



STUDENT MANUAL

Revised 2018



PREFACE

This student Manual Serves as the main source of information to guide and constantly assist you on institutional regulations, procedures and policies. It is a sourcebook of information that reflects the institution's vision, mission statement and goals, academic policies, instructional and service support units, student activities and publication, and student conduct and discipline of which student of this institution should be aware.

Thus, this manual serves as an easy and handy reference during your stay at Cebu Normal University.

HISTORICAL BACKGROUND

Historical Background of Cebu Normal University

Cebu Normal University, then Cebu Normal School (CNS), was founded in 1902 by Act No. 74 of the Philippine Commission. It was originally located on Colon Street, occupying a rented space in the Colegio Logarta Building. In 1906 through Act No. 372, and upon the establishment of the Cebu Provincial High School (now Abellana National High School) on Jones Avenue (now Osmeña Boulevard), it became an adjunct of said school and operated as a branch of PNU for secondary schooling. As it obtained the normal school status in 1924, it moved to its current site where Cebu Normal University stands today.

The 4-year secondary curriculum CNS offered was changed into a 2-year curriculum – the Junior Normal which later became the Elementary Teacher Certificate. The outbreak of WWII in 1944 converted the school into a garrison of the Japanese Kempetai. After the war, it adopted the 2-year general curriculum. In 1952, it offered the 4-year elementary education curriculum, which in 1954, was offered as Bachelor of Science in Elementary Education major in Elementary Methods. In the same year, Cebu Normal School was categorized as a tertiary level institute by R.A. No. 975 and was authorized to confer the degree, "Bachelor of Science major in Elementary Methods." In 1959, this was offered as a Bachelor of Science in Elementary Education. In 1960, it opened the Graduate School and had its first graduate in 1966.

In 1967, R.A. No. 5128 converted Cebu Normal School into Cebu Normal College which was also converted into Cebu State College in 1976 by virtue of PD. No. 944. In 1998, it obtained its university status by the passage of R.A. no. 8688, otherwise known as the Charter of Cebu Normal University.

Today, Cebu Normal University continues to build strength on its name along Instruction, Research, Extension and Production.

THE UNIVERSITY SYMBOLS

University Colors

The University Colors are crimson and gold. Crimson stands for the courage to grow, to aspire, to create, to innovate, to take risks in defiance of an age-worn undesirable attitude that opposes change and growth. Gold symbolizes the shining metal of character, integrity, honor, loyalty. perseverance in the face of adversity and humility in the acquisition of knowledge.

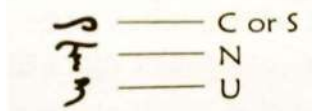
University Seal

The University Seal features the following symbols: a kuryapi, a lamp, three letters taken from the old Cebuano alphabet, and the year 1915.

KURYAPI - Kuryapi is the Visayan word for the native lute, usually made of wood with two (2) strings (occasionally 3). It was common throughout the island before the Spanish conquest and was customarily played by men. It symbolizes studies in music, arts and letters, with the all-pervading native soul as an integrating force.

The LAMP the design of the lamp is western and symbolizes the light of knowledge. Likewise, since it is a universal symbol for education, it is prominently featured on the seal because the university started as teacher-training institution. It also stands for the nursing profession, which is represented by the lamp of Florence Nightingale.

The LETTERS- the three letters taken from the Cebuano alphabet have the following equivalents:



The old Cebuano letters were used because this university takes pride in its roots-its Hindu-Malay cultural base and its colorful history.

1902 - This was the year when Cebu Normal School was formally established as a secondary normal school, a provincial branch of Philippine normal School. From there it grew into a college, a state college, and finally a university.

CEBU NORMAL UNIVERSITY VISION-MISSION STATEMENT

VISION

A leading multidisciplinary research university of education committed to build a strong nation

MISSION

To develop high performing professional educators who generate new knowledge and build progressive and peaceful communities.

GRADUATE ATTRIBUTES

Facilitator of Learning

A graduate of CNU takes on the responsibility of teaching knowledge in the discipline as holistic process.

Design Thinker

A CNU graduate who can apply core skills in literacy, numeracy, scientific literacy, ICT literacy, financial literacy, and socio-cultural literacy to everyday tasks as well as competently respond to complex challenges through resourcefulness, imagination, insight, and collaboration to meet current and emergent needs of society.

Protector of Nature

A CNU graduate can assume an unconditional accountability to protect the natural environment through sustainable conservation practices and firm advocacy.

Mission-driven Worker

A CNU graduate who pursues an enduring purpose in life with a passion to become what one is capable of becoming.

Quality Policy

Cebu Normal University commits itself to deliver excellence in education, research and extension services towards global competitiveness, to meet the increasing levels of customer demand, statutory, regulatory and international standards through continuous quality improvement and good governance.

To ensure compliance to the commitment, relevant and responsive virtual and/or physical monitoring, review and upgrading of service delivery is implemented.

Quality Objectives of Cebu Normal University

- QO1: Increase average passing percentage of board examination programs by 20% of the national passing.
- QO2: Ensure 80% cohort survival of graduates in the undergraduate programs.
- QO3: Increase number of publications in refereed reputable journals.

- Q04: Increase technical advisory extension services that are responsive and timely to the needs of the community.
- Q05: Timely completion of financial accountability reports.
- Q06: Increase customer satisfaction index in all services of the university through fast-tracking of services in compliance with service delivery charter (Anti-Red Tape Act)
- Q07: Institute timely risk management protocol in order to mitigate effects of risks in its various process deliveries
- Q08: Ensure confidentiality of records and/ or information in compliance with the provisions of relevant statutory requirements

ORGANIZATION AND GOVERNANCE OF THE UNIVERSITY

The Board of Regents

The University shall have the general powers of a corporation as set forth in the corporation law of the Philippines. The administration of the University and the exercise of its corporate powers shall be vested exclusively in the Board of Regents and the University President insofar authorized by the Board.

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TITLE 1: ADMISSIONS AND ENROLMENT

ARTICLE 1. Entrance, Admission, Registration, and Cross-Enrolment Procedures

Sec. 1. Entrance, admission, registration and cross enrolment requirements, as prescribed and approved by the Academic Council and confirmed by the Board of Regents, shall be promulgated in all academic colleges/departments of the university.

Sec. 2. Qualified applicants for admission shall pass through physical, medical, and other examinations conducted by the medical and dental units of the university or any recognized health agency in the Philippines or the country of origin, in the case of foreign applicants.

Sec. 3. Each college of the university shall formulate its own admission policies, subject to the approval of the governing bodies. However, in the exercise of its academic freedom, and after due process is rendered, the University reserves the right to refuse admission or re-admission of a student on the following grounds:¹

- a. academic deficiency
- b. violation of school rules and regulations

Sec. 4. A student is considered enrolled or registered as a bonafide student of the university-based on pertinent rules of registration.²

Sec. 4.1. A student may enroll after the lapse of the enrolment period specified in the approved school calendar, and be admitted in accordance with the rules and regulations of the university for late enrolment;

Sec. 4.2. Graduating students are discouraged from transferring to another school. However, if this is inevitable, a student may transfer to another institution during the school term provided consent of both institutions is obtained;

Sec. 4.3. No student shall be accepted for enrolment unless he/she presents proper school credentials on or before the end of the enrolment period for the school term;

Sec. 4.3.1. Applicants to the graduate studies will be provided with academic advising to determine which subjects are to be enrolled in. The required documents are:

- a. Filled out application form
- b. Academic Records: Photocopy of TOR
- c. Proof of Identity
- d. Receipt of payment of assessment fee

Sec. 4.3.2. For the undergraduate studies, only graduates of senior high are eligible for admission to first year. Graduates of the old curriculum before the implementation of the K-12 may be admitted provided they have taken up a bridging program and have been issued a certificate of completion.

Sec. 4.3.2.1. Student applicants are admitted only after having complied with the prescribed procedures. All first-year

¹ Sarmiento, 2006 Students' Rights and Wrongs

² University Code

applicants or transferees are required to take the CNU College Admissions Test (CNUCAT). The documents to be submitted are:

- a. Report Card (certified true copy of the original) reflecting an average rating of 85% to qualify for degree programs with licensure examinations, and 83% for degree programs without licensure examinations, on all subjects in the Senior High as prescribed by their respective institutions
- b. Photocopy of NSO/Philippine Statistics Authority certificate of birth and the original for verification
- c. 3 pcs. 2" x 2" pictures
- d. certificate of good moral character
- e. accurately filled-out application form
- f. payment of testing fee
- g. long brown envelope with plastic cover

Sec. 4.3.2.2. Applicants for the entrance examinations will be accepted regardless of the track they graduated from. However, in the prioritization of qualifiers, the Senior High track they completed will be part of the criteria.

Sec. 4.3.2.3. All Filipino students are given the privilege of free tuition and other fees in the tertiary level as provided for in R.A. 10931 if these students pass the assessment procedures of the university. The following are exceptions to the free tuition privilege³:

- a. Students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private HEI;
- b. Students who fail to comply with the admission and/or retention policies of the university provided that the failure to comply with the retention policies results in the student's permanent disqualification from enrolling in any state university;
- c. Students who fail to complete the bachelor's degree or comparable undergraduate degree within a year after the expected duration of the program; provided that
 - (1) in the case of shiftees, any semester wherein the student has availed of the benefits of free higher education will be subtracted from the expected duration of the program in which the student is enrolled;
 - (2) transferees or shiftees who have already availed of any government funded STuFAP shall have the term of the previous availment deducted from the expected duration of the current program enrolled in;
 - (3) in the case of returning students and other students who went on a leave of absence (LOA), the determination and computation of their free higher education shall be without prejudice to the most expedient way of completing their studies;

³ R.A. 10931

- (4) the SUCs and the LUCs shall decide on the cases that merit the extension of the availment of free higher education.
- d. A student may voluntarily opt out of the free education privilege, provided that he/she executes a waiver with the following information⁴:
 - (1) A statement that he/she cognizant of R.A. 10931 and the benefits and responsibilities under the Act, providing the reason for opting out of the privilege, and that the choice was voluntary and not made under duress;
 - (2) the academic period (semester/term and academic year) in which the student opts out;
 - (3) signature of the student, of if he/she is a minor, the signature of the parent or legal guardian;
 - (4) certification/acceptance by the registrar and/or guidance counselor

Sec. 4.3.2.4. Students availing of the free higher education privilege shall be entitled to⁵:

- (1) free tuition for all courses/subjects/classes enrolled in during a particular semester/term as part of the curriculum and which are essential in obtaining a degree. This includes approved petitioned classes, but not non-credit within-semester, tutorial or review classes, or review and enhancement classes offered by the university.
- (2) free miscellaneous and other school fees, and similar or related fees, which include fees on:
 - (a) library
 - (b) computer
 - (c) laboratory
 - (d) school ID
 - (e) athletics
 - (f) admission
 - (g) development
 - (h) guidance services
 - (i) handbook
 - (j) school paper
 - (k) entrance examinations
 - (l) registration fees
 - (m) medical and dental services, and
 - (n) cultural activities

Provided that only the first copies/printouts of school ID, library ID, and student handbook shall be free, and any subsequent requests by the student will be charged accordingly.

⁴ R.A. 10931

⁵ ibid

Fees on Related Learning Experience (RLE) and affiliation of Nursing students and Student Teaching Fees of Education students are not free.

Sec. 4.3.3. Requirements for applicants to the Integrated Laboratory School are:

- a. filled-out application form
- b. proof of identity

Sec. 4.4. A student is deemed officially enrolled when after submitting the appropriate admission or transfer credentials, he/she is issued an official study load form and is allowed to attend classes by the institution;

Sec.4.5. For purposes of enrolment, the name or other personal data or circumstances of each student as indicated in his/her birth certificate or alien certificate of registration, where applicable, shall prevail.

Section 5. The University reserves the right to accept or reject a student who seeks to cross enrol on the basis of the established screening policies. Students shall be allowed to enrol in another recognized higher education institution, provided that:

- a. the desired subjects are not offered in the university during the term of the requesting students' enrolment;⁶
- b. valid reasons are presented in written form for the request for cross enrolment

Students are allowed to enrol simultaneously in two schools once approved by the Registrar upon the recommendation of the College Dean before issuance of the Permit to Cross Enrol. Students who apply for cross-enrolment to the University, are likewise required to submit the Permit to Cross Enrol duly signed by their University Registrar together with one (1) 2x2 picture and one (1) expanded brown envelope.

Section 6. The University may accept graduates of other degree programs who wish to enrol in the degree programs of the college based on established admission policies.

Section 7. Transfer of students from a recognized institution of higher learning to the university shall be allowed following the approved admission and screening requirements.

Section 8. Having been qualified for admission, and after complying with the Bureau of Immigration requirements, international students may be accepted for enrolment in the university.⁷

Section 9. The University shall consider the admission of students with special needs such as those gifted or talented, students with impairment such as physical, visual, hearing, speech, etc. provided they have been trained and prepared for mainstream education.⁸

Section 10. The University shall accept refresher course students anytime during a school term for audit purposes without earning credits subject to admission requirements of the University.⁹

⁶ University Code

⁷ E.O. 285 for foreign students s. 2000

⁸ University Code

⁹ ibid

ARTICLE 2. Student Classification

Section 1. Students are those who are enrolled and regularly attending classes in the university. For purposes of loading, identification and other forms of administration, college students shall be classified as follows:

- (a) Regular students – These are the college students who belong to one identified year level and carry a regular study load based on the program prospectus.
- (b) Irregular students – These are the students who are not identified with one regular year level since they are taking subjects in other year levels.

ARTICLE 3. Withdrawal, Dropping, Substitution of Subjects and Transfer of Credits

Section 1. Withdrawal, dropping, changing and substituting subjects shall be done based on established policies and rules of the institution and shall be approved by the dean and the registrar.

Section 2. Shifting from one course within the university or changing of major fields of discipline within the college shall be allowed under certain conditions set by the university.

Section 3. Transfer from one school to another is discouraged. However, in exceptional cases where transfer is unavoidable, credit units earned may be accepted by the University subject to certain conditions. Transfer of credits on subjects taken by a student transferee from a recognized institution shall only be granted upon the recommendation of the Dean concerned, subject to the approval of the appropriate officials of the college to which credits are being transferred. The following criteria shall therefore be observed in the evaluation of subjects of transferees:

- a. Subject description and scope (subject matter) are highly considered.
- b. The approval of the Dean upon the recommendation of the admissions Committee is required.
- c. A student shall further be allowed to transfer provided that he has no unsettled obligation to the University, or is not under suspension by the university or expulsion imposed by the Commission.
- d. The University shall provide any eligible student who applies for transfer with transfer credentials appropriate for admission in another HEI, subject to the latter's policies on the admission of transfer students.
- e. Transfer credentials must be signed by the Registrar and issued after the filing of the application for transfer.

Section 4. Release of Records. The University shall release school records of students who have no outstanding property and/or financial obligations to the university or are not under penalty of suspension or expulsion. Otherwise, the University shall have the discretion to withhold the transfer credentials of concerned students. The transfer credentials shall be released after the settlement of obligations or after the penalty of suspension is served or expulsion lifted.

Sec. 4.1. After the release of transfer credentials / honorable dismissal, incomplete grades (grades of NC and NG) obtained by the student can no longer be removed even if those grades are still within the reglementary period of one

year. This rule likewise applies to students who have already registered in another school before being officially granted honorable dismissal by CNU.

Sec. 4.2. After the release of transfer credentials, the student automatically loses his/her student status at CNU.

Sec. 4.3. A student who drops entirely from his/her program during the term with valid reasons and with the approval of the College Dean shall be classified as "WITHDRAWN."

Sec. 4.4. Transfer credentials signify the voluntary withdrawal of a student from the college with the consent of the Registrar. Before its issuance, the student must settle all outstanding property and/or financial obligations to the school.

Sec. 4.5. Issuance of Transfer Credentials (Honorable Dismissal) is done only once. If the said certificate has been released and lost, the student concerned must produce an Affidavit of Loss of honorable dismissal before a new copy is issued by the Registrar's Office.

ARTICLE 4. School Fees

Section 1. Fees such as tuition, registration, matriculation, and others shall be fixed by the Board of Regents. Such fees and charges shall be collectible, and their application or use shall be authorized subject to existing government rules and regulations.

Section 2. In case the university proposes for an increase in tuition or school fees, a consultation process shall be initiated by the university for the ensuing academic year with the student councils, faculty, alumni, and non-teaching personnel with the option to invite representative from CHED Regional Office VII who shall be informed at least fifteen (15) days prior to the consultation.¹⁰

¹⁰ CMO 19, s. 2015

TITLE 2: ACADEMIC POLICIES

ARTICLE 1. Student Academic Load

Section 1. Graduate School

Sec. 1.1. One unit of credit shall be at least eighteen (18) full hours of instruction per semester in the form of lectures, discussions, seminars, tutorials, or equivalent field/laboratory work, or any combination of these forms within a semester.

Sec. 1.2. During the summer term, the normal load shall be nine (9) units, but in justifiable cases, such as when the student is graduating and the subject to be taken as overload is the last academic requirement, the dean, with the approval of the Vice-President for Academic Affairs, may allow a higher load not exceeding twelve (12) units.

Sec. 1.3. The study load and the subjects to be taken shall be based on the courses offered per degree program subject to the approval of the dean.

Section 2. Undergraduate Studies

Sec. 2.1. One unit of credit is likewise equivalent to eighteen (18) full hours of instruction per semester in the form of lectures, seminars, or field laboratory work. The standard number of hours for every unit of credit is as follows:

a. Lecture Class	-1-hour
b. Laboratory class	-3 hours
c. Physical Education	-1 hour

Sec. 2.2. The total number of credit units for which a student may register in two or more colleges/departments in the institution shall not exceed the maximum units allowed by the rules on academic load.

Sec. 2.3. A regular student shall enroll in all courses prescribed for the curriculum year to which he/she belongs. He/She shall carry a load of not more than the number of units required in a semester, curricular year, or program in which he/she is classified; provided however, that the student does not encounter any academic problems that may impede him/her to finish the program enrolled in.

Sec. 2.4. A graduating student may be granted a reasonable overload as may be necessary. Provided, further that it shall not violate the existing rules and regulations of the university.

Sec. 2.5. A student who has dropped or failed twice in the same subject or incurred a failing grade for two consecutive semesters shall be referred to the chair for academic counseling.

Sec. 2.6. No student shall be allowed to enroll in two (2) academic programs at the same time.

ARTICLE 2. Attendance

Section 1. Attendance of students in classes shall be governed by the following rules promulgated by the university.

