>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:</i> Althe Jule Juanito Direct line: (033) 315 8556 Trunklines + Local 191; Email: admissions.our.upvisayas@up.edu.ph <i>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:</i> Herbert Nalagay (CAS & CFOS & SOTECH Graduate Students)) Febe Miayo (CM) Denivi Hazel Medida (SOTECH & CFOS Undergraduate Students)) Direct line: (033) 315 8556 Trunklines + Local 192 or 193 <i>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:</i> Rosalie Piccio (CM, CFOS, & UPVTC) Ana Liza Subade (CAS, SOTECH, and UPCC) Maricor Castor (Incoming and Outgoing request from walk-in clients) Mai Tabanda (Online Document Request Tracking System (ODRTS)) Direct line: (033) 315 8556 Trunklines + Local 191 Direct line: (033) 315 8556 Mobile Numbers: 09854345235, 09453446794 (calls only) <i>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:</i> Angeline Nuevaespaña Direct line: (033) 315 8556 Trunkline + Local 191 	

Computerized Registration and Student Information System (CRSIS)	
<i>Office Address:</i>	Computerized Registration and Student Information System (CRSIS), Villadolid Hall, UP Visayas, Miagao, Iloilo
<i>Telephone Number:</i>	Trunklines: (033) 315 9625, (033) 315 9631, & (033) 315 9632; local 190
<i>Email address:</i>	crs.upvisayas@up.edu.ph
<i>Website:</i>	www.crs.upv.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/upvisayas.crsis
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
<ul style="list-style-type: none"> • <i>Online Enrollment Guidelines/FlowChart, Issuance of CRSIS login credentials, Student ID, and other CRSIS concerns</i> 	Rina-Joy Ambatang Fermar Novilla

LEARNING MANAGEMENT SYSTEM CONCERNS

Learning Management System (LMS) Team	
<i>Office Address:</i>	University of the Philippines Visayas, Miagao, Iloilo
<i>Email address:</i>	lms.upvisayas@up.edu.ph
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm vial email

UPV Student Helpdesk Directory

LEARNING RESOURCES

Teaching and Learning Resource Center (TLRC)	
<i>Office Address:</i>	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
<i>Telephone Number:</i>	(033) 315 8908 local 248 (Main Office) (033) 315-8908 local 411 (ILP)
<i>Email address:</i>	lrc@upv.edu.ph; lrc.upvisayas@up.edu.ph
<i>Website:</i>	https://tlrc.upv.edu.ph/
<i>Social Media Account:</i>	https://www.facebook.com/upvtrlc
<i>Social Media Helpdesk Account</i>	https://www.facebook.com/UPVTLRCTeletab
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
• <i>Bridge Program</i>	Sharon G. Nillana Czar Ian Angel Esquivel lrc.upvisayas@up.edu.ph
• <i>Trainings and Webinars</i>	Sharon G. Nillana Czar Ian Angel Esquivel lrc.upvisayas@up.edu.ph
• <i>GE Portal & UPV LMS</i>	Michael Anthony Remotin Czar Ian Angel Esquivel Online Helpdesk: https://www.facebook.com/TLRCTeletab
• <i>TELETAB Online Helpdesk Assistant</i>	Michael Anthony Remotin Czar Ian Angel Esquivel Online Helpdesk: https://www.facebook.com/TLRCTeletab
• <i>Re-BOOT (Recording Booth for asynchronous class)</i>	Michael Anthony Remotin
• <i>i-Tutor (online tutorial registration)</i>	Sharon G. Nillana Czar Ian Angel Esquivel
• <i>Learning Space (for internet connectivity, computer use, & printing & photocopying services) and Audio-Visual Rooms</i>	John Eric Cayona Michael Anthony Remotin
• <i>AWOLs (Access to Webinars and Other Learning Resources)</i>	Czar Ian Angel Esquivel
• <i>Plagiarism Scanning Services</i>	Czar Ian Angel Esquivel

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 - 5:00pm <i>Graduate Library:</i> Monday to Saturday; 8:00am - 5:00pm
<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 cmllib.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 Innovation Center (DIC)	
<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; dispgroup@upv.edu.ph
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm 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 - 5:00pm
<i>Contact Persons:</i>	
• <i>Issuance of certification, signing of clearance and student loan application</i>	Marvin Murata (<i>Miagao campus</i>) Mary Joy Mesa (<i>Iloilo City campus</i>)

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 - 5:00pm
<i>Contact Person:</i>	Rona Lie N. Narida

Scholarship and Financial Assistance (SFA) Unit	
<i>Office Address:</i>	Socialized Tuition Office, CUB Basement, UP Visayas, Miagao, Iloilo
<i>Telephone Number:</i>	(033) 513 7019; (033) 315 9631 local 168
<i>Email address:</i>	sts.visayas@up.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/upvsto
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
● <i>SLAS Online, Share loan</i>	Reyna T. Lima
● <i>Scholarships</i>	Amalia N. Aaron
● <i>Student Assistant, DOST</i>	Myko Andrea E. Embutin

Guidance and Counseling Services (GCS) Unit	
<i>Office Address:</i>	Office of Student Affairs, College Union Bldg., UP Visayas, Miagao, Iloilo
<i>Telephone Number:</i>	<i>Miagao campus:</i> 513 7019; 315 9631 loc 168
<i>Email address:</i>	gss.upvisayas@up.edu.ph
<i>Social Media Account:</i>	https://www.facebook.com/upvgss
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
● <i>CAS (BA Psych, 1st yr BS Econ, 1st yr BA PolSci) and Graduate Students (Master in Chem, MS Fish, MS Ocean Sciences, Master in Marine Affairs, PhD students, DURP, Master of Management students)</i>	Dr. Sheila A. Javier RGC sajavier@up.edu.ph
● <i>CFOS (BS Fisheries) & CAS (BS App Math, BS Chem, and BS Stat)</i>	Teresa S. Hortillo, RGC tshortillo@up.edu.ph
● <i>SoTech (BS ChE and BS Food Tech) & CAS (BS Bio, BA Hist, BA PolSci 2nd to 5th yr) and Graduate Students (MS Bio, MS Food Science)</i>	Annie A. Manzano, RGC aamanzano@up.edu.ph
● <i>CAS (BS PH, BS Comp Sci, BA CMS, BA Socio, BA CommDev, and BA Lit, BA Econ 2nd to 5th yr)</i>	Paula Khryss P. Ushiyama, RGC ppushiyama@up.edu.ph
● <i>CM (BS Accountancy, BSBA Marketing & BS Management)</i>	Ms. Linnie Ann G. Castillon* Email: lgcastillon@up.edu.ph * with work schedules in Miagao campus on Monday

<ul style="list-style-type: none"> ● <i>UP High School in Iloilo and All Master of Education students</i> 	Juvy T. Janeo, RGC jtjane@up.edu.ph
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Residential Services Unit (RSU)	
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Persons:</i>	
<ul style="list-style-type: none"> ● <i>Balay Apitong</i> 	Nida N. Belas, <i>Officer-in-Charge</i> Balay Apitong, UP Visayas, Miagao, Iloilo (033) 315 8359, trunkline (033) 315-9632 local 221 upvbalayapitong@gmail.com
<ul style="list-style-type: none"> ● <i>Balay Lampirong</i> 	Nida N. Belas Balay Lampirong, UP Visayas, Miagao, Iloilo (033) 315 8358, trunkline (033) 315-9632 local 224 upvbalaylampirong@gmail.com
<ul style="list-style-type: none"> ● <i>Balay Kanlaon</i> 	Divina B. Punongbayan Balay Kanlaon, UP Visayas, Miagao, Iloilo (033) 315 8357, trunkline (033) 315-9632 local 129 upvbalaykanlaon1@gmail.com
<ul style="list-style-type: none"> ● <i>Balay Gumamela</i> 	Celina G. Sumalapao Balay Gumamela, UP Visayas, Miagao, Iloilo (033) 315 8153, trunkline (033) 315-9632 local 225 upvbalaygumamela@gmail.com
<ul style="list-style-type: none"> ● <i>Balay Madyaas</i> 	Marissa F. Pascasio Balay Madyaas, UP Visayas , Miagao, Iloilo (033) 315 8161, trunkline (033) 315-9632 local 223 balaymadyaas.upv@gmail.com
<ul style="list-style-type: none"> ● <i>Balay Miagos</i> 	Divina B. Punongbayan, <i>Officer-in-Charge</i> Balay Miagos, UP Visayas, Miagao, Iloilo (033) 315 9631 local 309 balaymiagos.upvisayas@up.edu.ph
<ul style="list-style-type: none"> ● <i>Balay Ilonggo</i> 	Rich Girl S. Muyco Balay Ilonggo, UP Visayas, Iloilo City campus, Gen. Luna St., Iloilo City (033) 332 7246; ilonggo.upvisayas@up.edu.ph
<ul style="list-style-type: none"> ● <i>UPV International Dorm</i> 	Fryia Jaye T. Guzman UPV International Dorm, UPV Miagao, Iloilo (033) 332 7248, trunkline (033) 315-9632 local 309 internationaldorm.upvisayas@up.edu.ph