Sec. 1.1. All students are obliged to attend classes regularly and must comply with the requirement of at least 80% of the total number of credit hours per subject taken during the academic semester.¹¹

Sec. 1.2. A student who is absent for more than 3 days due to sickness shall secure a medical certificate from the university physician to be entitled to remedial and other academic assistance.

Sec. 1.3. For other reasons of absence, the student must present a letter of excuse written by the parent or guardian stating specifically the cause of absence. This shall be signed by the Dean of Student Affairs and endorsed to the teacher/teachers concerned before the student is admitted to class.

Sec. 1.4. A student who has incurred three (3) unexcused absences maybe dropped. However, before such a decision is made, the matter must be brought by the teacher concerned to the attention of the Dean/Head of Office for final determination.

Sec. 1.5. For a student taking practicum/internship, the duration of make-up class shall be twice the number of hours/days of unexcused absence.

Sec. 1.6. A student who is restricted by his/her religion to participate in class or university-wide activities may be assigned alternative academic work equivalent to the activity missed, provided the veracity of the assertion has been ascertained.

Sec. 1.7. In the Graduate studies, a student is automatically dropped (DR) when the number of unexcused absences exceeds 20 % of the recitation hours.

Section 2. Tardiness shall be governed by the following rules:

Sec. 2.1. A student who is not inside the classroom fifteen (15) minutes after the class commences is marked tardy. (The class is automatically dismissed if the teacher fails to come to class or give any notice after 30 minutes of scheduled time.)

Sec. 2.2. Three (3) unexcused instances of tardiness are equivalent to one-day absence.

¹¹ CHED Memo no. 40, s. 2000

ARTICLE 3. Calendar and Schedule of Classes

Section 1. The University shall adopt an academic calendar suitable for the graduate and undergraduate studies and the Integrated Laboratory School (Elementary and Secondary).

Sec. 1.1. For the graduate and undergraduate levels, the university shall prepare and implement the calendar for each academic year based on the yearly memorandum order issued by the Commission on Higher Education (CHED).

Sec. 1.2. The academic year for undergraduate and graduate courses shall consist of not less than thirty-six (36) weeks per year or eighteen (18) weeks a semester exclusive of approved vacations and inclusive of legal and special holidays and days for special activities.¹²

Sec. 1.3. In the Integrated Laboratory School where the required number of class days is mandated by R.A. 7797, the academic calendar prescribed by the Department of Education may be adhered to with some modifications to suit the university's needs and structure.

Sec. 1.4. There shall only be one academic calendar integrating CHED and DepEd memoranda governing the university for one school year.

Sec. 1.5. The academic calendar shall reflect key events and academic activities within the reference academic year.

Section 2. All colleges and departments shall start and end their classes in accordance with the CNU academic calendar, subject to some changes due to fortuitous events.

Section 3. Make-up classes shall be held in lieu of class hours lost due to fortuitous events and man-made causes.

Section 4. The University shall observe regular and special public holidays recognized by law. It may also observe school holidays, provided that the minimum graduate and collegiate actual student contact time is 18 hours a semester or summer term for a one-unit academic credit inclusive of examinations. Graduate and undergraduate school days shall consist of not less than eighteen (18) weeks in a semester. School days may be suspended due to natural or man-made causes.¹³

Section 5. The program/schedule of classes shall be prepared by the respective college deans/department heads under the direct supervision of the Vice President of Academic Affairs.

Section 6. Unless otherwise authorized by the deans/department heads concerned, the standard class size in the undergraduate classes and the Integrated Laboratory school shall have a maximum of 60 students. Graduate classes shall observe a maximum of 25 students in a class.

¹² University Code/CHED Memo No. 40, s. 2000

¹³ University Code/CMO No. 1, s. 1999

Section 7. Deviations from the foregoing standards shall be subject to the approval of the duly constituted authorities of the university upon recommendation of the dean.

Section 8. In accordance with the prescribed standards and regulations set by CHED, the university may limit its enrolment and curricular offerings.

ARTICLE 4. Dismissal and Change of Schedule

Section 1. As a general rule, the university shall adopt established policies regarding dismissal of classes due to fortuitous events. In the absence of typhoon signal warnings from PAGASA, localized cancellation or suspension of classes and work in government offices maybe implemented by Local Chief Executives as the chairmen of the local disaster risk reduction management council concerned in coordination with PAGASA and NDRRMC.¹⁴ However, the University President or the designated officials can suspend or dismiss classes when there is imminent danger on the lives or well-being of its populace.

Section 2. No faculty member shall dismiss his/her class for the purpose of attending rehearsals, programs, seminars, educational tours, and the like, without written approval by the department heads and the college dean.

Section 3. No faculty member shall change class schedules and rooms without any written authority by the department head/college dean.

ARTICLE 5. Examinations And Grades

Section 1. Examinations are integral components of instruction and shall be administered by the instructor/professor subject to the university policies/rules for the purpose of evaluating student performance. Major examinations shall consist of written mid-term and final exams, as scheduled by the university.

Section 2. The University shall allow students to take the final examinations even with outstanding property and financial obligations, including unpaid tuition and other fees corresponding to the school term. However, the university shall withhold the final grades or refuse re-enrolment of such student in the succeeding school term until the obligation is settled.¹⁵

Section 3. The academic performance of students shall be evaluated and graded at the end of each term in accordance with the prescribed grading system.

Sec. 3.1. For the graduate studies, the grading system ranging from 1.0-2.0 with an interval of .1, in which 1.0 is the highest and 2.0 is the lowest passing grade, shall be adopted. A student who fails twice in the comprehensive exam shall be advised to take refresher courses.

¹⁴ *ibid/* E.O No. 66, s. 2012

¹⁵ *Ibid/* CHED Memo No. 40, s. 2000

Sec. 3.2. For the undergraduate studies, the grade shall be within the range of 1.0-3.0 with an interval of .1 where 1.0 is the highest grade and 3.0 is the lowest passing grade. The criterion referenced evaluation is applied in the computation of grades where 70% is the cut-off passing score in any given examination for major subjects and 60% for general education subjects.

The following non-numeric ratings may also be given:

- a. W – withdrawn
- b. DR – dropped
- c. NC – no credit
- d. NG – no grade

Sec. 3.2.1. An NC (no credit) grade is given when a student fails in the subject taken.

Sec. 3.2.2. An NG (no grade) is given to a student whose class standing throughout the semester is passing but who fails to take the final examination or fails to complete all academic requirements for the courses due to illness or other valid reasons.

- a. The N.G. rating can only be removed within the reglementary period of one-year, after complying with the requirements.
- b. If the student fails to complete the requirements within the specified time, the NG grade becomes a permanent entry in the Official Transcript of Records. The student who obtained an NG is required to re-enroll the subject until he/she gets a passing grade
- c. Due to faculty oversight, the student may have his/her grades corrected based on official records.

Sec. 3.3. The Integrated Laboratory School shall adopt the grading system based on the K-12 curriculum as provided by R.A. 10533.

Section 4. The instructor/professor has the sole authority to determine and give grades to his/her students.

Section 5. Students are allowed to request for change of grade or change of the rating from NG to a numerical rating after the reglementary period has lapsed after the cause shall be established as valid and after appropriate form is filled out and submitted to the Office of the Registrar. The following procedures shall be observed:

- a. Professor fills out the form.
- b. The college dean affixes his/her signature as recommendation for approval by the VP-Academic Affairs.
- c. Student submits the form to the Office of the Registrar for the correction of grade into the system.

ARTICLE 6. Conduct of Trainings with Graduate Degree Units' Equivalency

Section 1. Conducting training activities for income generation to the university either institutionally delivered or requested by partner agencies/ office with equivalent Graduate Degree units must satisfy the following requirements:

- a. Board of Regents Resolution approving the implementation of the training program;
- b. Memorandum of Agreement duly approved by the Board of Regents or its equivalent stating therein among others the specific responsibilities of the university to grant the Graduate School units to successful participants of the training program/ project under any Graduate Degree programs offered by the University;
- c. An office order issued by the University President listing the officials/ professors involved and their respective assignment in the implementation of the training project;
- d. Complete list of participants and the corresponding remarks of completion or otherwise;
- e. The manner of grading and/or equivalent rating of the participants to the training attended;
- f. Observance of other processes necessary or submission/production of documents that have some bearing to satisfy the need of the transacting public such as the portfolio of the training completed/ summary of participants containing grades, etc

The foregoing have to be submitted /forwarded to the Office of the University Registrar to facilitate related requests of the transacting public.

ARTICLE 7. Student Leave of Absence

Section 1. A leave of absence (LOA) shall be granted to students upon the approval of the dean of the college. A student may file a leave of absence one (1) week prior to the start of the leave for reasons of poor health, financial problems or any other valid and meritorious cause duly approved by the College Dean.

Sec. 1.1. Undergraduate students who get pregnant may file a leave of absence if problems regarding their pregnancy occur. If pregnancy is well and delivery happens within the semester, the student must present a medical certificate upon her return.

Students who wish to re-enroll or resume studies in the university after having been on leave for more than two years shall be subjected to evaluation and re-screening procedures by the dean.

Sec. 1.2. A returnee-student of more than five years, particularly those in the graduate school, must write a letter to the Dean so that his/her academic standing can be properly evaluated according to the curriculum previously enrolled in vis-a-vis the current curriculum of the program.

Section 2. Students who return for enrolment into the current school term, after a leave of absence, will be accepted for enrolment upon presentation of the following documents:

- a. Letter of Intent to Resume Study approved by the College Dean
- b. Curriculum evaluation result
- c. Duly accomplished university and departmental clearance

ARTICLE 8. Graduation Requirements

A student who has satisfied all academic and other requirements for graduation shall be recommended for graduation by the Dean of the College where he/she belongs. He/she shall file his/her application for graduation on the dates fixed by the registrar's office during his/her last semester's study in the university.

Section 1. Graduate Studies

The graduate degree in the Master's and Doctoral programs are completed and granted after submission of the thesis/ dissertation requirement which should follow these guidelines:

Sec. 1.1. Dissertation and Thesis Requirements

Sec. 1.1.1. The Master's thesis is credited with 6 units and the Doctor's dissertation 12 units. Both must possess these elements:

- a. may be a quantitative or qualitative research, pure or applied research, contributing to the pool of knowledge within researcher's/ scholar's field of specialization and interests;
- b. may be a creative work with qualitative analysis in the case of literature and the humanities;
- c. should be original, i.e., does not duplicate a previous study in terms of content, form, and conclusion nor plagiarizes any work already completed; and
- d. should reflect acceptable scholarship indicating explicit evidences of:
 - (1) comprehensiveness
 - (2) sound organization
 - (3) clear thinking, and
 - (4) creativity.

Sec. 1.2. Thesis/ Dissertation Counseling

Sec. 1.2.1. The graduate student is required to enroll in thesis/ dissertation counseling at the start of each semester or summer term while working on thesis/ dissertation. Once the research topic/title is approved by the Dean, a graduate student should choose a research adviser for guidance in research proposal designing. If the student has no adviser for guidance in mind, the dean may recommend/suggest one who has the competence, patience and willingness to advise the candidate. Selection of the adviser should follow these criteria.

- a. expertise in the research area:
- b. acceptability and credibility in knowledge and experience in a particular area or discipline:
- c. appointment by the dean on official record.

Sec. 1.2.2. A graduate student who was done with the topic defense or has started with any phase of the paper defense or presentation but has not pursued or completed thesis or dissertation writing 5 years after last enrolment is considered inactive and must undergo re-assessment of the topic or the paper by the panel. The panel may recommend that the student pursue the same topic or develop another topic.

Sec. 1.2.3. A student whose adviser is no longer available for thesis and dissertation consultation may approach the dean for the assignment of a new adviser.

Sec. 1.2.4. A student who has finished academic requirements and comes back after being on leave for 5 years or more will be required to re-enrol in Statistics and Research courses, if applicable to their program, before being allowed to take the comprehensive exams.

Sec. 1.3 The Research Process and Completion

The steps and completion of the research process include the following:

Sec. 1.3.1. Preparatory Phase

- a. Selection of Research Topic;
- b. Approval of Research Topic by the Dean after the Panel Topic Defense;
- c. Research Adviser Assignment;
- d. Researcher and Adviser begin cooperative research consultations.

Sec. 1.3.2. Proposal Phase

- a. Preparation of the Research Design/ Proposal under the Guidance of Research Adviser
- b. Proposal/Design Hearing
 - (1) Panel convenes and subjects the candidate to a hearing to defend the proposal;
 - (2) Panel recommends improvements, revisions, deletions or total revamp of proposal;
 - (3) Panel approves final proposal.

Sec. 1.4. Research and Writing Phase

- a. Implementation of approved proposal by the candidate;
- b. Gathering and Collating of Data;
- c. Statistical Treatment of Data for Quantitative; Research/ Discourse analysis
- d. Generation of Verbal Data for Qualitative; Research/Creative Writing and corresponding Analysis for Literature and/ or humanities;
- e. Textual Finalization of Research Report Following the basic parts

Sec. 1.5. Oral Defense Phase

Sec. 1.5.1. Thesis

- a. Preparation of six (6) copies of the research report/ creative work; 1 for the researcher and 5 for the panel members.
- b. Adviser recommends to the Dean for Oral Defense schedule;
- c. Dean schedules for the Oral Defense
- d. Candidate defends Research/ Creative Work as thesis for a Master's Degree

Sec. 1.5.2. Dissertation, the Oral Defense follows two phases:

- a. Pre-Oral Defense to be scheduled on a specific date to ensure that the dissertation is complete and of quality, thus may be recommended for revision if needed;
- b. Oral Defense to pass judgment on the dissertation on another specific date as soon as the candidate is ready.

Sec. 1.6. Final Copies Reproduction Phase

- a. Candidate who passed the oral defense shall revise the research report/ creative work based on the panel's recommendation and submits a clean copy for approval by the panel.
 - b. Censor should see to it that all recommendations are met prior to the approval of the clean copy.
 - c. The researcher report/ creative work shall then be reproduced in 5 bound copies.
 - d. Copies for Distribution: 2 copies and 2 CDs to CNU Library, 2 copies and 2 CDs for the college, 1 copy to Adviser
 - e. Extra copies may be reproduced by the candidate for personal file.
 - f. No student shall participate in the graduation ceremonies if these final bound copies are not yet reproduced and submitted to the respective college
 - g. A student is required to submit these bound copies in a book form and additional three copies of the abstract within the semester after the oral examination. Failure to do so will require the student to enroll and pay for residency.
 - h. Upon completion of their academic requirements, graduate students are encouraged to publish their research in any national or international refereed journal.
- Note: Students doing their theses or dissertations are required to comply with the requirements of the Ethics Review Board of the University Research Dept.

Section 2. Undergraduate Studies

After having complied with all the academic requirements, students in the undergraduate studies shall file their application for graduation within the period prescribed by the Registrar's Office. Procedures for filing are as follows:

- a. Student requests from the registrar's office an evaluation sheet indicating subjects taken with the corresponding grades obtained.
- b. When released, the evaluation sheet will also indicate the documents that the student still needs to submit to the registrar's office to complete his/her file with them. Should there be any, the student complies with the required documents before filing for graduation. If none, the student requests the registrar's office for a form for filing for graduation.
- c. The student fills out the form and has it signed by the signatories indicated therein. Then he/she submits the accomplished form to the registrar's office together with the evaluation sheet.

Section 3. All candidates for graduation shall be presented to and approved by the Academic Council, confirmed thereafter by the Board of Regents.

Section 4. No student shall be issued a diploma, certification or transcript of records unless he/she has paid the required graduation fees and other legal fees and has been fully cleared of all money and property accountabilities.

ARTICLE 9. Graduation with Honors

Section 1. Academic

Section 1.1. Undergraduate students who completed their courses with the following range of weighted averages, computed to the second decimal place, shall graduate with honors.

Summa Cum Laude	- 1.00 – 1.24
Magna Cum Laude	- 1.25 – 1.49
Cum Laude	- 1.50 – 1.74

Provided that:

- (1) the student is of good moral character. A single valid complaint from any member of the Academic Council, made up of all faculty members who approve the list of candidates for various awards, may disqualify one from receiving honors or awards;
- (2) the student has not been convicted or subjected to disciplinary action
- (3) the student must have taken the prescribed load per semester.
- (4) the student does not have a grade lower than 3.0 in any subject during his/her stay in the university
- (5) A transferee who is a candidate for graduation with honors must have completed in the university at least seventy-five percent (75%) of the total academic units required for graduation, and must have been in residence for at least three years prior to graduation;
- (6) A transferee does not qualify for graduation with honors when in the institution(s) he/she previously attended, he/she incurred a failing grade in a subject that is also required in the curriculum enrolled in in the university, unless he/she takes up **all** the subjects required in his/her curriculum even if he/she has already taken them up in the institution last attended.

Sec. 1.1.1. All credits earned must be included in the computation of the final weighted average of students who are candidates for graduation with honors. Only regular students shall qualify as candidates for honors. Regular students are students who have never missed any subject or never been irregular across the duration of their program.

Sec. 1.1.2. In instances where the taking of a lighter load was due to justifiable causes, the reason must be so certified by the proper authority at the time the underload was incurred so that the graduating student can qualify for honors.

Sec. 1.2. The granting of awards and certificates of recognition to students of the Integrated Laboratory School shall be in accordance with the Policy Guidelines on Awards and Recognition for the K-12 Basic Education Program as per Dep. Ed Order No. 36, s. 2016.

Section 2. Non-Academic Awards

Sec. 2.1 In the Graduate Studies, each college shall have a Committee on Honors which shall deliberate on the awardees for:

- a. Best Thesis for the Master's Program in Education and in the Arts and Sciences
- b. Best Clinical Paper for the Master's Program in Nursing

- c. Best Dissertation for the Doctoral Program in Education and in the

The committee shall be composed of the Dean and Chairs of the respective disciplines.

Sec. 2.2 For the Undergraduate Studies, a Committee on Honors shall likewise be constituted to deliberate on the potential student-awardees. The committee shall be composed of the following:

- a. Dean of Student Affairs Services as Chair
- b. One faculty representative from each college

The Office of the Student Affairs shall post a notice on the nominations for non-academic awards. To qualify for any of the awards, a student must:

- a. not have a failing grade or a rating of 3.0 in any of his/her subjects.
- b. not have been subjected to any

disciplinary action. The following distinctions shall be awarded.

Sec. 2.2.1. Athlete of the Year

- a. Proficiency & Skill 20%
- b. Participation in the Regional and/or National levels ... 50%
- c. Academic Performance (General Average) 20%
- d. Deportment 10%

Sec. 2.2.2. Best Orator/Disclaimer

- a. Must have won in public speaking competitions
 - (i) National..... 5 pts.
 - (ii) Regional..... 4 pts.
 - (iii) Provincial/City-wide..... 3 pts.
 - (iv.) Institutional 1 pt.