UPV Student Helpdesk Directory

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

Office of Anti-Sexual Harassment	
<i>Office Address:</i>	UPV Office of Anti-Sexual Harassment, UPV Miagao campus, Miagao, Iloilo
<i>Telephone Number:</i>	(033) 509 0980; (033) 335 1702
<i>Email address:</i>	asho.upvisayas@up.edu.ph
<i>Social Media Account:</i>	<u>UPV Office of Anti-Sexual Harassment</u>
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Person:</i>	Prof. Aniceta Patricia T. Alingasa-Aguirre

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>	<u>UPV Gender and Development Program</u>
<i>Email address:</i>	gdp.upvisayas@up.edu.ph bbcmc.upvisayas@up.edu.ph
<i>Availability of Service:</i>	Monday to Friday; 8:00am - 5:00pm
<i>Contact Person:</i>	Prof. Ysabella P. Cainglet (until Feb. 15, 2024)

UPV Student Helpdesk Directory

HEALTH CONCERNS

(other than Mental Health and Psychosocial Services)

Health Services Unit	
<i>Office Address:</i>	Health Services 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 - 5:00pm
<i>Contact Persons:</i>	Dr. Ma. Cecilia Villaruz or Physician-on-duty

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 - 5:00pm
<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>	
• <i>Chief</i>	Mr. Raymund Gemarino 09167930387
• <i>SSF Staff:</i>	Ms. Dianille Quilantang 09462137513 (Monday-Friday)
• <i>Security Officer:</i>	SO3 Ronie Fabillo 09108044206
	SO2 Jefferson Castor 09563463119
	SO Delia Palabrica 09667333255
• <i>Security Guard (BAC Leganes)</i>	SpIP Andy John Proquez 09667544675
• <i>Security Guard (Taklong)</i>	SG3 Roger Nicolasora 09309346838

UPV Emergency Hotlines

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

SECURITY GUARD HOUSE (INFANTE)	– 0970-230-4599
SECURITY HEAD GUARD	– 0995-193-6819
HEALTH SERVICES UNIT (HSU) CLINIC	– 337-8594

ILOILO CITY LOCAL GOVERNMENT UNIT

ILOILO CITY PROPER (Police Precinct 1)	– 323-5717
ILOILO CITY POLICE OFFICE	– 0908-377-0194
MOLO POLICE STATION	– 330-8142
MOLO FIRE STATION	– 320-3932
ILOILO CITY FIRE HOTLINE	– 337-3011
ILOILO CITY (INQUIRY)	– 337-4989
ILOILO CITY ACTION GROUP (ICAG)	– 337-5931
ILOILO CITY EMERGENCY RESPONSE (ICER)	– 335-1554 333-2333