Sec. 2.2.3. Manalaysay of the Year/Kwentista of the Year

- a. has won or participated in the area under consideration
- b. has good grades in Filipino 1 to 3 computed to average not lower than

Sec. 2.2.4. Tig-asoy/Tigsugilon of the year/ Mamamalak of the Year

- a. has won or participated in the area under consideration
- b. must have good grades in Cebuano 1 and 2 computed to an average not lower than 2.5

Sec. 2.2.5. Fictionist of the year/Poet of the year/Manunulat of the Year/Essayist of the Year

- a. has won or participated in the area under consideration
- b. has published some works
 - (i) International..... 5 pts
 - (ii) National 4 pts.
 - (iii) Regional... 3 pts.
 - (iv) Local/Provincial..... 2 pts.
 - (v) Institutional..... 1 pt.
- c. has received awards of recognition for writing
 - (i) International 5 pts
 - (ii) National 4 pts.
 - (iii) Regional... 3 pts.
 - (iv) Local/Provincial... 2 pts.
 - (v) Institutional..... 1 pt.

Sec. 2.2.6. Journalist of the Year

- a. must have served the school as a staff member of the school paper
 - Editor-in-Chief 5 pts x no. of year
 - Business Manager..... 3 pts x no. of years
 - Section Editor 2 pts x no of years
 - Staff Member..... 1 pt x no. of years
- b. must have won in journalistic competitions
 - (i) National 5 pts each
 - (ii) Regional..... 4 pts each
 - (iii) Provincial/City-wide ... 2 pts. Each
 - (iv) Institutional..... 1 pt. each
- c. must have had some works accepted for publication
 - (i) Local..... 3 pts each
 - (ii) Institutional..... 1 pt each
- d. must have received awards of recognition for journalism
- e. must have grades in English subjects that are not lower than 2.5

Sec. 2.2.7. Debater of the Year

- a. must have been a consistent best debater awardee in the class, and in interdepartmental and intercollegiate debates.
 - (i) class..... 2 pts per debate
 - (ii) interdepartmental 4 pts per debate
 - (iii) with other schools 6 pts per debate

Sec. 2.2.8. Student Leader of the Year: Qualifications

- a. Charisma. Can convincingly draw out the cooperation of his/her fellow students towards the carrying out of tasks for the good of the school and the community 25%
- b. Possesses the following traits...25%
 - (i) Diligence5%
 - (ii) Honesty 5%
 - (iii) Intelligence.....5%
 - (iv) Patience & Perseverance. 5%
 - (v) Prudence or Tact 5%
- c. Achievement in terms of projects accomplished during his/her leadership25%
- d. Regular and punctual attendance in school activities such as programs, convocations, meetings, etc..... 10%
- e. Passing marks in all subjects 10%
- f. Officership in recognized school organizations... 5%

Sec. 2.2.9. Best Student Teacher Award

The candidate should pass the following qualifying criteria before the demonstration lesson:

- a. Minimum grade point average and narrative report grade should be 1.5.
- b. An average rating of at least 80% for the following items
 - (i) Integrity and Reliability20%
 - (ii) Leadership and Initiative 20%
 - (iii) Resourcefulness and Creativity.... 15%
 - (iv) Dynamism and Industry.....15%
 - (v) Cooperation and Loyalty.....15%
 - (vi) Working Relationship with Peers 15%
- c. Candidate should present a demonstration lesson on the subject assigned and come up with at least 85% in the following:
 - (i) Knowledge of subject matter 30%
 - (ii) Strategies.....30%
 - (iii) Communication Skills..... 30%
 - (iv) Classroom Management10%

Sec. 2.2.10. Best in Related Learning Experience (Best in Clinical Practice)

- a. must have completed the clinical exposure/experience required in his/her curriculum;
- b. must have an average grade of at least 1.5 in clinical area of exposure/experience;
- c. must not have any record/evidence of misdemeanor in the clinical area i.e. medication/ treatment errors, negligence or malpractice, or repeat exposure;
- d. must never have been a habitual latecomer nor an absentee in the clinical area.

In case there are two qualifiers, they shall be ranked accordingly to determine the Best in Clinical Practice.

Sec. 2.2.11. Dramatics Awards

- a. must be a bonafide member of the Drama Society
- b. must have been in the cast of its major productions
- c. must have been awarded by the Drama Society as:

Actor of the Year

Actress of the Year

Most Promising Actor of the Year

Most Promising Actress of the Year

Male Performer of the Year

Female Performer of the Year

Section 2.2.12. Music Awards

- a. must have won top awards in competitions
 - (i) International 5 pts.
 - (ii) National 4 pts
 - (iii) Regional 3 pts.
 - (iv) Provincial/Citywide..... 2 pts.
 - (v) Institutional..... 1 pt.
- b. must not have any failing grades in any subject

Sec. 2.3 Awards in the Integrated Laboratory School shall be in accordance with those stipulated in the Policy Guidelines on Awards and Recognition for the K-12 Basic Education Program as per Dep. Ed Order No. 36, s. 2016.

TITLE 3: SCHOLARSHIPS AND GRANTS-IN-AID

ARTICLE 1. Scholarships and Grants-In-Aid

Section 1. The university may provide grants-in-aid or special privileges to qualified and deserving students and those who graduated with highest honors, with high honors, and with honors.

Section 2. Students may apply for other scholarships and grants-in-aid when available. They shall continue to benefit from the privileges under R.A. 10931 without prejudice to the benefits they receive from private entities or other government institutions.¹⁶

Applicants for scholarship must, before the enrolment period, submit to the Office of Student Affairs the following documents for processing:

- a. photocopy of high school Form 138 (report card) with GPA of 85%
- b. photocopy of Certificate of Good Moral Character
- c. photocopy of NSO issued birth certificate
- d. photocopy of certificates of awards received
- e. 2 pcs. 2 x 2 pictures
- f. one (1) long folder with plastic cover
- g. application letter addressed to the Dean of Student Affairs

ARTICLE 2. Student Assistantships, Student Loans, and Other Benefits Under the Tertiary Education Subsidy

Section 1. The institution shall provide opportunities for student assistantship to deserving and promising students upon the recommendation of the deans concerned with compensation commensurate to the nature and scope of their responsibilities subject to budgetary regulations. The working hours, academic load, and compensation of such students shall be in accordance with the rules of the institution.

Section 2. The Students Loan Program is a financial assistance program that lends out a minimal amount to bonafide college students at an interest of 1% payable at the end of the semester it was released. Disbursement of loans is subject to availability of funds. To avail of this facility, the student must submit the following:

- a. Clearance from the Accounting Office that student does not have an outstanding loan
- b. Filled-out loan application form from OSA
- c. Photocopy of current study load
- d. Photocopy of grades during previous semester
- e. Approval from Dean of Student Affairs

¹⁶ R.A 10931

- Section 3.** Qualified students may also avail of the financial support under the Tertiary Education Subsidy (TES) subject to availability of funds, and in accordance with R.A. 10931, to cover the cost of:¹⁷
- a. Books, supplies, transportation, and miscellaneous personal expenses, including a reasonable allowance for the documented rental or purchase of a personal computer or laptop, and other-education-related expenses;
 - b. room and board;
 - c. expenses related to a student's disability, including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred; and
 - d. obtaining the first professional credentials or qualifications, which may include notarial fees, review classes fees, insurance premium fees, and documentation fees, which can be availed on a one-time basis

¹⁷ R.A 10931

TITLE 4: STUDENT RIGHTS AND DUTIES

ARTICLE 1. RIGHTS¹⁸

Section 1. BASIC RIGHTS OF STUDENTS

In addition to other rights, and subject to the limitations prescribed by law and regulations, students of the university shall enjoy the following basic rights:¹⁸

- Sec. 1.1.** The right to receive, primarily through competent instruction, relevant high quality education in line with national goals and conducive to their full development as persons with human dignity; Thus students have a right to make a written evaluation of their professors and/or instructors at the end of the semester.
- Sec. 1.2.** The right to freely choose their field of specialization, subject to existing curricula and to continue their course therein up to graduation, except in cases of academic deficiency, or violation of disciplinary regulations;
- Sec. 1.3.** The right to school guidance and counseling services for making decisions and selecting the alternatives in fields of work suited to his/her potentialities;
- Sec. 1.4.** The right to access to one's school records, the confidentiality of which the school shall maintain and preserve;
- Sec. 1.5.** The right to issuance of official certificates, diplomas, transcripts of records, grades, transfer credentials and other similar documents within seven working days from the filing of request and compliance with all the requirements.
- Sec. 1.6.** The right to publish a student newspaper and similar publication, print in their pages materials that they deem to be in pursuit of their academic freedom and freedom of expression, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- Sec. 1.7.** The right to free expression of opinions and suggestions and to effective channels of communication to appropriate academic and administrative bodies of the university;
- Sec. 1.8.** The right to form, establish, join and participate in organizations and societies recognized by the university to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- Sec. 1.9.** The right to be free from involuntary contributions except those approved by their own organizations or societies;

¹⁸ University Code/Education Act of 1982

Section 2. SPECIFIC RIGHTS OF STUDENTS¹⁹

- Sec. 2.1.** The right to participate upon invitation in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate body/bodies of the university as determined by the Governing Board;
- Sect. 2.2.** The right to receive reasonable protection and security within the school premises;
- Sec. 2.3.** The right to know or be informed of the rules and regulations affecting him;
- Sec. 2.4.** The right to participate in relevant curricular and co-curricular activities duly authorized and recognized by the institution and the right to refrain from engaging in class or university-wide activities that run counter to the student's religious beliefs provided these claims are verified to be accurate; when such is the case, alternative activities equivalent to the missed obligation shall be assigned to the student.
- Sec. 2.5.** The right to due process of law which includes the ff.:
- a. The right to be informed in writing of the nature and cause of the accusation against him/her;
 - b. The right to confront witness against him/her and to full access of the evidence in the case;
 - c. The right to defend himself/herself and to be represented by a counsel of his/her choice, and to adequate time as provided for by law for the preparation of his/her defense;
 - d. The right to a hearing before the Student Disciplinary Board;
 - e. The right against self-incrimination;
 - f. The right to appeal adverse decision of the Student Disciplinary Board to the governing Board and ultimately to the appropriate education agencies.
- Sec. 2.6.** The right to be assisted by his/her school through current and adequate information on work opportunities;
- Sec. 2.7.** The right to receive medical-dental services as well as first-aid services;
- Sec. 2.8.** The right to be free from involuntary servitude in any form.
- Sec. 2.9.** The right not to be subjected to discrimination or harassment of any kind on account of physical handicap or differences in sexual orientation, gender identity and expression, religion, mental or physical abilities, racial and ethnic background, socio-economic status, organizational affiliations, class background, and political beliefs. Pregnant students, certified reformed drug abusers, and students with HIV/AIDS shall also not be discriminated against and harassed.
- Sec. 2.10.** The right to be formally informed, in writing, of the academic standards that will be applied in any course of study which they are enrolled in. Within the first week of the semester, the instructor must provide students with the full course description, learning objectives, syllabus, the course requirement, the evaluation method, deadlines and academic consequences, and acceptable academic collaboration.

¹⁹ University Code/Education Act of 1982

Sec. 2.11. The right to appeal all decisions of the University while exhausting all possible administrative remedies in accordance with its charter and implementing regulations.
In cases where there are sufficient grounds to question the decision made by the hearing or investigative body such as failure to follow due process, insufficiency of the evidence in the conduct of the investigation, or arbitrary decisions, the student may make a written appeal indicating the grounds on which the action is taken.
An Appeals Committee may be constituted to review the case and affirm the decision, impose a higher sanction, or recommend a further hearing.

Sec. 2.12. The right to freely air and seek redress of grievances.

Sec. 2.13. The right to be free from any unreasonable search and seizure. Except for the following instances, no search and seizure of a student shall be deemed valid:

- a. Searches made at the point of ingress and egress by authorized personnel of the school
- b. Searches and seizure of illegal articles or articles falling in the plain view of duly authorized personnel;
- c. Searches and seizures of articles that are illegal, discovered inadvertently by duly authorized personnel;
- d. Searches made when the student is about to commit, is committing or has just committed a crime or a serious infraction of the school's rules and regulations;
- e. Searches made with a valid search warrant

Articles seized in violation of the herein above provided rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her.

Article 2. DUTIES AND RESPONSIBILITIES OF STUDENTS²⁰

In addition to those provided for under existing laws, every student shall:

Sec. 2.1. Exert his/her utmost to develop his potentialities for service; by undergoing an education suited to his/her abilities in order that he may become an asset to the family and society;

Sec. 2.2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

Sec. 2.3. Promote and maintain the peace and tranquility of the school by observing the rules of discipline and by exerting efforts to attain harmonious relationships with fellow students, the academic staff and other school personnel;

Sec. 2.4. Participate actively in civic affairs in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;

Sec. 2.5. Exercise his/her rights responsibly with the knowledge that he/she is answerable for any infringement on or violation of the public welfare and of the right of others

²⁰ University Code/Education Act of 1982

TITLE 5: STUDENT CONDUCT AND DISCIPLINE

Article 1. STUDENT CONDUCT

Section 1. General Guidelines

- Sec. 1.1.** Every student shall obey the laws of the land, the rules and regulations of the university and the accepted standards of society.
- Sec. 1.2** A student who commits a serious breach of discipline or who fails to maintain the required academic standard of the university forfeits the contractual right accrued upon enrolment.²¹
- Sec. 1.3.** The definition or specification of certain offenses or breaches of discipline, formulated by the Academic Council and approved by the Board of Regents, shall not be construed to exclude other offenses or breaches against the rules of discipline promulgated by the office of the University President, deans or directors or by the committee of conduct and discipline in cases not provided by the University Academic Council Acts committed outside the school premises but adversely affect the name and reputation of the University may be dealt with accordingly.
- Sec. 1.4.** For purposes of keeping order and promoting decorum in the classes, a teacher is empowered to exclude a student from class for unbecoming behavior and immediately thereafter to make a report of such action to the Dean of Student Affairs.
- Sec. 1.5.** Any student who causes nuisance that disturbs and disrupts classroom activities or other similar proceedings in the institution's premises shall be subject to disciplinary measures.
- Sec. 1.6.** The university need not take any action on complaints regarding ordinary debts of students to private parties. However, if the case clearly involves the moral character of the student, the Dean of Student Affairs or his representative may take disciplinary action. If it is a case of indebtedness to the institution, the existing rules such as withholding of grades or barring from the examination shall be applied, without prejudice to the authorities taking further action as the circumstances may warrant.
- No student shall carry in the institution's premises any firearms, knife, or other dangerous weapons, unless otherwise allowed by existing University laws and regulations. Any student violating this rule shall be subjected to disciplinary action.
- Sec. 1.7.** The faculty shall exercise the discretion to refer the students for guidance and counseling.

Section 2. General Rules on Behavior

Every student is expected to observe the norms of moral conduct and personal discipline. As such, a student should:

- a. Conduct herself/ himself properly at all times inside and outside the campus.

²¹ Sarmiento, 2006 Students' Rights and Wrongs

- b. Respect the rights of others as he/she would want his/her own rights to be respected.
- c. Preserve and protect school property.
- d. Be honest to self; accept his/her shortcomings and strive to improve and to change.
- e. Be fair and just in his/her dealings with his/her fellowmen.
- f. Live by the precepts of love, justice, compassion, and concern for others.
- g. Devote himself to the fulfillment of his/her obligations and consider his/her rights to do the same.
- h. Learn to forego the enjoyment of certain rights and privileges for the benefit of others who are more needy and for the greater good of the society.
- i. Resolve problems and conflicts without prejudicing others.
- j. Be tolerant and humble enough to accept that others may be better than he/she is.
- k. Develop temperance and propriety in words and in action, especially against vices, e.g., gambling, drinking, drugs, sexual excesses and aberrations, and the like.
- l. Have the proper discernment to guide and control his/her life, actions, and emotions.

Section 3. Specific Rules on Behavior

Sec. 3.1 Deportment

- a. Students must at all times attend classes punctually and regularly.
- b. Students attending first period classes in the morning are required to attend the flag-raising ceremony every Monday.
- c. A female student who gets married while she is enrolled in the University has the option whether or not to use her married name in all official records. Should she opt to do so, she should file an application with the Registrar's Office for a change of name by presenting a photocopy of the Marriage Contract.
- d. When walking along corridors, students should refrain from making noise especially when classes are in session.
- e. Silence shall be observed strictly in the library.
- f. Smoking in the classroom, library and other places in the campus is not allowed.
- g. No student may be called out of class except by an official "Call slip" signed by the Dean of Student Affairs. All call slips are to be coursed through the OSA.
- h. Hazing or any form of violent tests that could cause physical or mental damage to the victim is outlawed by the University.
- i. Students who are summoned through notices in writing or through the bulletin board shall respond as soon as possible.
- j. Attendance in school activities when classes are suspended or when periods are shortened is a must. Nobody shall leave before a program is finished.
- k. Students, who are afflicted with contagious diseases like mumps, chicken pox, sore eyes, and the like, must report immediately to the clinic and must stay home until they are cleared by the school physician.
- l. All students are expected to keep the campus clean by doing the following:
 - (1) Throwing trash into garbage receptacles whether in the classroom or in the school grounds;
 - (2) Picking up pieces of paper and other rubbish in the corridors, in the classrooms or in the school grounds;
 - (3) Eating lunch or snacks at the University Café instead of inside vacant classrooms;
 - (4) Flushing toilets after use;
 - (5) Refraining from dropping solid waste into toilet bowls;
 - (6) Refraining from writing on walls, chairs or tables and reporting immediately to proper authorities' any person seen doing such an act of vandalism; and
 - (7) Disposing of canteen refuse properly by throwing left-over food into the trash bin and putting used plates right side down.

- m. All students shall refrain from doing any of the following:
- (1) Taking and distributing prohibited drugs;
 - (2) Dating inside the campus;
 - (3) Drinking intoxicating beverages and getting inside the campus when drunk;
 - (4) Fighting or resorting to physical force or violence to settle disputes;
 - (5) Gambling or making bets inside the campus;
 - (6) Stealing or robbing ;
 - (7) Keeping things they have found;
 - (8) Falsifying documents and forging signatures;
 - (9) Engaging in acts of dishonesty or cheating in examinations and quizzes;
 - (10) Bribing to obtain favors;
 - (11) Disobeying posted signs and notices;
 - (12) Posting derogatory remarks against others on social media; and
 - (13) Leading or participating in concerted activities resulting in undue stoppage of classes preventing faculty members, school personnel and students from discharging their duties from attending classes or from entering the school premises.