HOSPITALS

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
REP. PEDRO TRONO MEMORIAL DISTRICT HOSPITAL	– 315-5172

UPV MIAGAO CAMPUS

HEALTH SERVICES UNIT (INFIRMARY)	– 315-8301
SECURITY/UP POLICE MAIN OFFICE	– 315-9631-32; local 413
SECURITY/UP POLICE (BOX 1)	– 0995-644-4168/ 0939-100-4037
SECURITY/UP POLICE CHIEF	– 315-9631-32; local 413

MIAGAO LOCAL GOVERNMENT UNIT

MIAGAO POLICE STATION	– 327-0079
MIAGAO FIRE STATION	– 315-2270
DISASTER RISK REDUCTION & MANAGEMENT OFFICE	– 321-2448
HEALTH OFFICE (EMERGENCY ROOM)	– 338-0187

UPV List of Offices

EXECUTIVE OFFICES	
Office of the Chancellor	Email: oc.upvisayas@up.edu.ph
	Phone: (033) 315-9378
Office of the Vice Chancellor for Academic Affairs	Email: ovcaa.upvisayas@up.edu.ph
	Phone: (033) 315-8142
Office of the Vice Chancellor for Administration	Email: ovca.upvisayas@up.edu.ph
	Phone: (033) 315-2150
Office of the Vice Chancellor for Research and Extension	Email: ovcre.upvisayas@up.edu.ph
	Phone: (033) 315-8382
COLLEGE OF FISHERIES AND OCEAN SCIENCES	
Office of the Dean	Email: cfos-dean.upvisayas@up.edu.ph; cfos@upv.edu.ph
	Phone: (033) 315-8143
Office of the College Secretary	Email: cfos-sec.upvisayas@up.edu.ph
	Phone: (033) 315-8143
Brackishwater Aquaculture Center	Email: bac_ia.upvisayas@up.edu.ph;
	Phone: (033) 351-1484
Institute of Fisheries Policy and Development Studies (IFPDS)	Email: ifpds@upv.edu.ph
	Phone: (033) 315-9030
Institute of Fish Processing Technology (IFPT)	Email: ifpt.upvisayas@up.edu.ph; ifpt@upv.edu.ph
	Phone: UPV Trunkline (033) 315-9631 / 315-9632 Local 165
Institute of Marine Fisheries and Oceanology (IMFO)	Email: imfo.upvisayas@up.edu.ph; upvimfo@yahoo.com
	Phone: (033) 3158381
Institute of Aquaculture (IA)	Email: ia.upvisayas@up.edu.ph
	Phone: (033) 315-8090
COLLEGE OF ARTS AND SCIENCES	
Office of the Dean	Email: cas.upvisayas@up.edu.ph
	Phone: 33-3159636/ UPV Trunkline 033 315-9631/ 315-9632 local 136
Office of the College Secretary	Email: cas-sec.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9625 local 175 (College Secretary) and 178 (Staff)

Department of Chemistry	Email: chemistry.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9631 local 240
Department of Physical Education	Email: pe.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9632 local 312
Division of Biological Sciences	Email: biosci.upvisayas@up.edu.ph
	Phone: (033) 331-0237
Division of Humanities	Email: humdiv.upv@up.edu.ph
	Phone: UPV Trunkline 315-9631 to 32 loc. 217/218
Division of Physical Sciences and Mathematics	Email: psm.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9631/ 315-9632 loc. 239
Division of Professional Education	Email: profed.upvisayas@up.edu.ph
	Phone: (033) 337-2929
Division of Social Sciences	Email: socsci.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9631 to 32 loc. 398
UP High School in Iloilo	Email: upvhsi.upvisayas@up.edu.ph
	Phone: (033) 337-8517 and (033) 336-5565
Center for West Visayan Studies	Email: cwvs.upvisayas@up.edu.ph
	Phone: (033) 338-1894
Community Outreach Program (COP) - BIDANI	Email: copbidanicas.upvisayas@up.edu.ph
	Phone: (033) 336-5568
Language Program	Email: lp.upvisayas@up.edu.ph
	Phone: 09162318418
COLLEGE OF MANAGEMENT	
Office of the College Dean	Email: cm-dean.upvisayas@up.edu.ph
	Phone: (033) 336-5559
Office of the College of Secretary	Email: cm-sec.upvisayas@up.edu.ph
	Phone: (033) 336-5560
Department of Accounting	Email: deptacctg.upvisayas@up.edu.ph
	Phone: (033) 337-0671
Department of Management	Email: deptmgt.upvisayas@up.edu.ph
	Phone: (033) 337-7626
SCHOOL OF TECHNOLOGY	
Office of the School Dean	Email: sotech-dean.upvisayas@up.edu.ph
Office of the School Secretary	Email: sotech-sec.upvisayas@up.edu.ph

GRADUATE SCHOOL	
Office of the School Dean	Email: graduateschool.upvisayas@up.edu.ph
	Phone: (033) 337-7982
Office of the School Secretary	Email: gs-secretary.upvisayas@up.edu.ph
	Phone: (033) 337-7982
ACADEMIC SUPPORT UNITS	
Office of the University Registrar	Email: our.upvisayas@up.edu.ph; admissions.our.upvisayas@up.edu.ph; crs.upvisayas@up.edu.ph
	Phone: (033) 315-8556; (033) 315 9631; (033) 315 9632; local 191,192, &193; 09519577035; 09569850385
Office of Student Affairs	Email: osa.upvisayas@up.edu.ph, gss.upvisayas@up.edu.ph sts.visayas@up.edu.ph, soa.upvisayas@up.edu.ph,
	Phone: (033) 513-7019; UPV Trunkline (033) 315-9631 / 315-9632 Local 167-168
National Service Training Program	Email: nstp.upv@up.edu.ph
	Phone: UPV Trunkline (033) 315-9631 to 32 local 236
Teaching and Learning Resource Center	Email: lrc.upvisayas@up.edu.ph
	Phone: (033) 315-8908
University Library	Email: lib.upvisayas@up.edu.ph
	Phone: (033) 315-8360, (033) 3209607; UPV Trunkline (033) 315-9631 / 315-9632 Local 213
National Institute of Molecular Biology and Biotechnology	Email: nimbb.upvisayas@up.edu.ph
	Phone: (033) 315-9014
Office of the Continuing Education and Pahinungod	Email: ocep.upvisayas@up.edu.ph
	Phone: (033) 315-9631-32 loc 421
Sentro ng Wikang Filipino	Email: swf.upvisayas@up.edu.ph
Philippine Genome Center Visayas Satellite Facility	Email: pgc.upvisayas@up.edu.ph; sequencing.pgc.upvisayas@up.edu.ph; bioinfo.pgc.upvisayas@up.edu.ph
	Phone: 09153370408
Technology Transfer and Business Development Office	Email : ttbo.upvisayas@up.edu.ph
	Phone: 09054439916 (Globe)

ADMINISTRATIVE SUPPORT UNITS	
Accounting Office	Email: accountingupvisayas@yahoo.com
	Phone: (033) 513-7016
Auxiliary Services Office	Email: aso.upvisayas@up.edu.ph
	Phone: (033) 315-8344 and : UPV Trunkline (033) 315-9631 to 32 local 125
Budget Office	Email: budget.upvisayas@up.edu.ph
	Phone: (033) 315-9723
Campus Development and Maintenance Office	Email: cdmo.upvisayas@up.edu.ph
	Phone: (033) 315-9801
Cash Office	Email: cash.upvisayas@up.edu.ph
	Phone: (033) 315-2277; 09602677484
	UPV Trunkline (033) 315-9631 / 315-9632
	Local 151, 150, and 307
Digital Innovation Center	Email: disp.upvisayas@up.edu.ph ; dispgroup@upv.edu.ph
	Phone: UPV Trunkline (033) 315-9631 / 315-9632 Local 173
Gender and Development Program Office	Email: gdp.upvisayas@up.edu.ph
	Phone: (033) 335-1702
Health Services Unit	Email: hsu-mia@upv.edu.ph , hsu-mia.upvisayas@up.edu.ph hsumiagaomedical@upv.edu.ph (for Miagao Campus) & hsu-ic.upvisayas@up.edu.ph hsuiloilomedical@upv.edu.ph (for Iloilo City Campus)
	Phone:(033) 315-8301, 09456994613, 09185641942; (Miagao); (033) 337-8594 (Iloilo City)
Human Resources Development Office	Email: hrdo.upvisayas@up.edu.ph
	Phone:UPV Trunkline (033) 315-9631 / 315-9632 Local 170,171 and 172
Information and Publications Office	Email: ipo.upvisayas@up.edu.ph
	Phone: 09617950005
Office of Initiatives for Culture and the Arts	Email: oica.upvisayas@up.edu.ph
	Phone: (033) 337-9159
Office of Legal Services	Email: lso.upvisayas@up.edu.ph
	Phone: (033) 336-9700
Office of Alumni Relations	Email: oar.upvisayas@up.edu.ph
	Phone: (033) 336-8837