Section 3.2. The ID CARD

- a. For safety and security purposes, all students shall at all times wear their I.D. upon entering the premises of the school. No one shall be allowed entry without properly wearing the I.D. card.
- b. The I.D. card distinguishes the student from all others so it should be worn with the school uniform for proper identification.
- c. Common sense will tell one that it is prohibited to let somebody else use one's ID. Violations will be dealt with accordingly.
- d. It shall be the duty of the student to keep the card free from any form of obstruction that may cover the photo and complete name of the wearer.
- e. The I.D. may be confiscated (by authorized personnel) if the student violates any school rule. Confiscated I.D.s may be redeemed at the Office of Student Affairs subject to a written explanation and sanctions as may be deemed necessary.
- f. Procedures for the reissuance of lost I.D. cards are as follows:
 - (1) The student fills out an affidavit of loss at the Office of Student Affairs
 - (2) The OSA checks whether or not the I.D. card has been confiscated.
 - (3) If not, the student pays a fine at the accounting.
 - (4) The student proceeds to the Income Generating Projects (IGP) Office to pay for the cost of a new I.D.
 - (5) The student goes back to the OSA for signing of the temporary pass.
 - (6) The student presents the receipt and temporary pass to the photo studio for processing.
 - (7) For control purposes, replacement IDs will be released by the OSA. The temporary pass is surrendered upon receipt of the new ID.

Section 3.3. SCHOOL UNIFORMS, ATTIRE, AND GENERAL APPEARANCE

- Sec. 3.3.1.** The prescribed school uniform shall be worn properly during weekdays except on the designated washday. Old students are expected to wear their uniforms on the first day of school while new students must be in uniform one month after the opening of classes unless a contrary provision so stipulates or in case the clothing material is not available. Those not wearing the official and complete uniform shall not be admitted to class.

Sec. 3.3.2. In cases of unavoidable circumstances, the student shall secure a permit from the Office of Student Affairs after presenting a valid letter of excuse written by the parent/guardian or the student himself /herself explaining the relevant circumstances.

Sec. 3.3.3. Working or pregnant students may apply for exemption from wearing the school uniform from the Dean of Student Affairs. However, they should not report to classes in shorts, slippers, low-cut necklines and other unbecoming get-up. For security measures, the exemption privilege may be suspended.

Sec. 3.3.4. The official school uniform should be worn to academic classes. The practicum and OJT uniforms can only be used during the semester the student is enrolled in practicum or is rendering OJT. Similarly, the use of the of P.E. uniform is limited to P.E. classes only.

Sec. 3.3.5. The general rule for school attire and physical appearance is that students should look neat and clean, a demeanor becoming of students of Cebu Normal University. Therefore, the following are deemed contrary to these standards and violators should be denied entry into the school premises.

a. Female students who:

- (1) dress inappropriately such as wearing sleeveless blouses, bare midriff blouses, body- hugging/tight-fitting clothing, see-through clothes and micro-mini skirts;
- (2) sport hair color other than black and brown
- (3) have facial ornaments
- (4) wear big dangling earrings
- (5) wear slippers
- (6) wear tattered jeans or short pants
- (7) sport large tattoos that cannot be concealed with clothing or accessories a.

Male students who:

- (1) sport long hair and/or hair color other than black or brown
- (2) cross-dress
- (3) wear make-up, facials ornaments, hair ornaments
- (4) have long &/or colored fingernails
- (5) wear tight-fitting shirts or jeans (6) wear slippers
- (7) wear tattered jeans &/or short pants
- (8) sport facial hair: goatee, beard, moustache
- (9) sport large tattoos that cannot be concealed with clothing or accessories

Section 3.4. Bullying²²

Incidents of bullying will be dealt with in accordance with R.A. 10627 or the Anti-Bullying Act of 2013. To ensure that students are protected from behaviours or practices that may constitute bullying or harassment, the university adopts this anti-bullying policy which covers all students of the university, especially those enrolled in the Integrated Laboratory School

²² R.A 10627

Sec. 3.4.1 For purposes of clarification in this handbook, the following definitions are adopted from R.A. 10627.

- a. **Bullying**²³ shall refer to any severe or repeated use by one or more students of written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of the other student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to the following:

- (1) Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
- (2) Any act that causes damage to a victim's psyche and/or emotional well-being.
- (3) Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
- (4) Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats.²⁴

The term "bullying" shall also include²⁵

- (1) **"Social bullying"** which refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
- (2) **"Gender-based bullying"** refers to an act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

b. **"Bully"** refers to any student who commits acts of bullying as defined by R.A. 10627

c. **"Bullied" or "Victim"** refers to any student who experiences the acts of bullying or retaliation as defined by the Act.

d. **"Bystander"** refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this policy or the Act.

²³ *ibid*

²⁴ University Code/ DepEd Order No. 55, s. 2013/ IRR of R.A 10627

²⁵ *ibid*

- e. **“Service provider”** refers to any person who is not a teacher or school personnel but who works in the school such as but not limited to security guards, cafeteria personnel, utility workers, and transportation service personnel.
- f. **“Student”** refers to a person who attends classes in any level of basic education and includes pupils or learners in Cebu Normal University.

Sec. 3.4.2. Prohibited Acts under Section 3 of the Act²⁶

- a. Bullying at the following:
 - (1) school grounds;
 - (2) property immediately adjacent to school grounds;
 - (3) school-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - (4) school bus stops;
 - (5) school buses or other vehicles owned, leased or used by a school;
 - (6) school buses or school services privately-owned but accredited by the university.
- b. Bullying through the use of technology or an electronic device owned, leased or used by a university;
- c. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school ;
- d. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

Sec. 3.4.3. Mechanisms and Procedures in Handling Bullying Incidents²⁷

- a. The Integrated Laboratory School
The ILS kindergarten, elementary and secondary department, through their Supervisor, shall:
 - (1) Adopt and implement a child protection or anti-bullying policy .
 - (2) Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy shall likewise be included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any;
 - (3) Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting of acts of bullying or retaliation;
 - (4) Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
 - (5) Devise prevention, intervention, protective and remedial measures to address bullying;

²⁶ *ibid*

²⁷ University Code/ DepEd Order No. 55/ IRR of R.A 10627

- (6) Conduct the capacity building activities for guidance counselors/ teachers and the members of the Child Protection Committees;
- (7) Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- (8) Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students' needs for protection;
- (9) Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- (10) Accomplish the Intake Sheet prescribed whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed to the Office of the Student Affairs Services.
- (11) Maintain a public record or statistics of incidents of bullying and retaliation;
- (12) Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

The ILS Supervisor shall be responsible for the implementation and supervision of the child protection or anti-bullying policy.

Student Teaching Mentors and Practice Teachers

Teachers, practice teachers, and other school personnel shall:

- a. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- b. Report to school authorities any incident of bullying; and
- c. Perform the duties as specified in this policy.

ILS Students / Learners

Students shall:

- a. Participate and cooperate in all prevention, intervention, and other measures related to bullying implemented by the school;
- b. Avoid or refrain from any act of bullying;
- c. Intervene to protect the victim, unless it will jeopardize his safety and security; and
- d. Report to school authorities any incident of bullying.

Child Protection Committee as Anti-Bullying Committee²⁸

For the implementation of this policy, the Child Protection Committee (CPC) shall also be the committee that will handle bullying cases in the university. The Committee, shall be composed of the following:

1. ILS Supervisor – Chairperson
2. Guidance Counselor – Vice Chairperson
3. Classroom Adviser
4. Representative of the Teachers as designated by the Faculty Association, Inc.
5. Representative of the Parents as designated by the Parents-Teachers Association
6. Representative of students, except in kindergarten, as designated by the ILS Supreme Student Council.

²⁸ ibid

In addition to their duties and responsibilities, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;

- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this policy; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

Sec. 3.4.3. Procedures in Handling Bullying Incidents²⁹

A. Jurisdiction.

Complaints of bullying and other acts under this policy shall be within the exclusive jurisdiction of the university and shall not be brought for amicable settlement before the Barangay, subject to existing laws, rules and regulations. Complaints for acts covered by other laws shall be referred to the appropriate authorities.

B. Procedures.

Consistent with Sections 3 and 4 of the Act, the university shall adopt procedures that include:

a. Immediate Responses

1. The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
2. The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
 - a. Stopping the bullying or retaliation immediately;
 - b. Separating the students involved;
 - c. Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - d. Ensuring the victim's safety, by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention by bringing the victim to the School Clinic or to appropriate health facilities, if needed, and securing a medical certificate, in cases of physical injury.
 - e. Bringing the bully to the Guidance Office or the designated school personnel.

b. Reporting the Bullying Incident or Retaliation

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher or guidance counselor who is designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the ILS Supervisor. The classroom adviser shall fill up the Intake

²⁹ University Code/DepEd Order No. 55/IRR of R.A. 10627

Sheet. The classroom adviser or the Guidance Counselor in the absence of the classroom adviser shall inform the parents or guardian of the victim and the bully about the incident.

3. If an incident of bullying or retaliation which took place in the university involves students from other schools, ILS Supervisor shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

c. Fact-Finding and Documentation

The guidance counselor shall:

1. Separately interview in private the bully or offending student and the victim.
2. Determine the levels of threats and develop intervention strategies. If the bullying incident or retaliation or the situation requires immediate attention or intervention, or the level of threat is high, appropriate action shall be taken by the school within twenty-four hours (24) from the time of the incident.
3. Inform the victim and the parents or guardian of the steps to be taken to prevent any further acts of bullying or retaliation; and
4. Make appropriate recommendations to the Child Protection Committee on proper interventions, referrals and monitoring.

d. Intervention

The CPC or the Anti-bullying Committee shall determine the appropriate intervention programs for the victim, the bully and bystanders. The ILS Supervisor shall ensure that these are provided to them.

e. Referral

The ILS Supervisor or the Child Protection Committee may refer the victims and the bully to trained professionals outside the school, such as social workers, guidance counselors, psychologists, or child protection specialists, for further assessment and appropriate intervention measures, as may be necessary. The CPC or Anti-bullying Committee shall notify the Women and Children's Protection Desk (WPCD) of the local Philippine National Police, if he/she believes that appropriate criminal charges may be pursued against the bully or offending student.

f. Disciplinary Measures

1. The CPC or Anti-bullying Committee, in considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.

2. Written reprimand, community service, suspension, exclusion or dismissal, in accordance with existing rules and regulations of the school
may be imposed if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

g. Due Process

In all cases where a penalty is imposed on the bully or offending student, the following minimum requirements of due process shall be complied with:

1. The student and the parents or guardians shall be informed of the complaint in writing;
2. The student through the parents shall be given the opportunity to answer the complaint in writing;
3. The decision of the school head shall be in writing, stating the facts and the reasons for the decision;
4. Should the act of bullying be persistently committed; the parents will be made to sign a commitment agreement to transfer their student to another school; and
5. The decision of the ILS Supervisor may be appealed to the Office of the President, as provided for in the existing rules of the Department.

h. Applicability of RA 9344, as amended, and other related laws³⁰

If the bullying incident or retaliation results in serious physical injuries or death, the case shall be dealt with in accordance with the provisions of Republic Act 9344 or the "Juvenile Justice and Welfare Act," as amended, and its Implementing Rules and Regulations, in connection with other applicable laws, as may be warranted by the circumstances attendant to the bullying incident.

i. False Accusation of Bullying

If the student, after an investigation, is found to have knowingly made a false accusation of bullying, the said student shall be subjected to disciplinary actions or to appropriate interventions in accordance with the existing rules and regulations of the Department or the private school.

Confidentiality

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee or Anti-bullying Committee and the school personnel, provided, that the names may only be available to the ILS Supervisor, teacher or guidance counselor designated by the ILS Supervisor, and parents or guardians of students who are or have been victims of bullying or retaliation.

³⁰ University Code/ DepEd Order No. 55/IRR of RA 10627

Any school personnel who commits a breach of confidentiality shall be subject to appropriate administrative disciplinary action in accordance with the existing rules and regulations of the Department of Education or the private school, without prejudice to any civil or criminal action.

Section 3.5. Policy on Sexual Harassment³¹

Sec. 3.5.1. Policy Statement

Cebu Normal University values the dignity of every individual, envisions to enhance the development of its human resources, and guarantees full respect for the human rights of every employee, and students undergoing training, instruction or education.

The University shall establish and maintain an intellectual and moral environment where the dignity and respect for all members of the academic community is guaranteed.

The University commits to provide for students, faculty members and non-teaching personnel a secure and conducive learning and working environment free from sexual harassment and all forms of sexual intimidation and exploitation.

Sec. 3.5.2. Coverage

This rule, and civil service regulations, shall apply to all officials, employees holding permanent positions, or those who are hired as part-time instructors, substitutes or guest lecturers and students in the undergraduate and graduate level.

Sec. 3.5.3. The following terms are defined operationally:

a. Sexual harassment

- (1) Sexual harassment is committed by an officer, faculty member, employee, coach, trainer, or any person who, having authority, influence or moral ascendancy over another in any respect of academic or administrative work in the campus, office or classroom in the University, demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.
- (2) In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
 - (a) The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or conditions or privileges; or if the refusal to grant the sexual favors result in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;

³¹ University Code/ R.A 7877

- (b) The above acts would impair the rights and privileges of the faculty member or employee under the Civil Service Law, rules or regulations;
- (c) The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.

(3) In the academic, teaching or study environment, sexual harassment is committed:

- (a) Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
- (b) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- (c) When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors, and scholarship or the payment of a stipend, allowance or other benefits, privileges or considerations; or
- (d) When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice;
- (e) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as those in peer relationships such as in faculty-faculty, employee-employee or student-student relations or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.

- b. Employee refers to all personnel both non-teaching and teaching who are officially hired by the university
- c. University officials refers to the members of the Administrative Council
- d. Faculty members refers to the academic staff which includes the professors, associate professors, assistant professors, and instructors
- e. Guest lecturer refers to the non-resident faculty of the graduate studies engaged in actual teaching.
- f. Student means a person duly enrolled for a degree course or in a short-term training or review program in the University
- g. Trainor refers to the person who handles training activities, seminars participated by the faculty, non-teaching personnel and students
- h. Coach is the person in charge to train a student or students sports activities and other extracurricular activities in the University
- i. CODI the committee that handles sexual harassment cases
- j. Complainant refers to the aggrieved party
- k. Respondent refers to the person being complained of
- l. Complaint refers to the charge filed by the complainant
- m. Disciplinary Action refers to the sanction

Sec. 3.5.4. Forms of Sexual Harassment. Sexual Harassment may include, but is not limited to the following acts of manifestations:

Sec. 3.5.4.1. Physical

- a. Malicious touching
- b. Overt sexual advances
- c. Gestures with lewd insinuation
- d. Sexual assault
- e. Surreptitiously looking or stealing a look at a person's private part or worn undergarments
- f. Malicious leering or ogling
- g. Unwelcome sexual flirtation; advances, propositions;

- h. Making offensive hand or body gestures at an employee or student
- i. Persistent unwanted attention with sexual overtones;
- j. Other analogous cases

Sec. 3.5.4.2. Verbal

- a. Requesting for sexual favors in exchange for employment, travel Abroad, passing grade, granting of honor or grant of benefits
- b. Unwelcome inquiries or comments about a person's sex life;
- c. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver and

Sec. 3.5.4.3. Use of objects, pictures or graphics, letters or written notes with sexual underpinnings.

- a. The display of sexually offensive pictures, materials or graffiti
- b. Telling sexist/smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing, or even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;

Sec. 3.5.5. Who, When and Where of Sexual Harassment

Sec. 3.5.5.1. Who are liable?

The employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment

Sec. 3.5.5.2. When is sexual harassment committed?

Sexual harassment is committed when:

- a. Sexual favor is made as a condition in hiring, granting of promotion, grades, granting of honors, or scholarship, payment of allowance or the giving of any benefit, privilege or consideration
- b. The refusal to grant sexual favor, demand request result in an intimidating, hostile or offensive environment for the student, trainee, faculty and non-teaching personnel.

Sec. 3.5.5.3. Where is it committed?

Sexual harassment maybe committed in any work or training environment, it may include but not limited to:

- a. The premises of the work place or office or of the school or training institution, classroom
- b. During work related travel
- c. At official conferences, for a symposia, or training sessions
- d. In any place where the parties were found as a result of work or education or training responsibilities

Sec. 3.5.6. Committee On Decorum and Investigation: Composition

Sec. 3.5.6.1. C.O.D.I. is composed of the following:

- One (1) representative of the top management to act as chairperson;
- One (1) supervisory staff representative as member;
- One (1) non-teaching staff representative as member;
- One (1) teaching staff representative as member; and
- One (1) student representative as member.

Sec. 3.5.6.2. Functions

The committee shall receive complaints, investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the University President.

Sec. 3.5.6.3. Other Functions of CODI:

The Committee shall develop and implement programs to increase understanding and awareness about sexual harassment. In addition, the Committee shall develop rules in the settlement and disposition of sexual harassment complaints, taking into consideration confidentiality and respect for privacy. The Committee shall also ensure that no complainant shall be subjected to further harassment or retaliation by the person alleged to have committed acts of sexual harassment.

Sec. 3.5.7. Procedures

Sec. 3.5.7.1. The pre-filing stage

The University may adopt mechanisms to provide assistance to an alleged victim of sexual harassment which may include counseling, referral to an agency offering professional help and advice on options available before the filing of the complaint.

Sec. 3.5.7.2. Procedural requirements

a. Complaint

The party filing the complaint shall be called the COMPLAINANT, while the officer or employee charged or against whom the complaint is filed shall be called the RESPONDENT.

- (1) The complaint shall be filed with the Committee on Decorum and Investigation
- (2) No particular form is required but the complaint must be in writing, signed and sworn to by the complainant. It must contain the following:
 - (a) The full name and address of the complainant;
 - (b) The full name and address of the respondent;
 - (c) Specification of the charge or charges;
 - (d) A brief statement of the relevant and material facts.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations of the complaint

- (1) In support of the complaint, the complainant shall submit any evidence he/she has, including affidavits of witnesses, if any, together with the complaint.
- (2) Upon receipt of the complaint, the CODI shall notify the respondents in writing of the sexual harassment.

b. Answer

- (1) The answer shall be filed within ten (10) days from the receipt of the complaint.
- (2) The answer shall be in writing, signed and sworn to by the respondent and copy furnished the complainant. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.