Office of Anti-sexual Harassment	Email: asho.upvisayas@up.edu.ph
Supply and Property Services Office	Email: spso.upvisayas@up.edu.ph
	Phone: UPV Trunkline (033) 315-9631 / 315-9632 local 180 (chief, admin section), 181 (procurement section), 247 (inventory section), 09171475733 (City Campus)
Security Service Force	Email: ssf.upvisayas@up.edu.ph
	Phone: local 413, 09657392694, 09108044206, Box 1- 09107586128 & 09103429537, Iloilo City - 09107585969 (Agency) & 09171283458 (SSF)
Site Acquisition and Resettlement Project	Email: sarp@upv.edu.ph; sarp.upvisayas@up.edu.ph
	Phone:(033) 315-8344 and UPV Trunkline (033) 315-9631 / 315-9632 local 135
Site Development and Reforestation Project	Email: upvsdrp@yahoo.com
	Phone:UPV Trunkline (033) 315-9631 / 315-9632 local 219
Ugnayan ng Pahinungod Visayas	Email: pahinungod.upv@up.edu.ph
	Phone: (033) 320-6334
University of the Philippines Visayas – Diliman Liaison Office	Email: dlo.upvisayas@up.edu.ph; upvdlo@gmail.com
	Phone: (02) 8990-1169

UPV University Student Council

Academic Year 2023-2024

Name	Position
Thea Kryshna G. Dayata	Chairperson
Peter Daniel M. Panes	Vice Chairperson for Iloilo City Campus
Sarah Mae V. Embac	Secretary General
Hanniel Frenz D. Degala	Finance Officer
Anton Mathew B. Quilantang	Students' Rights and Welfare Committee Chair
Ciania Belle T. Gloria	People's Rights and Welfare Committee Chair
Esther Grace B. Olvida	Education and Research Committee Chair
Marjhun Christianee B. Galanido	Gender Committee Chair
Ymah Belle L. Beraye	Environmental Concerns Committee Chair
Kenah C. Tayson	Culture and Arts Committee Chair
Mary Jude L. Conte	Sports Committee Chair
<i>College Representatives to the USC</i>	
Reynald M. Laurea	College of Arts and Sciences
Jose Leo G. Fortellano	College of Fisheries and Ocean Sciences
Angela Liz D. Eroy	College of Management
Khyllle Jules P. Arsenal	School of Technology
John Leovic B. Villanueva	Graduate School

UPV Academic Calendar

Applies to all units except graduate students

	FIRST SEMESTER	SECOND SEMESTER	MIDYEAR
Deadline for submission of request for waiver of MRR	Wed, 05 Jul	Thu, 28 Dec	Mon, 20 May
Deadline for transfer students to file application for admission (for FS admission only)	Mon, 17 Jul		
REMOVAL EXAMINATION PERIOD	Wed, 02 Aug — Tue, 15 Aug	Fri, 05 Jan — Thu, 18 Jan	
ADVANCE REGISTRATION FOR FIRST YEAR*			
GENERAL REGISTRATION	Wed, 16 Aug — Sat, 19 Aug	Fri, 19 Jan — Fri, 26 Jan	Fri, 14 Jun — Tue, 18 Jun
START OF CLASSES	Tue, 22 Aug	Mon, 29 Jan	Wed, 19 Jun
Curriculum Committee Meeting	Wed, 30 Aug	Wed, 24 Jan	Wed, 08 May
Last day of Change of Matriculation and Payment	Sat, 09 Sep	Sat, 17 Feb	
DEADLINE FOR STUDENTS TO FILE APPLICATION FOR GRADUATION AT THEIR COLLEGE FOR THOSE GRADUATING AS OF THE END OF:			
- 1S AY 2023 - 2024	Thu, 14 Sep		
- 2S AY 2023 - 2024		Fri, 16 Feb	
- MY 2024			Mon, 15 Jul
Deadline for Colleges to submit tentative list of candidates for graduation for those graduating as of the end of:			
- 1S AY 2023 - 2024	Thu, 21 Sep		
- 2S AY 2023 - 2024		Mon, 26 Feb	
- MY 2024			Thu, 25 Jul
DEADLINE FOR COLLEGES TO SUBMIT APPROVED LIST OF CANDIDATES FOR GRADUATION AS OF THE END OF:			
- MY 2023	Fri, 22 Sep		
- 1S AY 2023 - 2024		Thu, 22 Feb	
- 2S AY 2023 - 2024		Tue, 18 Jun	
UNIVERSITY COUNCIL MEETING TO APPROVE CANDIDATES FOR GRADUATION AS OF:			
- MY 2023	Wed, 04 Oct		
- 1S AY 2023 - 2024		Wed, 06 Mar	
- 2S AY 2023 - 2024		Wed, 26 Jun	
UP COLLEGE ADMISSION TEST (UPCAT) FOR 2025-2026 INTAKE*			
MID-SEMESTER/MID-SUMMER	Fri, 20 Oct	Tue, 26 Mar	Sat, 06 Jul
Reading Break	Thu, 12 Oct — Wed, 18 Oct	Mon, 01 Apr — Sat, 06 Apr	Sun, 07 Jul — Tue, 09 Jul
Reading Break for split-sem schedule (1)	Thu, 14 Sep — Sat, 16 Sep	Thu, 22 Feb — Sat, 24 Feb	
Reading Break for split-sem schedule (2)	Mon, 13 Nov — Wed, 15 Nov	Thu, 25 Apr — Sat, 27 Apr	
LAST DAY FOR GRADUATING STUDENTS TO CLEAR DEFICIENCIES INCURRED IN PREVIOUS SEMESTERS	Mon, 11 Dec	Thu, 16 May	Thu, 18 Jul
DEADLINE FOR DROPPING SUBJECTS	Mon, 20 Nov	Fri, 19 Apr	Mon, 15 Jul
DEADLINE FOR FILING LEAVE OF ABSENCE	Fri, 01 Dec	Thu, 09 May	
END OF CLASSES	Tue, 19 Dec	Thu, 23 May	Tue, 23 Jul
LANTERN PARADE	Wed, 20 Dec		
Integration Period		Fri, 24 May — Sat, 25 May	Wed, 24 Jul
CHRISTMAS VACATION	Thu, 21 Dec — Mon, 01 Jan		
FINAL EXAMINATION			Thu, 25 Jul — Fri, 26 Jul
- GRADUATING STUDENTS	Wed, 03 Jan	Mon, 27 May	
- OTHER STUDENTS	Thu, 04 Jan — Wed, 10 Jan	Tue, 28 May — Tue, 04 Jun	
SUBMISSION OF GRADES			Wed, 31 Jul — Thu, 01 Aug
- GRADUATING STUDENTS	Thu, 11 Jan	Wed, 05 Jun	
- OTHER STUDENTS	Fri, 12 Jan — Wed, 17 Jan	Thu, 06 Jun — Tue, 11 Jun	
COMMENCEMENT EXERCISES			
- UPV (ILOILO)		Thu, 18 Jul	
- UPV TACLOBAN COLLEGE		Tue, 23 Jul	

Office of the Secretary
of the University and of
its Board of Regents
OFFICIAL
RELEASE
Issued 09 MAY 2023

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.