- (3) The respondent shall indicate in his/her answer whether or not he/she elects a formal investigation.
- (4) In support of the answer, the respondent shall submit any evidence he/she has including affidavits of witnesses, if any, together with the answer.
- (5) The answer may be filed through personal service or by registered mail. If it is filed by registered mail, the date of mailing shall be considered as the date of filing.
- (6) Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence in his/her behalf. On the basis of evidence and pleadings submitted and the report/recommendation of the Committee, the University President shall then resolve the case.

c. Reply

The complainant may file a reply within ten (10) days from the receipt of the answer.

d. Preventive suspension

- (1) The University President may suspend any officer or employee for not more than ninety (90) days pending an investigation. If there are strong reasons to believe that the respondent is guilty of charges which would warrant his/her removal from the service.
- (2) When the case against the officer or employee under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension of the respondent, he/she shall be automatically reinstated in the service; provided, that when the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

e. Hearing

- (1) After the pleadings have been submitted, the Committee may conduct a hearing not earlier than five (5) days nor later than ten (10) days from the days of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the Committee may extend the period of hearing if it is deemed necessary.
- (2) The parties and their respective witnesses shall be notified of the scheduled hearing at least five (5) days before the date thereof, specifying the time, date, and place of hearing.
- (3) Either party may require the attendance of witnesses and the production of documentary evidence in his/her favor through the compulsory processes of subpoena or subpoena duces tecum.
- (4) Either party may avail himself/herself of the services of counsel.

f. Report and Recommendation

A report/recommendation shall be submitted by the Committee to the University President within fifteen (15) days after conclusion of the investigation or hearing.

g. Administrative Penalty

Sexual harassment amounts to disgraceful and immoral conduct, such conduct is classified as grave, less grave, and light.

A. For light offense

1st Offense – Reprimand

2nd Offense – Fine or suspension not exceeding thirty (30) days

3rd Offense – Dismissal

B. For Less Grave Offense

1st Offense – Fine or suspension not less than thirty (30) days and not exceeding six (6) months

2nd Offense – Dismissal

C. For Grave offense - Dismissal

Sec. 3.5.7.3. Motion for Reconsideration

The aggrieved party may file a motion for reconsideration with the University President within ten (10) days from receipt of the copy of the decision based on the grounds that new evidence has been discovered.

Sec. 3.5.8. Support Services to Victims

The University will provide all possible support services to students, faculty members who are victims of sexual harassment

Section 3.6. Social Media

As a general rule, the university does not prohibit students from using social media. However, students are enjoined to exercise prudence and tact when posting comments, expressing their opinions, or posting pictures that may derogate the reputation of others or the university on account of the student's affiliation with the institution, or cause to divulge sensitive personal information as defined in R.A. 10173, known as the Data Privacy Act of 2012.

Pursuant to the Act, sensitive personal information refers to personal information:³²

- a. About an individual's race, ethnic origin, marital status, age, color, and religion, philosophical or political affiliations;
- b. About an individual's health, education, genetic or sexual life, or to any proceeding for any offense committed or alleged to have been committed by such individual, the disposal of such proceedings, or the sentence of any court in such proceedings;
- c. Issued by government agencies peculiar to an individual which includes, but is not limited to, social security numbers, previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and
- d. Specifically established by an executive order or an act of Congress to be kept classified.

³² R.A. 10173

Section 3.7. POSTING OF NOTICES/POSTERS

All who wish to post notices, announcements, advertisements, posters, and the like shall follow the following procedure to obtain permits:

- a. A letter or request from the office or agency sponsoring the activity that is to be publicized shall be presented to the Office of Student Affairs.
- b. Upon approval, the Dean of Student Affairs endorses the request to the Department Head whose department may be the specific concern of the communication:
 - (1) The Supervisor of the Integrated Laboratory School if they concern either or both elementary and high school students.
 - (2) The respective Deans of the College Department:
 - (a) B.A. & B.S. students - Dean of the College of Arts and Sciences
 - (b) BEEd & BSEd students – Dean of the College of Teacher Education
 - (c) BSN students – The Dean of the College of Nursing
- c. The Dean of Student Affairs gives the necessary instructions to post the prepared materials at a designated place.

Exceptions to the above are:

- a. Announcements and notices emanating from the administration of the Cebu Normal University.
- b. Routine notices, announcements, etc. from the different clubs and organizations of the Cebu Normal University, provided they bear the signature of the adviser.

Article 2. STUDENT DISCIPLINE

Section 1. General Provisions

- Sec. 1.1.** The provisions of this manual shall apply to all bonafide students of the university, for offenses committed within the university's jurisdiction. The provisions of this code shall apply whenever applicable; otherwise, the laws of the land shall apply.
- Sec. 1.2.** At all times, every student must observe/follow/abide by all the laws of the land and all the policies and regulations adopted by the university. Violations of the school rules and regulations shall subject students to reasonable disciplinary measures and administrative penalties.
- Sec. 1.3.** Every student shall observe discipline and loyalty to the institution.
- Sec. 1.4.** Students are expected to conduct themselves with dignity and deportment both inside and outside the campus, and to uphold moral standards.
- Sec. 1.5.** Students shall refrain from committing acts that may embarrass the university or bring dishonor to its name.
- Sec. 1.6.** Students shall regard fellow students, administrative employees, the faculty members with respect and kindness.
- Sec.1.7.** The maintenance of student conduct and discipline is anchored on the willful acceptance by the student of all policies, rules and regulations prescribed by the university as signified by their enrolment pledge and the guidance and counseling provided by the faculty who shall exercise substitute authority.

Sec. 1.8. All school employees are mandated to enforce and supervise overall compliance with the code in their respective areas of responsibility. For the purpose of implementing university policies, rules and regulations and the provisions of this code, the President, Vice President, directors, deans, associate Deans, chairpersons, members of the faculty, support staff personnel and security force are all deemed agents or persons in authority.

Section 2. SANCTIONS AND OPERATIVE EFFECTS

Sec. 2.1. A student shall be subjected to disciplinary action after due process for any of the following offenses with corresponding penalties.

Sec. 2.1.1. Insulting, uttering and making defamatory remarks or committing flagrant indecency in language against faculty, staff, visitors, persons in authority or their agents, and another student, whether verbal or non-verbal, posted on walls or bulletin boards, or in social media
1st offense- written warning and apology letter
2nd offense-1 day university/school service
3rd offense -3 days university/school service

Sec. 2.1.2. Immorality

- a. Acts of lasciviousness and indecent acts done publicly inside the University
- b. Public scandal
 - 1st offense – suspension for 1 week
 - 2nd offense – suspension for 1 month
 - 3rd offense – suspension for 1 semester
 - Subsequent offense- expulsion from the University

Sec. 2.1.3. Possession, Drinking Alcoholic Beverages, and Drunkenness

- 1st offense- written warning and apology letter
- 2nd offense-1 day school service
- 3rd offense – 3 days school service

Sec. 2.1.4. Infliction of Injuries on the Ground of Drunkenness to other Person

- 1st offense – suspension for 2 weeks
- 2nd offense – suspension for 1 month
- 3rd offense – suspension for 1 semester

Sec. 2.1.5. Physical violence and acts similar to tumultuous affrays. The merits of the defenses raised shall be considered in imposing the penalties.

- 1st offense –Warning and Counseling
- 2nd offense – 3 working days suspension
- 3rd offense – 7 working days suspension

Sec. 2.1.6. Gambling and betting within the school premises

- 1st offense –Warning and Counseling
- 2nd offense – 1 working day suspension
- 3rd offense – 3 working days suspension

Sec. 2.1.7. Robbery

- a. Attempted robbery;
 - 1st offense – Warning and Counseling
 - 2nd offense – 3 working days suspension
 - 3rd offense – 1 week suspension
- b. Consummated robbery
 - 1st offense – Warning and Counseling
 - 2nd offense – 3 working days suspension
 - 3rd offense – 10 working days suspension

Sec. 2.1.8. Theft is committed by any person who has the intent to gain by taking the property of another person without the latter's consent but without violence against persons or without force upon taking the property.

- a. Attempted Theft;
 - 1st offense – Warning and Counseling
 - 2nd offense – 3 working days suspension
 - 3rd offense – 1 week suspension
- b. Consummated Theft
 - 1st offense – Warning and Counseling
 - 2nd offense – 3 working days suspension
 - 3rd offense – 10 working days suspension

Sec. 2.1.9. Falsification and Use of Falsified Documents:

- 1st offense – suspension for 10 working days with school service
- 2nd offense – suspension for 20 working days with school service
- 3rd offense – suspension for 30 working days with school service

Sec. 2.1.10. Cheating in examinations and quizzes which include, but is not limited to, use of unauthorized aids, copying from another student's work or allowing another student to copy from them, submitting another person's work as their own, and/or fabrication of data.

- 1st offense – automatic grade of 5.0 on the test taken
- 2nd offense – grade of 5.0 on the test taken plus counseling
- 3rd offense – failure in the course

Sec. 2.1.11. Disturbance of the public order:

- 1st offense – written warning and apology letter
- 2nd offense – 1 day school service
- 3rd offense – 3 days school service

Sec. 2.1.12. Other offenses:

Sec. 2.1.12.1. Connecting or disconnecting electrical wires and plumbing devices without permission from authorities concerned

Sec. 2.1.12.2. Sleeping, cooking, and doing toilet necessities in unauthorized places.

Sec. 2.1.12.3. Climbing or jumping over the boundary fence of the University

- 1st offense – Warning and Counseling
- 2nd offense – 1 working day suspension
- 3rd offense – 3 working days suspension

Sec. 2.1.12.4. Vandalism/Destruction of public property of whatsoever form
1st offense – Counseling and Repainting/Reparation of damages

Sec. 2.1.12.5. Coming late to class, i.e., 15 minutes after the start of class
1st commission – warning with letter of excuse signed by the Dean of Student Affairs
2nd commission – a reprimand and steps to inform parents / guardians
3rd commission – listing of tardiness as unexcused absences
Subsequent commission – subject to the recommendation of the Dean of Student Affairs Services

Sec. 2.1.12.6. Littering or scattering of trash

1st offense – written warning and apology letter
2nd offense – 1 day university/school service
3rd offense – 3 days university/school service

Sec. 2.1.12.7. Any violation of rules and regulations of the medical/dental clinic shall be referred to the College Dean.

Sec. 2.1.12.8. Speeding within the University jurisdiction with a motorized vehicle, i.e. driving at more than 10kph:
1st commission – warning and counseling
2nd commission – denial of issuance of university sticker

Sec. 2.1.12.9. Use and possession of dangerous drugs or paraphernalia.
The case shall be reported to the Dean of the Student Affairs and the Chief Security Officer and reported in turn to the proper authorities.

In case the student submits himself / herself for rehabilitation, a case report authored by the agency concerned shall serve as basis for re- admission. However, it is not an absolute guarantee for admission since the institution reserves the right of non-admission.

The university may implement random drug testing in accordance with existing relevant issuances.

Sec. 2.1.12.10. Possession of firearms and/or other deadly weapons including all forms of bladed or sharp instruments shall be reported to the Safety and Security Officer for appropriate referral to the concerned agency.

Sec. 2.1.12.11. Non-possession of a school I.D. and failure to wear the prescribed school uniform:
1st commission – warning/reprimand
2nd commission – 1 day community service

Sec. 2.1.12.12. Smoking within the school premises

1st commission – warning/reprimand

2nd commission – suspension for 1 day

Subsequent commission – dismissal from the University

Sec. 2.1.12.13. Acts of bribery to gain favor in violation of the standard of instruction.

1st offense – suspension for 1 semester

2nd offense – suspension for 1 year

3rd offense – dismissal from the University

Sec. 2.2. Categories of Sanctions

Sec. 2.2.1. Suspension³³

Students committing infractions may be subject to two types of suspension: punitive or preventive.

- a. Punitive suspension shall be imposed when the university prevents a student from attending class and thus from taking any examinations, quizzes, and graded recitations given during the period of suspension. Punitive suspension shall not excuse a student from the graded work or examinations. The result will be a failing mark for not taking tests, quizzes and participating in class work.
- b. A student may be put on preventive suspension when his/her continued presence in school is a threat to life and property or disrupts normal school operations. A student who is the subject of a pending disciplinary proceeding may be put on preventive suspension to maintain an atmosphere conducive to education in school, preserve decorum in the classroom, and uphold respect for administrators and teachers.

Where the suspension is for one semester or more, the students shall move out of the College jurisdiction within 72 hours after the suspension order takes effect. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student, countersigned by his/her parents or guardians is required as a condition for readmission.

Sec. 2.2.2. Exclusion

When a student commits a serious breach of school rules and there is a necessity of removing him/her from the school rolls, the penalty of exclusion, after due process is observed, is imposed for the same year or term he/she is found guilty.

Sec. 2.2.3. Expulsion

The sanction of expulsion bars offending students from all public and private schools in the Philippines. Expulsion is considered as the proper punishment for the following serious offenses:

- a. Gross misconduct
- b. Dishonesty
- c. Hazing

³³ Sarmiento, 2006 Students' Rights and Wrongs

- d. Carrying a deadly weapon
- e. Immorality
- f. Selling and/or possession of prohibited drugs
- g. Drug dependency
- h. Drunkenness
- i. Hooliganism
- j. Vandalism
- k. Assaulting a pupil or student or school personnel
- l. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
- m. Preventing or threatening any pupil or student or school personnel from entering the school premises to attend classes or discharge their duties
- n. Forging or tampering with school records or school forms
- o. Securing or using forged school records, forms, and documents

A student who proves himself/herself morally unfit by deliberately and persistently refusing to adhere to school rules and regulations (in accordance with the prescribed sanctions and operative effects) or defying the institution's Constitutional mandate of shaping the behavior of youth under their tutelage, may, after due process and in the interest of efficient delivery of services and the school's personnel's right to freedom from unnecessary duress caused by the student's persistent defiance, be meted out with a penalty of exclusion, especially if the deviant behavior and defiance persists. The penalty of exclusion may be meted out without prior CHED or Dep Ed approval.

When a penalty of dismissal or expulsion is meted out, the student cannot re-enroll in any course in the college. He cannot get his honorable dismissal within one year. The penalty of expulsion shall be subject to approval of CHED or the DEP Ed as it bars the student from any school in the country.

Section 3. Committee on Student Discipline

Due process is done to ensure justice. There shall be a committee on student discipline composed of a **Chairman, one member from the faculty, one staff member of the administration, and the Dean of the College of the concerned student/s** who shall be constituted by the University President.

In any disciplinary case before the committee, a respondent may request two (2) appointed SSC officers and three (3) 4th year students in general to sit without the right to vote.

The **Committee shall be chaired by the Dean of Student Affairs**, who shall designate, whenever requested, the student-members who will sit with the Committee.

The respondent may employ the services of a competent counsel of his/her choice. The University shall not deny the student his/her right to counsel. Should the student wish to answer the charges without counsel, this fact shall be put into writing in the minutes of the committee hearing.

Section 4. Jurisdiction

All cases involving discipline of the students under these rules shall be subject to the jurisdiction of the Committee on Student Discipline:

1. Violation by the students of the rules and regulations of their respective departments.
2. Misconduct committed by the students of the department within the classroom or premises in the course of an official activity, or even outside the school premises when the same affects the good name and reputation of the University.

Section 5. Filing of charges

Disciplinary proceedings shall be instituted fifteen (15) working days by the aggrieved party upon the filing of a written complaint specifying the acts of commission constituting the offense and subscribed to in the complaint or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of the said complaints with the committee on Student Discipline or the Office of the Academic Dean of the Department concerned, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person(s) complained of, his/her witness, the date of filing, and the substance of the charge.

Section 6. Preliminary Inquiry

Upon receipt of the complaint or report, the fact-finding committee or the Dean shall determine whether such complaint or report is sufficient to warrant formal investigation. Notice to the respondent(s) is required but the presence of the respondents during the preliminary investigation may be waived.

Section 7. Formal Complaint

In cases where the complaint or report is found sufficient, a formal complaint shall be filed and served upon each respondent and his/her parent/guardians. The formal complaint will be taken over by the Dean of Student Affairs to conduct a thorough investigation and resolution of the issues.

Section 8. Answer

The respondent shall be required to answer in writing ten (10) days from receipt of the charges. A formal investigation shall be held on notice as provided.

Section 9. Notice of Committee Meetings

All parties shall be notified five (5) working days before the time and date of committee meetings. Notice of disciplinary committee meeting to authorized representative of a party shall be considered sufficient notice to such party. Meeting shall begin not later than (1) week after receipt of the respondent's answer.

Section 10. Duration of Investigation

In no case shall the investigation last beyond two (2) calendar months.

Section 11. Committee Report

Within fifteen (15) days after the close of the investigation, the discipline committee shall forward to the Office of the President, the complete records of the case, with its report and recommendations. The report must be signed by at least a majority of the members of the committee and shall state the findings of fact, conclusions and recommendations and regulations on which the decision is based.

Section 12. Decision by the University President

The Office of the President shall have the sole discretion to render a decision based on the recommendation of the Committee and subject to the approval of the Board of Regents.

Section 13. Finality of Decision

A decision of the President, including expulsion, permanent disqualification from enrolment, or suspension for more than (30) calendar days, shall become final and executory, fifteen (15) days after receipt thereof by the respondent, unless a motion for reconsideration of the same is filed, in which case, the decision shall be final fifteen (15) days after receipt of the denial of the motion for reconsideration.

Section 14. Appeal to the President

The student may file a written appeal within fifteen (15) days from receipt of the decision of the University President citing the grounds on which the appeal is made.

Section 15. Action of the President

The action of the University President shall be rendered within 10 days after receipt of the appeal. The decision of the President in cases specified in the next succeeding articles may be appealed to the Board of Regents within ten (10) days after respondent has received a copy of such decision.

Section 16. Decision by the Board of Regents

The Board shall review the decision of the University President when the penalty imposed is dismissal, suspension for more than one (1) calendar year or any penalty of equivalent severity and render final judgment thereof.

Section 17. Rights of the Respondents

Respondents enjoy the following rights:

- a. To be subjected to any disciplinary penalty only after the legal requirements of due process shall have been fully completed, and complied with;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person filing the charge;
- c. To be convicted on the basis of evidence introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same;
- d. To enjoy, pending final decision on the charge, all his/her rights and privileges as a student, subjected to the power of the preventive suspension of the President for not more than fifteen (15) days, where suspension is necessary to maintain the security of the institution; and
- e. To defend himself/herself personally or by counsels, or by representatives of his/her own choice. If the respondent desires to secure the services of counsel, he/she shall manifest that fact at least (2) two days before the date of hearing. Note must be taken that even when represented by counsel, the Committee reserves the right to limit or disallow cross-examination. A trial type proceeding is not required in an administrative investigation.

Section 18. Summary Investigation by the Dean of Student Affairs and Services

The Dean may duly proceed on any of these acts:

- a. Violation of rules and regulations; and
- b. Misconduct committed in the presence of a faculty member or any official of the institution within the classroom or premises of the university or in the course of an official function sponsored by the university.

The respondent shall be summoned before the Dean of SAS, informed of the charge(s) against him/her, and afforded the opportunity to present his/her side.

Every decision rendered under this Article shall be in writing, stating the facts of the case and the basis of the penalty imposed. Such decision may be subject to appeal before the Board of Regents after the issuance of the order. The penalty of suspension if imposed shall not exceed fifteen (15) days.

Section 19. Effectivity

Decision(s) shall take effect as provided in these rules; provided, that the final decisions on the suspensions or dismissals rendered within thirty (30) days prior to any final examination, shall take effect during the semester immediately subsequent to the semester/summer in which such decision was rendered; provided further, that when the respondent is graduating, the penalty shall take effect immediately.

Section 20. Records

All proceedings before any Committee or Committee on Student Discipline shall be recorded in writing. Original records pertaining to student discipline shall be under the custody of the Dean of Student Affairs Services. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is officially involved therein, unless he has a legal right which cannot be protected or vindicated without access to or copying such records. Any official or

employee of the institution who shall violate the confidential nature of such records shall be subjected to disciplinary action.

Section 21. Students' Complaints

Students'/pupils' complaints and grievances, whether oral or written, against teachers, personnel and administrators, shall be coursed through proper channels. They shall be presented first to the immediate head before reaching the top officials of the university. However, if students are not satisfied with the result, they can elevate their complaints to higher offices for expeditious resolution.

Section 22. Protection

A student who lodges a complaint against a teacher for alleged transgression may change his schedule while the investigation is in progress. The said student should be protected from indirect threat and malicious acts designed by the alleged transgressor and his/her cohorts. In such a case, the student may lodge another protest against the said perpetrators to the Office of Student Affairs for proper action.

Section 23. Anonymous Complaints

Generally, the University will not act on anonymous complaints. Staff members or students are not required to respond to allegations made in unsigned letters/anonymous emails, etc. Possible exceptions may include matters such as allegations of corruption and mismanagement of funds, where upon these allegations are referred to the Committee on Ethics and Decorum of the university for proper action. However, anonymous reports/complaints of child abuse where the student is the victim should be referred directly to the University Physician or to the University Counselor for forensic interview and assessment.

TITLE 6: INSTITUTIONAL AND SERVICE SUPPORT UNITS

ARTICLE 1. Student Affairs and Services (SAS)³⁴

Student Affairs and Services are the services and programs in higher education institutions that are concerned with academic support experiences of students to attain holistic student development.

Academic support services are those that relate to student welfare and student development, and those that relate to institutional programs and services.

Section 1. Student Welfare Services are basic services and programs needed to ensure and promote the well-being of students.

Sec. 1.1. Information and Orientation Services – refer to the provision of informative materials and activities designed to facilitate student adjustment to life in school is a means by which certain types of information not ordinarily provided through the instructional program is made available to students

Sec. 1.2. Guidance and Counseling Services

Sec. 1.2.1. Guidance Services are the set of activities and services designed to help students develop into well- functioning individuals primarily by assisting them to use their potentials to the fullest

Sec. 1.2.2. Counseling facilitates self-understanding and development through a one-on-one relationship between the counselor and the student. Its aim is to help the student utilize the knowledge about himself and his environment so that wise decisions regarding needs or concerns can be made. This may also be done in groups.

Sec. 1.2.3. Appraisal Service is a service intended to gather data about each student, assembling and compiling them for functional use. This includes testing and other techniques in guidance. Testing includes standardized instruments of mental ability, aptitude, achievement, personality, which are available at the Testing Center.

Sec. 1.2.4. Referral is extended for the purpose of securing for the student expert assistance for needs and concerns that the guidance personnel cannot address.

Sec. 1.2.5. Follow-up is rendered to keep track of and to check the progress of those who have been served by the Guidance Center in order to evaluate if the services previously availed of have served the purpose. It aims to find out whether or not the student has successfully adjusted in the chosen activity.

³⁴ CMO No. 9, s. 2013

Sec. 1.2.6. Career Guidance and Job Placement Services are services intended to assist students find out careers suitable to them based on their interests and aptitudes and helping them find employment after graduation.

Sec. 1.2.7. Economic Enterprise Development consist of programs that cater to the other economic needs of students such as but not limited to:

- a. student cooperatives
- b. entrepreneurial
- c. income generating projects
- d. savings

Sec. 1.2.8. Student Handbook Development puts in place mechanisms to develop and update the student handbook and make it accessible in various formats for the dissemination, and guidance of students and stakeholders.

Section 2. Student Development Services refers to the services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership, and social responsibility through various institutional and/or student-initiated activities.

Student Activities
Student Organizations and Activities
Leadership Training
Student Council/ Government
Student Discipline
Student Publication/ Yearbook

Section 3. Institutional Student Programs and Services pertains to the services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities in the school.

Sec. 3.1. Admission Services refer to the services that take care of the processing of students' entrance requirements. These involve information dissemination on guidelines of the university, list of tuition and other school fees, and the accommodations for persons with disabilities.

Sec. 3.2. Scholarships and Financial Assistance (SFA) refers to the management, generation and/or allocation of funds for scholarship and financial aid to deserving students. Guidelines on the eligibility, availment, and monitoring of financial assistance are provided.

Sec. 3.3. Food Services pertain to the insurance of available, adequate, safe and healthful food within the campus and immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health. The Office of Student Affairs coordinates with the clinic personnel for the monitoring of clean and sanitary food handling procedures in the canteen as well as those within the vicinity of the university. The office of the Vice- President for Academic Affairs assumes full responsibility as both offices are under its supervision.

- Sec. 3.4.** Health Services refer to the provision of adequate facilities, implementation of health and wellness programs, and mechanisms to ensure and promote a healthy lifestyle.
- Sec. 3.5.** Safety and Security Services are concerned with the safety and security of students and members of the academic community in the school environment. These include the pooling of licensed security personnel to secure and prevent crimes in the campus, conducting disaster risk reduction and management activities, and putting in place a contingency plan in case of emergency.
- Sec. 3.6.** Student Housing and Residential Services pertains to the assistance provided to ensure access to accommodation that is safe and conducive to learning.
- Sec. 3.7.** Multi-faith Services are concerned with the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.
- Sec. 3.8.** Foreign/ International Student Services refer to the assistance given to address the needs of foreign students including but not limited to the provision of a socio-psycho-cultural program to address the academic and non-academic needs and the designation of a person in charge of foreign students.
- Sec. 3.9.** Services for Students with Special Needs and Persons with Disabilities – are programs and activities designed to provide equal opportunities to Persons with Disabilities (PWD), indigenous peoples, solo parents, etc. (academic accommodation for learners with special needs).
- Sec. 3.10.** Culture and Arts Programs are activities designed to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.
- Sec. 3.11.** Sports Development Programs are programs designed for physical fitness and wellness of students, including mechanisms to promote national, sectoral, and cultural sports development.
- Sec. 3.12.** Social and Community Involvement Programs are the programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building

Article 2. The Office of the Registrar

This office is charged with the sole responsibility of keeping the students' records, particularly academic records. This responsibility makes the registrar closely involved with the admission, release, transfer and graduation of students, which functions require prompt action and accuracy.

Section 1. Duties

- a. To keep all records up-to-date;
- b. To keep students' records safely, to post and release such records strictly in conformity with the school policies;
- c. To enforce regulations regarding enrolment, students' load, transfer, promotion and subject sequence;
- d. To examine credentials for purposes of registration and to enforce entrance requirements;
- e. To issue transfer credentials, transcripts of records, and related academic documents as requested by the students;
- f. To prepare and submit to the Board of Regents, in consultation with the respective Deans, the records of candidates for graduation, including the roster of honor students with their respective weighted averages.
- g. To assist the Dean during the registration period by seeing to it that only those meeting school requirements are accepted
- h. To prepare statistical reports as may be considered useful or as may be requested by the president, by school officials, or by individuals who are entitled to receive them;
- i. To assist in graduation;
- j. To be responsible for all correspondence on school records;
- k. To assign requisitions for office materials (within the limits of the school budget).

Section 2. Other Functions

- a. To facilitate the solution of problems met by the faculty and students with regard to school records, graduation, and promotion.
- b. To resolve complaints on students' grades, overload, cross-registration, promotion, and graduation;
- c. To sign all pertinent documents after they are thoroughly checked and verified as to accuracy,
- d. To formulate plans for systematic office procedures, organize the personnel for the performance of relevant functions, direct the operations of the Registrar's Office and
- e. To promote efficiency and effectiveness among the personnel.

Section 3. Request for Transcript of Records

As to requests for transcripts of records, reports of rating and other related documents, the following procedures are to be followed:

- a. Secure and fill up a request form from the Office of the Registrar.
- b. Proceed to the Accounting Office and have the request form approved for clearance from financial obligations;
- c. Go back to the Registrar's Office for assessment of related fees;
- d. Pay to the Cashier (Accounting Office) the corresponding fee for the scholastic records;
- e. After paying to the Cashier, go back to the Registrar's Office and secure a claim slip. The claim slip indicates the release date of the requested documents, which is usually three (3) working days from the date of filing. A written authorization from the student shall be presented if the request is made through a representative

Section 4. Processing of Scholastic Records

For reports of rating and other related documents, the following procedures are to be complied with as stated in the Citizens Charter and/or as maybe updated in the future.

- a. Fill-out the Client Logbook and Secure request form at Window-Requesting Section
- b. Fill-up the form & indicate the scholastic record desired.
- c. Submit filled-up request for assessment & get Order of Payment at Window-Requesting
- d. Proceed to Accounting Office for payment of Fees & Other previous accountabilities & secure signature of the Accountant/Authorized Representative
- e. Proceed to the University Library & secure signature of the Librarian
- f. Back to Window-Requesting Section and submit the fully accomplished request form with Official Receipt & get Claim Slip.

The claim slip indicates the release date of the requested scholastic records, which is usually three (5-7) working days from the date of filing. A written authorization from the student shall be presented if the request is made through a representative.

Section 5. Foreign Student Admission requirements

Sec. 5.1. Steps/Flowchart in accepting foreign students including documentation requirements:

Step (1) – Initial review of documents by the Liaison Officer at the Registrar Office.

- a. Passport
- b. Scholastic Credential
- c. Certificate of information in any form etc.

Step (2) - If OK, advise to submit letter of intent to the College where the program chosen is offered

Step (3) – If accepted by the College, the Dean shall notify in writing the Office of the Registrar for issuance of Notice of Acceptance

Step (4) – Documentation Procedures and guidelines for Foreign Students after passing the admission test by the College

Submit the following:

- a. 5 copies of filled up Student Personal History Statement (Form at the Registrar's Office)
- b. 5 copies of notarized affidavit of support including bank statements or notarized notice of grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
- c. 5 copies of duly authenticated scholastic credentials /Original transfer credential for students previously enrolled within the country
- d. 5 copies student information sheet for foreign student (Form at the Registrar's Office)
- e. 5 sets photocopy of passport (bio-page, latest arrival, authorized number of days to stay in the Philippines, page where visa is laminated (if available)
- f. 5 copies 2x2 picture with white background

Issuance of Notice of Acceptance (NOA) is released when documentation requirements are completed together with Acceptance Fee of One Hundred Dollar (100\$) or its equivalent in pesos to the Accounting Office via issuance of order of payment at the Registrar's Office.

Step (5) - Regular Bureau of Immigration process follows such as but not limited to:

NOTE: Payments for the corresponding application shall be collected by the School Representative/Liaison Officer to the Bureau of Immigration 1 week or 5 days before the application to avoid charges for late filing.

Sec. 5.2 Student Visa Conversion

The student must pay the required fees for student visa conversion and additional fee for the ACR I-card based on prevailing immigration regulations.

Checklist of Documentary Requirements for Conversion to Student Visa

- a. Joint Letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
- b. Duly accomplished Consolidated General Application Form (CGAF)
- c. Photocopy of passport bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) Stamp;
- d. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
- e. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar
- f. Certificate of Eligibility for Admission from CHED in case of Medicine/Dentistry
- g. CHED Endorsement for transfer and shifting of course, if applicable;
- h. National Bureau of Investigation (NBI) Clearance, if application is filed (6) months or more from the date of first arrival in the Philippines;
- i. Photocopy of BI School Accreditation ID of the registrar or school representative; and
- j. NBI Clearance Certificate

Sec. 5.3. Special Study Permit (SSP)

The student must pay the required fees for special study permit and/or the above (5.2) with an additional fee for the ACR I-card based on prevailing immigration regulations.

Checklist of Documentary Requirements

- a. Letter request addressed to the Commissioner from the representative of the petitioning school;
- b. Duly accomplished CGAF. If the applicant is a minor, it shall be signed by the parent or the legal guardian;
- c. Photocopy of passport bio-page and latest admission with valid authorized stay;
- d. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;
- e. Photocopy of BI school accreditation ID of the registrar or school representative;
- f. National Bureau of Investigation (NBI) Clearance, in case of flying schools;
- g. BI Clearance Certificate.

Sec. 5.4. Student Visa Extension

The student must pay the required fees for Student Visa Extension and/or above (5.3) With an additional fee for ACR I-Card based on prevailing immigration regulations.

Checklist of Documentary Requirements:

- a. Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, using the school letterhead with dry seal;
- b. Duly accomplished CGAF
- c. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;
- d. Copy of Latest Transcript of Records or Certificate of Grades (2 previous semesters);
- e. Honorable Dismissal or Certificate of Transfer from previous school in case of transfer;
- f. Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school;
- g. Photocopy of BI school accreditation ID of the registrar of the school representative;
- h. BI Clearance Certificate;
- i. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June, 2014.
- j. Letter of Explanation for failing grades or dropped subjects, if applicable.

Step (6) Official correspondence and notices shall be via e-mail address registered in the

Personal Data Sheet for Foreign Students

*Fees may change subject to existing laws

ARTICLE 3. THE LIBRARY

Vision-Mission of the University Library

Vision

University Library: Geared towards digitization of information sources and services committed to promote quality advanced and higher education, research and extension services.

Mission

The University Library will provide information sources and services in support of the University, as embodied through its vision-mission statement and focuses on the following:

U - ser Oriented

L - iteracy

I -mproved Research Output

B - etter and Prompt Services

Section 1. Library Services

Sec. 1.1. University Library Service Hours

Monday to Saturday - 7:30 a.m. – 7:00 p.m. (No Noon Break)

Sec. 1.2. Reader's Services

Sec. 1.2.1 Circulation Section – (Borrowing/Returning of Books)- Library circulation is automated. Users need to present their validated School ID for enrollment to the circulation system. Collections available here are Filipiniana, Reference and Fiction books that can be borrowed for home use for seven (7) days.

Sec. 1.2.2. Reserve Section - Books with only one copy, hard to find and expensive books and books frequently used. Books that are also recommended/ selected by faculty members for the use of their students on a particular subject are also placed on reserve. Photocopy is allowed provided that users follow the fair use policy of the library. The reserve section is a quiet zone area for research and students are refrained from making noise that will disturb other users.

Sec. 1.2.3. General Reference - The general references of the library includes dictionaries, encyclopedias, yearbooks, handbooks, almanacs, atlases, gazetteers, maps, and the like.

Sec. 1.2.4. Periodicals – Magazines, professional journals, government publications, and the Information file comprise the collection available at the periodicals section. Professional journals are indexed by topics and the index may be accessed through the library OPAC. The Information file includes newspaper clippings, brochures, booklets and pamphlets which are arranged in alphabetical order by subject. E-journals are also available in this area.

Sec. 1.2.5. Library Resource Center for persons with disabilities

The library in coordination with the National Council on Disability Affairs (NCDA) and the Cebu Braille Center maintains a section that provides materials for research on Special Education particularly on the hearing impaired, mentally challenged, visually challenged, and the physically challenged. Education students majoring in Special Education may also use the materials of the center for research purposes. All materials are for library use only.

Occasionally, the center in coordination with the NCDA conducts fora, lectures and conferences on topics involving disability issues and concerns.

Sec. 1.2.6. Special Collections – Books here include the American Studies collection, British Council collection, and some donated materials from the National Council on Disability Affairs.

Sec 1.2.7. Theses and Dissertations– Collections here are theses, dissertations, technical and clinical papers. Materials here are strictly for library use only. Photocopying is not allowed.

Sec. 1.2.8. Online Public Access Catalog (OPAC) – is the computerized version of the card catalog for easy and quick access to the materials in the library.

Section 2. Electronic Services

Sec. 2.1. Library Information System-The library has computerized its cataloging, circulation and online public access catalog using the FOLLETT Library System since 2002. Recently it has acquired the DESTINY Library Manager System which is an upgrade of FOLLETT.

Sec. 2.2. CD-ROM Access-Accompanying CD-ROMS of books purchased, purchased CD-ROMS and CDS of theses and dissertations are available for viewing at the electronic library. They may not be reproduced by users.

Sec. 2.3. Electronic Library - The electronic library caters to the internet needs of users. Users are reminded that internet use is for research purposes only.

Sec. 2.4. Electronic databases - The library subscribes to e-journals and e-books.

Sec. 2.5. Open Access Data Bases – There are websites that offer free databases and a list thereof is posted at the entrance of the electronic library.

Sec. 2.6. WI-FI -The Library is a Wi-Fi zone. Users may ask for the Wi-Fi Password from the electronic services librarian. Wi-Fi use is for laptops, net books, and tablets only. A firewall is installed in the main server and users may not be able to access to some social networks.

Section 3. User Education

Sec. 3.1. Library orientation

Faculty- Newly hired faculty are given orientation by the library staff on policies and procedures of the library at the beginning of the semester

Students - Freshmen students are given library orientation at the beginning of the 1st semester as part of their English lesson. Transferees are given individual orientation by the library staff. Graduate students are given library orientation as part of the research classes.

Sec. 3.2. Individual assistance to users- All library users are given individual assistance by the library staff according to their library needs.

Sec. 3.3. Hands on training on the use of E-Resources-at the beginning of every semester, the electronic services library invites faculty, students and staff on the hands-on use of the subscribed electronic resources of the library. Individual instruction is also given to students on the use of the internet.

Sec. 3.4. Information Dissemination

Sec. 3.4.1. New Acquisitions - A list of new acquisitions is distributed to the different academic and administrative offices. Emails are also sent to individual faculty for wider dissemination. The list is also posted at the library bulletin board.

Sec. 3.4.2. New Books Display – To update library users of the latest acquisitions, newly processed books are displayed for two weeks at the new acquisitions area.

Sec. 3.4.3. Bibliographic Assistance to faculty - The Reserve Section of the library upon the request of the faculty members provides listings of books and other materials on selected subject areas.

Sec. 3.4.4. Virtual Reference Assistance - Web 2.0 allows the library to serve its user via internet and social networks. For reference queries, the library staff may be reached through the following:

Email: Cnu_universitylibrary@yahoo.com

Yahoo messenger: Cnu_universitylibrary@yahoo.com

Facebook: CNU University Library

Section 4. Library Policies

Sec. 4.1. Admission

Only bona fide students, faculty members, officers of the administration and staff of CNU are allowed to use the library. Students are required to present their validated School I.D. upon entering the library. Students must be in complete uniform during class days and in proper school attire during free days. Off-campus researchers may use the library

resources on Fridays and Saturdays only provided that they present an official letter (referral letter) from the librarian/head of the agency where they belong and must present their School ID/Agency ID. A minimal research fee is paid at the Accounting Office.

Sec. 4.2 Discipline

- Sec. 4.2.1.** Library users are required to observe and obey library policies including the wearing of the prescribed school uniform(for undergraduate students) and School I.D. at all times.
- Sec. 4.2.2.** Food and drinks are not allowed inside the Library. Food and drinks are a hazard to library materials and equipment and the spilling of such can create a fall and/or a pest problem. Smoking is absolutely prohibited.
- Sec. 4.2.3.** Handle library materials with care. Avoid marking, underlining, inserting bulky objects and making "dog ears." These acts can shorten the life of library materials.
- Sec. 4.2.4.** Books and journals must be properly charged out before they can be brought out of the library for home reading or photocopy.
- Sec. 4.2.5.** Cleanliness and orderliness in the library is a must. Chairs must be pushed back under the table after using.
- Sec. 4.2.6.** The use of headphones for personal stereos and mobile phones are permitted provided that the user will not disturb other library users who wish to study and research in silence.
- Sec. 4.2.7.** Receiving and making calls from the mobile phone should be done outside the library.
- Sec. 4.2.8.** The library has assigned a laptop charging station for library users. All other electrical outlets inside the library are for official library use only. In no case are the users allowed to use these outlets for charging laptops and mobile phones to avoid any electrical malfunctions.
- Sec. 4.2.9.** Library users should attend to their valuables while in the library. The Library will not be responsible for any losses incurred within its premises.

Sec. 4.3 Circulation

- Sec. 4.3.1.** All bona fide students of CNU may borrow a maximum of ten (10) books at a time. The validated School I.D. is required in borrowing books and other library materials.
- Sec. 4.3.2.** Reference and Fiction books can be borrowed for seven (7) days, and can be renewed once, provided there has been no prior request for them. Filipiniana books can be borrowed for seven (7) days, non-renewable. Reserve, General Reference, Special Collections, and Periodicals are for library use only.

Sec. 4.3.3. Students, faculty, and staff are given a period of one (1) hour to photocopy library materials. All library materials should be properly charged out. Theses and dissertations are not to be taken out for photocopying.

Sec. 4.4. Fines and Penalties

Sec. 4.4.1. Overdue books

Books not returned on the due date shall be subject to a fine on a per day basis excluding Sundays and holidays as approved by the university's governing body.

Sec. 4.4.2. Lost books

The borrower should report immediately to the Circulation Librarian when a book is lost. Otherwise, he/she will pay the overdue fines incurred until the day the loss is reported. The borrower is given one (1) month extension to find the book.

Lost book(s) shall be paid for based on the current value of the book or replace them with the following conditions:

- a. Same title and author, preferably with the latest copyright
- b. Processing fee which is 10% of the price of the book
- c. Reprinted copy is not accepted as replacement of an original edition.

Sec. 4.4.3. Damaged/Destroyed library materials

- a. A library user found responsible for the destruction or damage of any library materials will be fined accordingly and shall be charged based on the current value of the book. Failure to observe these regulations will be reported and may lead to:

1 st Offense:	Warning/ Reprimand
2 nd Offense:	Suspension of Borrowing Privileges
3 rd Offense:	Suspension from Library Privileges

- b. Library materials are accepted as replacement provided they are:

- (1) of the same title and author and preferably of the latest copyright;
- (2) not reprints of the original edition.

- c. In case of fire, floods and other disasters, a certification is required either from the Bureau of Fire, Barangay Captain, etc. to support the claim.

Sec. 4.5. Library Clearance

The library suspends the circulation of books one week before the final exam, to give the library staff time to consolidate all records of students and faculty who have library obligations/accountabilities. Library users are encouraged to settle their library accountabilities before the clearance signing schedule.

The clearances of students in the undergraduate level are signed on a per class basis.

ARTICLE 4. HEALTH SERVICES

Section 1. Medical

The CNU Health Program is a joint effort of the teachers and clinic staff to promote an environment of health and wellness among the students and staff of the university. Health Services personnel report to the Vice-President for Academic Affairs through the Dean of Student Affairs. The clinic promotes preventive and curative practices.

Sec. 1.1. Goals and Objectives

- a. To promote holistic well-being of the students, faculty, and staff through the institution of health policies and practices
- b. To implement preventive measures to avert the occurrence of illness and disease through health and wellness advocacy
- c. To provide interventions on acquired or existing illnesses or refer cases to outside medical help for further medical attention

Sec. 1.2. Consultations

Sec. 1.2.1. The University Clinic is open from Monday to Saturday from 8:00-5:00 p.m.

Sec. 1.2.2. Students in class who are feeling sick can seek consultation in the clinic after securing permission from the teacher/professor in charge.

Sec. 1.2.3. Consultation and an initial dose of medicines are provided free of charge if the medication is available in the clinic. Otherwise, the student is given a prescription for the appropriate medication.

Sec. 1.2.4. Clients who need to have some rest can do so at the clinic. A sick bed is provided for this purpose. However, it is clinic policy not to allow them to stay beyond two hours, in which case, they are advised to go home and absent themselves.

Sec. 1.2.5. A student who was absent in class may be issued a medical certificate prior to his/her return to class provided that they were seen prior to any outside medical help before they were absent. A student who consulted an external medical practitioner is required to submit a medical certificate from the attending physician before a university medical certificate is issued.

Sec. 1.2.6. Students who fail to comply with the provision in 1.2.5 will not be issued medical certificates and may not be excused from classes because of illness

Sec. 1.3. Medical Examinations for First Year College student-entrants

All incoming freshmen are required to have laboratory examinations prior to the physical and dental examination. Schedule of the physical exam is done once the student has qualified for enrolment.

Sec. 1.4. Emergency Cases

The clinic provides emergency/initial medical treatment and the students/staff who are affected are referred to nearest government or private health

facility for further management. Minor surgery and suturing is done on a case to case basis. Ambulance services are provided upon request.

Sec. 1.5. Communicable Diseases.

As determined by the university or attending physician, clients who are diagnosed to have communicable diseases are automatically sent home and asked to report to class only when the signs of infection have been resolved. Cases that could not be managed in the clinic are referred to outside medical field specialists.

Sec. 1.6. Health and Wellness Advocacy.

The clinic staff provides health teachings to clients in both formal and informal settings.

Sec. 1.7. Food Safety Services

The clinic oversees and ensures that food handling procedures in the university café are hygienic and sanitary.

Sec. 1.8. Environmental Health

The clinic staff, together with the other departments, promote the 5S program and the waste segregation policy of the university, as well as coordinate with the University Pollution and Safety officer the water quality analysis and health security of school premises.

Section 2. Dental Services

The dental section of the university clinic is ably manned by a licensed Doctor of Dental Medicine and a dental assistant. It is fully equipped with modern dental facilities. The following dental procedures are done in the clinic and are offered to all students, teaching, and non-teaching personnel. Necessary recommendations are also made to improve everyone's oral health.

- a. Dental check-up/charting on all incoming freshmen students every start of the school year
- b. Dental check-up/charting on new faculty and personnel.
- c. Informal chair side dental health teachings
- d. Consultations
- e. Oral prophylaxis
- f. Tooth extraction, prescription of and dispensing of an initial dose of medicine
- g. Filling (permanent or temporary)
- h. Referrals & other dental procedure

TITLE 7: STUDENT ORGANIZATIONS AND ACTIVITIES

Article 1. Student Organizations

Section 1. The Student Council

- Sec. 1.1.** Each college of the university and the external campuses shall organize a student government to promote the general welfare of the students.
- Sec. 1.2.** There shall be a Supreme Student Council (SSC), the officers of which are elected from existing student governments.
- Sec. 1.3.** A federated student council shall be organized and named as the CNU Federation of Supreme Student Council (CNU Main and external campuses). It shall convene on election matters and other issues affecting the council which is in accordance with its promulgated constitution and by laws. The elected President of the CNU Federation of Supreme Student Council shall sit as Student Regent in the University Board of Regents.
- Sec. 1.4.** An SSC fee to defray the costs of expenses related to student activities is included in the miscellaneous fees of students. The amount may be changed subject to increase in student expenditures, per petition to be approved by the Board of Regents. Student Affairs funds shall be collected and deposited as Trust Funds.

Section 2. Other Student Organizations

- Sec. 2.1.** A student organization of the university shall be any association or club whose officers and members are bonafide students at the university.
- Sec. 2.2.** The university shall establish a system of accrediting student organizations which will be under the general supervision of the Office of Student Affairs or equivalent officials. The procedure for accreditation is as follows:
- a. A representative from the organization secures a list of the requirements from the Office of Student Affairs.
 - (1) Accreditation of new organizations
 - (a) copy of Constitution and By-Laws
 - (b) list of founding officers
 - (c) list of proposed activities for the school year
 - (d) acceptance letter of adviser
 - (2) Renewal of accreditation
 - (a) accomplishment report on previous year's activities including attendance sheets to meetings and activities, photos, liquidation of expenses, approval media, evaluation of activities, resolutions passed and others
 - (b) copy of Constitution and By-Laws
 - (c) list of new officers for the incoming year
 - (d) list of activities for the school year
 - (e) acceptance letter of adviser

- b. The documents are submitted to Office of Student Affairs within the prescribed period. The Office of Student Affairs reviews and evaluates the documents.
- c. If all documents are in order, the Office of Student Affairs includes the name of the organization in the list of organizations whose accreditation have been approved. The list is furnished to the Supreme Student Council who disseminates the information to the organization's representatives during their general assembly.
- d. If the documents are not in order, the Office of Student Affairs advises the organization's representatives to comply with and submit the irregular or missing requirements.
- e. At the end of the year, the Office of Student Affairs issues a certificate of recognition to each of the organizations.

Sec. 2.3. Every student organization shall have one or more regular full-time faculty advisers chosen by the members and approved by the University President with the recommendation of the Dean of Student Affairs. No student organization may hold any meeting or undertake any activity for any purpose whatsoever, except that of adopting a constitution, before its adviser or advisers have been appointed and have assumed office as such. No officer of the administration should be an adviser of the student organization. Organizational advisers can be removed from office by a 2/3 vote of the whole membership of the organization.

Sec. 2.4. There should be an integrated calendar of student activities to be submitted and approved by the Dean of Student Affairs and the Vice President for Academic Affairs.

Sec. 2.5. A student organization, recognized by the university, shall be any association, club, society and order and whose members or principal officers are bonafide students of the university.

Sec. 2.6. A student organization which is provincial, sectoral or regional in nature shall not be recognized in the university.

Sec. 2.7. All student organizations shall be directly under the general supervision of the Dean of Student Affairs or equivalent officials.

Sec. 2.8. No organization shall be allowed to function without a constitution and by- laws, which has been ratified by the members of the organization and recommended by the Dean of Student Affairs to the University President for approval.

Sec. 2.9. Student organizations within the University shall be directly under the control and supervision of the Dean of Student Affairs who shall work in close cooperation and consultation with the Vice-President for Academic Affairs.

Sec. 2.10. There shall be a committee which shall screen, coordinate and supervise all student organizations in accordance with the existing rules, regulations and law set by the Office of Student Affairs. The committee shall be composed of the Dean of Student Affairs as chairman; chairpersons of the various areas of discipline and the President of the Supreme Student Council as members.

Sec. 2.11. Any student organization wishing to become a member of civic, cause-oriented or similar organizations outside the school should present the constitution and by-laws of the organization it is to be affiliated with. The Dean of Student Affairs shall discuss the request with the Chief Security Officer who shall evaluate the organization concerned and shall recommend favorable or unfavorable action. Approval to join such organizations shall finally be given by the University President.

Sec. 2.12. Submission of financial reports on activities/projects of every school organization at the end of every semester to the Dean of Student Affairs is required. The clearance of officers or members of an organization who have unsettled financial accountabilities to the organization may be withheld pending settlement of the said obligations.

Sec. 2.13. Student organization activities must be held inside the school campus. When it is necessary to hold activities outside the school, a letter requesting permission must be submitted to the Dean of Student Affairs, to the Vice-President for Academic Affairs and to the University President, and activities held outside the school premises shall only be deemed authorized when approved in writing by the University President. Compliance with CMO No. 63 s. 2017 or other related issuances is enjoined.

The university and its officials are not liable for any accidents/mishaps arising from unauthorized activities held outside school premises.

Sec. 2.14. Student organizations shall operate in a manner that would contribute to the attainment of the social and academic goals of the school.

Sec. 2.15. Situations when the right to associate in a school environment can be curtailed:

- a. School rules and regulations may curtail the associational rights of students on campus only if the exercise presents a clear and present danger, which the school authorities have the right to prevent.
- b. If the association is formed for the purpose of asserting an unpreferred right, it may be curtailed if the rule prohibiting it promotes the school's assertion of its own preferred right.
- c. The school can prohibit associations harmful to the legitimate interests of the school and its students from operating and can penalize students who persist in such membership.
- d. The right of association can be curtailed if the purpose of the organization is contrary to law or to the mission-vision statement of the school.

Sec. 2.16. Student organizations shall be voluntary. Collection of fees shall therefore be voluntary.

Sec. 2.17. The university does not recognize fraternities as student organizations.

ARTICLE 2. STUDENT ACTIVITIES

Section 1. Co-Curricular Activities

To promote leadership and social awareness for constructive purposes, all students of the college are free to participate in co-curricular and extra-curricular activities subject to the following conditions:

- Sec. 1.1.** Their participation in such activities shall not excuse them from attending classes and from fulfilling other requirements. Such participation shall be their personal responsibility
- Sec. 1.2.** As much as possible, all co-curricular and extra-curricular activities of the university shall be suspended one week before the mid-term examination and two weeks before the final examinations.
- Sec. 1.3.** No cultural shows, literary, musical or other similar activities/presentations shall be performed outside the University without a formal written request duly approved by the University President.

Section 2. Athletics

Sec. 2.1. A committee on sports, physical education and recreation is tasked to lay down policies and to administer the financial requirements of athletic affairs. The following are the members of the committee. Each college may choose their athletics coordinator.

- a. Dean of Student Affairs as the Chair
- b. Athletics Coordinator as co-chair
- c. Budget Officer
- d. Athletic Coordinator of each college
- e. Physical Education Professor
- f. Student representative

Sec. 2.2. Guidelines

Sec. 2.2.1. The members of the sports committee are in charge of the procurement, storage and distribution of athletic equipment.

Sec. 2.2.2. Students who may wish to borrow athletic equipment must secure the signature of their class adviser who will act as their guarantor. No athletic equipment will be released without a guarantor.

Sec. 2.2.3. Students' concerns pertaining to athletics and recreation should be referred to the committee on sports.

Sec. 2.2.4. Each college is encouraged to organize its own athletic team. They may choose their team manager who shall implement a program of training for the teams. Inter-departmental training may be undertaken as necessary.

Sec. 2.2.5. The different colleges are enjoined to plan their own recreation program.

Sec. 2.3. Athlete Selection

The following is the procedure for choosing the athletes for each college.

- a. College representatives advertise the search for athletes.
- b. Student submits requirements: copy of grades indicating no failures; study load evidencing enrolment in the current semester
- c. Student submits self for several try-outs
- d. Faculty Coach and Student Team captain inform student of acceptance or rejection.

Section 3. Culture and Arts Program

Students are also given the opportunity to develop not only their talents and abilities in various creative and expressive arts but also in the value of appreciation and promotion of national culture and heritage. Each college may choose their culture and arts coordinator.

Sec. 3.1 A committee on the culture and arts is tasked to undertake and coordinate activities relative to cultural and arts program. The following are the members of the committee:

- a. Dean of Student Affairs as Chair
- b. Culture and Arts and Athletic Coordinators from each college
- c. Chair, Culture and Arts Program
- d. Chair, Athletics
- e. Faculty coach for the category

Sec. 3.2. Selection of Participants

- a. Coordinators advertise screening or potential participants and requirements
- b. Student submits requirements: copy of grades indicating no failures; study load evidencing enrolment in the current semester.
- c. Student submits self for audition to the coach of each category/event
- d. Faculty Coach informs student of acceptance or rejection

Section 4. Leadership Training

The university encourages students to arrange for, invite resource speakers, or attend leadership trainings and other similar activities to develop and hone their leadership and governance skills so that they may be able to make valuable contributions to society in the future.

Section 5. Educational Tours, Field Trips, Extension Work, and Other Off-campus activities

The conduct of off-campus activities within the Philippines shall be governed by CHED Memorandum Order No. 63, s. 2017. The activities shall include but not be limited to the following:³⁵

Sec. 5.1. Curricular

- a. Educational Tours/Field trips

³⁵ CHED Memo No. 63, s. 2017

- (1) Visits to reputable firms or government sites or other areas identified by the concerned local government units as safe for students
- (2) Visits to museums, cultural sites, landmarks, and other related venues;
- (3) Plant industry visit, host training establishment visit, and other related visits
- b. Participation and/or attendance to degree-program related events
- c. Field study/Experiential learning/Related Learning Experience

Sec. 5.2. Non-Curricular

- a. Mission-based activities (e.g. retreat, recollection, etc.)
- b. Conventions, seminars, conferences, symposia, trainings, teambuilding
- c. Volunteer work including peer helper programs , relief operations, community outreach and immersion

Sec. 3.1 A committee on the culture and arts is tasked to undertake and coordinate activities relative to cultural and arts program. The following are the members of the committee:

- a. Dean of Student Affairs as Chair
- b. Culture and Arts and Athletic Coordinators from each college
- c. Chair, Culture and Arts Program
- d. Chair, Athletics
- e. Faculty coach for the category

Sec. 3.2. Selection of Participants

- a. Coordinators advertise screening or potential participants and requirements
- b. Student submits requirements: copy of grades indicating no failures; study load evidencing enrolment in the current semester.
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Sec. 5.1. Curricular

- a. Educational Tours/Field trips
 - (1) Visits to reputable firms or government sites or other areas identified by the concerned local government units as safe for students

³⁶ CHED Memo No. 63, s. 2017

- (2) Visits to museums, cultural sites, landmarks, and other related venues;
- (3) Plant industry visit, host training establishment visit, and other related visits
- b. Participation and/or attendance to degree-program related events
- c. Field study/Experiential learning/Related Learning Experience

Sec. 5.2. Non-Curricular

- a. Mission-based activities (e.g. retreat, recollection, etc.)
- b. Conventions, seminars, conferences, symposia, trainings, teambuilding
- c. Volunteer work including peer helper programs , relief operations, community outreach and immersion
- d. Advocacy projects and campaigns
- e. Participation in sports activities
- f. Activities initiated by various recognized student groups
- g. Interschool competitions/tournaments
- h. Culture and arts performances and competition

Sec. 5.3 Checklist of Requirements

- a. Before the Activity
 - (1) Course syllabus which reflects the relevance of requiring an educational tour or field trip;
 - (2) Appropriate report on the destination, which should be as much as possible near to the university to minimize costs, and which should be relevant to the subject matter
 - (3) Copy of the Student Handbook or Manual which outlines the requirements and guidelines of local off-campus activities
 - (4) Duly notarized parents' consent
 - (5) Medical certificate of students issued by the university or government physician
 - (6) Designation or Order from the Administration as to the personnel-in-charge's role and responsibilities before, during, and after the off-campus activities
 - (7) Relevant certificate of first-aid training
 - (8) Duly-approved schedule of fees collected from the students and disseminated to concerned stakeholders
 - (9) Appropriate report on breakdown of fund sources and resources properly secured and accounted for
 - (10) Proof of insurance provision
 - (11) Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road worthiness, among others of vehicle owned by the university to be used in the transport of students
 - (12) for third party subcontracting, a certification from the LTFRB of the validity of the franchise of the proposed operator (i.e. legitimate, current, and up-to-date) if applicable
 - (13) special permit from LTFRB if transportation is out-of-line
 - (14) updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of road worthiness
 - (15) If a tour operator is used, it should be duly accredited by the DOT and if applicable, an accredited transport vehicle must be used and/or a tour guide with appropriate permits; itinerary of travel; certification from the LTFRB of the validity of the franchise of the

- proposed operator, updated/valid documents pertaining to registration, insurance coverage, assurance of road worthiness of the vehicle, driver's license of driver
- (16) copy of the letter sent to the LGU and acknowledgment of letter from LGU evidencing advance coordination with the LGU concerned
 - (17) Minutes and attendance of the briefing and consultation conducted to concerned student, faculty, and stakeholders
 - (18) letters to parents, students, and adult companion preferably faculty announcing the activity one or two months before the scheduled date of off-campus activity
 - (19) appointment with conformity of personnel-in charge
 - (20) itinerary and handy information materials provided during briefing to concerned faculty and students
 - (21) standard format for learning journals of students
 - (22) appropriate report on emergency preparedness plan given to students and stakeholders
- b. During the Activity
 - (1) Attendance ensuring that the personnel-in-charge accompanies the students from the time they assemble up to the debriefing
 - (2) Contract of service with the third party
 - c. After the Activity
 - (1) Appropriate reporting of grades
 - (2) Assessment report by the faculty and breakdown of expenses
 - (3) Report on debriefing program conducted
- Further details can be perused in the said memorandum.

Sec. 5.4. Extension work rendered and participation in other off-campus activities may be covered under the Return Service Agreement as required by R.

- A. 10931. Policies regarding documentary requirements in accordance with CHED Memo No. 63 s. 2017 shall still apply.

Section 6. Student Internship in the Philippines Program (SIPP)³⁷

To promote and provide students with competitive skills and attitudes for employment, CHED may require student exchange and the establishment of strong academic linkages among higher education institutions of learning and business and industry. This is to facilitate quality learning and exposure of students to practical knowledge to acquire work competencies and discipline as they relate to people in the workplace. The implementing rules and regulations of this program are provided for in CHED Memo No. 23, s. 2009.

Sec. 6.1 Requirements for Parties Involved:

Sec. 6.1.1. Higher Education Institutions (HEIs)

- a. must have a government recognition for private HEIs, appropriate board resolution for State Universities and Colleges (SUCs), and local government ordinance for Local Universities and Colleges (LUCs) for programs with practicum or internship units;

³⁷ CHED Memo No. 23, s. 2009

- b. The HEI must have no pending complaint or administrative/ civil/ criminal action filed against it before CHED, other government agencies/entities or in any court of competent jurisdiction.
- c. The HEI must have a reputable Host Training Establishment (HTE) partner or entity;
- d. The HEI must have a Manual or Plan designed in collaboration with the HTE; and
- e. The HEI must furnish the HTE with the evaluation system to be followed in the evaluation of student performance.

Sec. 6.1.2. Host Training Establishment (HTE)

- a. The HTE must be a duly licensed and registered institution/ establishment in the Philippines. They must provide an appropriate training program for the student trainee and must follow the training Manual or Plan; and
- b. The HTE must follow the evaluation system of student performance provided by the HEI.

Sec. 6.1.3. Student Trainee/Intern must

- a. be enrolled in a Philippine higher educational institution
- b. be at least 18 years old;
- c. be enrolled in practicum or equivalent subject, at least in 3rd year (2nd semester) or in 4th year;
- d. have passed pre-practicum requirements;
- e. be in good academic standing and has completed all pre-requisite subjects;
- f. be physically, mentally, emotionally fit, as reflected in the physical and psychological examination certified by DOH accredited clinics and hospitals;
- g. be articulate in the language used by the HTE;
- h. have the consent of parents/guardian; and
- i. have finished at least 90% of his/her academic requirements or has passed and taken all his/her major (professional subjects).

Transferees and/or students who have graduated or completed another degree program and are enrolled in a second program must complete at least two (2) semesters with 12 units or professional subjects per semester in the accepting HEI before undergoing internship.

Sec. 6.2. Obligations/Responsibilities of Parties Involved

Sec. 6.2.1. Higher Education Institution (HEI)

- a. Formulate local school practicum policies and guidelines on selection, placement, monitoring, and assessment of student trainees
- b. Pre-qualify student trainees/interns in accordance with the school off-campus training policies and requirements as specified herein and

- from the receiving host training establishment;
- c. Set criteria on the selection of a faculty academically qualified and responsible as Faculty SIPP coordinator per program for all aspects of the student internship program including program implementation, monitoring, and evaluation;
- d. Select Host Training Establishment (HTE) and ensure acceptability of training plan and practicum venue in order to protect student interest;
- e. Execute duly-notarized MOA with HTE;
- f. Develop, in collaboration with the duly selected THE, a Training Manual or Plan for the student trainee/intern specifying goals and objectives (desired outcomes and how these will be achieved), knowledge, skills, attitudes, and competencies that the student trainee should acquire in each learning area, assignments, and schedule of activities, among others. The Training Manual or Plan shall be part of the Training Contract signed by the student trainee, HTE, and HEI.
- g. Monitor and evaluate performance of the student trainees jointly with the HTE based on the prescribed training manual or plan;
- h. Monitor the student trainee and attend to his/her needs and concerns by coordinating with the HTE, CHED, and other concerned authorities if necessary;
- i. Conduct general orientation for qualified student trainees and their parents/guardians;
- j. Conduct initial and regular visit/inspection of their HTE organization to ensure safety of students;
- k. submit to CHED through the CHEDRO the following basic documents:
 - (1) annual report per school year on the implementation of the SIPP as to the number of student trainees per program, issues and concerns and action (to be) taken to address the issues among others; this report to be signed by the School Head or authorized representative such as the Deans of the concerned program and Registrar;
 - (2) List of students certified to have completed internship and the
 - (3) SIPP evaluation form as part of documentation
- l. see to it that any student trainee found guilty of violating any of the provisions in the guidelines be subjected to institutional disciplinary procedures;
- m. issue a final grade to the student trainee upon completion of requirements during the prescribed period;
- n. issue a Certificate of Appreciation to the HTE for the completion of training of the student; and
- o. provide CHEDRO a copy of the duly-notarized MOA.

Sec. 6.2.2. Host Training Establishment (HTE)

- a. facilitate the processing of the documents of the student trainee/ intern in coordination with the HEI;
- b. provide supervised applied learning experiences for student trainees in accordance with training manual or plan and schedule of activities;

- c. assign a competent faculty SIPP coordinator responsible for the implementation of all phases of the training plan;
- d. conduct a post-training review and evaluation of the program and performance with the partner HEI;
- e. issued Certificate of Completion to the student trainees two weeks after the completion of the training; and
- f. may provide necessary incentives to the student trainee as stipulated in the MOA, such as free duty meals, travel allowance, uniform.

Sec. 6.2.3. Student Trainees/Interns

- a. sign and comply with the terms and conditions of the contract , at all times, and with all the rules and regulations of the HTE, CHED, and the HEI;
- b. complete the agreed duration of the internship;
- c. undergo the required orientation/training program conducted by the HEI and HTE;
- d. submit to the SIPP Coordinator a monthly journal of practicum experiences, describing the training activities, problems encountered, and reflections on the training experience; and
- e. sign the acceptance letter and/or training contract.

Sec. 6.2.4. Parents/Guardians or Spouse

- a. co-sign the training contract to signify consent or approval to the training of their child/spouse;
- b. sign a waiver

Sec. 6.2.5. Commission on Higher Education Office of Student Services

- a. prepare the monitoring instrument and orients CHEDROs;
- b. consolidate reports for policy formulation and decision-making;

Sec. 6.2.6. Commission on Higher Education Legal Services

- a. Upon request of the Executive Office, CHED Legal Services may conduct investigations on alleged violations committed by the HEI or the HTE and submit its report and recommendations to the Commission en Banc for appropriate action

Sec. 6.2.7. Commission on Higher Education Regional Office

- a. ensure the safety and well-being of student trainees by monitoring compliance of HEIs with the guidelines through the reports of the HEIs on site visits and other appropriate mechanisms as instituted by CHED;
- b. establish and maintain linkages with government and non-government agencies, organizations, and/or industries and enter into agreements with them specifying their roles and obligations in the implementation of the SIPP;
- c. conduct monitoring and evaluation on the implementation of the SIPP;
- d. submit annual report on the status of implementation to the Office of Student Services;
- e. provide feedback mechanisms to HEIs and HTEs;
- f. ensure that all HEIs and their duly designated HTEs comply with the guidelines for the welfare and protection and training of trainees; and

- g. submit to Central Office CHED Legal Services through the Office of Student Services any alleged violations committed by either HEI or HTE.

Sec. 6.3 Violations by Parties Involved

Sec. 6.3.1. Any HEI that shall be found to have committed the following violations shall be meted with appropriate sanctions as provided for in this memorandum.

- a. sending students for internship without the required government recognition or Board Resolution for the program;
- b. partnering with entities that have no established reputation;
- c. failing to monitor the welfare of student trainees/interns and thus exposing them to situations that may be deemed as exploitation of students;
- d. allowing student trainees/interns to undertake SIPP without a valid training offer or contract between the HTE and the students;
- e. allowing student trainees/interns to undertake SIPP without a signed MOA with Training Partner (That the MOA between the HEI and HTE be optional on a case-to-case basis depending on the volume of interns deployed to the latter);
- f. making false statements/mis-statements of student records/ documents to make it appear that the student is qualified to undertake SIPP;
- g. failing to submit required reports to CHED as specified under the guidelines particularly on results of pre- and post-monitoring and evaluation of student trainees and actions taken on their grievances and complaints, if any;
- h. demanding from student trainees training fees or other charges, NOT APPROVED BY CHED in addition to the fees already paid by the student during enrolment in order to participate in the SIPP; and
- i. committing such other acts similar or analogous to the foregoing that are in violation of the provisions of this memorandum.

Sec. 6.3.2. Any HTE that shall be found to have committed the following violations of the guidelines shall be meted with the appropriate sanctions as provided for in this memorandum.

- a. changing the terms and conditions of the signed training contract without the consent of the student trainee and HEI;
- b. non-compliance to the prescribed training manual or plan;
- c. placing student trainees in unsuitable training venue;
- d. withholding practicum reports of student trainees; and
- e. committing such other acts similar or analogous to the foregoing that are in violation of the provisions of this memorandum.

Further details can be perused in the said memorandum.

Section 7. Student Internship Abroad Program (SIAP)³⁸

All programs conducted abroad for purposes of completion of the academic degree shall be governed by CHED Memo No. 22, s 2013. Under the said memorandum, higher education institutions are allowed to conduct internship programs abroad for CHED- recognized programs with practicum subjects in their curriculum. The said internship program is voluntary in nature on the part of the student notwithstanding that the curriculum needs international practicum. In such an event and upon meritorious cases, the student concerned may opt to undergo local practicum instead or such other acceptable alternative activities.

All fees and charges in relation to the internship program abroad shall be borne by the student concerned. However, the HEI shall be allowed to charge other related incidental fees in accordance with CHED memo no. 3, s 2012. Otherwise, no additional fees shall be allowed.

Sec. 7.1 Requirements for Parties involved are outlined in CHED Memo no. 22, s. 2013.

Sec. 7.1.1. The requirements for Student Interns are:

1. Must be a Filipino citizen
2. Currently enrolled in Philippine Higher Education Institution and must have either of the following:
 - a. Bachelor's Degree: completed at least 75% of professional units or a 4th year or graduating student of that particular program
 - b. Associate Degree: at least 50% of total credit units for the particular program
3. At least 18 years old at the time of internship
4. Passed the pre-practicum/internship requirements of the HEI
5. In good academic standing as certified by the HEI
6. Physically, mentally, and emotionally fit and has passed the physical and psychological examinations by DOH accredited clinics and hospitals
7. Is articulate in English or in the language spoken in the host country
8. Has the written consent of parents/guardian/spouse

Sec. 7.1.2. Obligations of Students

1. Sign and comply with the provisions of the internship contract including the rules and regulations of the CHED, HEI, and FHE/O
2. Undergo the required internship program orientation conducted by the HEI and FHE/O
3. Report personally to the Visa or Consular Officer of the nearest Philippine Service Post within a week upon arrival at the host country
4. Keep a bi-monthly journal of practicum experiences describing his/her internship activities, problems encountered, and reflections on the internship experience to be submitted to the faculty member or authorized Coordinator
5. Complete the agreed duration of the internship
6. Submit to the HEI the terminal report and other school requirements upon completion of the internship training
7. Report to CHED through the nearest Philippine Foreign Service Post any complaints or grievances

³⁸ CHED Memo No. 22, s. 2013

Sec. 7.1.3. Violations by Students

1. Any act in violation of the university's rules and regulations
2. Any act in violation of the Foreign Host Establishment/Organization rules and regulations in accordance with the internship program
3. Any act in violation of the host's country

Section 8. Student Participation in Local Government Affairs

The University recognizes the vital role of students in nation-building and thus supports students' participation in local government affairs such as that provided for in R.A. 10742. However, attendance to meetings or activities shall not be construed as substitution for the requirements of the program enrolled by the student in the University. Students must still comply with the attendance requirement in accordance with existing university regulations.

ARTICLE 3. The Student Publication

Section 1. General Provisions

Sec. 1.1 The university shall maintain an official student publication, which shall serve as the forum for students, anchored on the principle of freedom of the press. The same shall be financed out of the publication fees paid by the students.

Sec. 1.2 Each college of the University maintains a college student publication and enhances the attainment of the goals of the College.

Sec. 1.3. The university shall establish a system of accrediting student publications and other interest groups.

Sec. 1.4 The student publication editorial board shall have one regular faculty adviser who is not holding any administrative position in the university chosen by the editorial board and approved by the University President with the recommendation of the DSAS.

Section 2. Mission Orientation

The University publication aims to prepare the students to participate in the task of nation building but developing in them an awareness of the problems confronting the school, the nation, and the community and the contributions which ordinary citizens can make towards their solution. Towards this end, the campus paper becomes an instrument to develop the skills and values not only of the staff members but also of the readers, to convey information and to serve as a forum for ideas and opinions. It also bears the added responsibility of forging closer ties among the students, faculty members, personnel and administrators, as well as to foster links between the school and other schools, and between the academic community and the outside world.

Involvement in the school paper is open to all bonafide students of the university. To promote inclusion, at least one graduate student must be part of the editorial board.

Sec. 2.1. Objectives

- a. To discover students with better-than-average writing, illustrating, graphic designing, and photojournalism potential and develop their talents by means of letting them participate in the task of running a school paper/publication
- b. To develop in the staff members work-related values such as diligence, self-discipline, determination for excellence, creativity, self-reliance, respect, initiative, honesty, cooperation, leadership, and courage.
- c. To develop similar values in the readers through a judicious choice of articles for publication, which are, designed to exert a positive influence on them.
- d. To equip the staff members with skills which will uplift heir status and keep them in good stead in the competitive world of the professions and enable them to carry out their future duties effectively.
- e. To serve as an avenue for the dissemination of pertinent information about the school, the studentry, the faculty, personnel and administration, the community, and the nation.
- f. To develop in the students an awareness of the problems besetting the community and the nation through articles dealing with important issues.
- g. To act as an outlet for the expression of the ideas, opinions and creative attempts of the academic community, particularly the studentry.
- h. To constitute a forum for differing opinions, questions, explanations, and suggestions regarding certain crucial issues with objectivity and impartiality.
- i. To foster links between this school and other schools, between the academic community and the world at large through publication exchanges.

Sec. 2.2. Guidelines in the Operation of the College Publication

- a. The statement of principles of the University Code guarantees the freedom of expression of the college publication.
- b. The student publication, **Ang Suga**, is the official paper of the CNU students duly recognized by the administration.
- c. The staff of the university publication is expected to produce at least one issue (magazine type) per term, with a special issue (usually a poetry collection) every two years. Additional issues may be printed depending on the availability of funds.
- d. The editor-in chief, managing editor, associate editors and business and circulation managers are the chief staff members of the student publication.
- e. Editors shall enjoy security of tenure, which shall not be terminated before the lapse of the prescribed term, usually for the school year (or until they graduate or resign).
- f. The reporters, art and graphics staff, and photographers, among others, compose the support personnel of the publication who shall assist the chief staff members in the performance of their official functions.

Section 3. Staff Selection

Initially, the staff members are selected through a series of stages. The screening committee members, made up of the board of editors and the adviser, shall exert positive efforts to avail themselves of all appropriate means for the information and guidance of all interested parties.

- a. Interested applicants are requested to submit the following requirements: a cover letter, a resume attached with a 2x2 photo of the applicant, and at least three (3) original, unpublished sample works.
- b. If an applicant's sample works show better-than-average quality and skills, he/she may proceed to the next stage which is the ambush coverage. The topic for the ambush coverage will be given by the editor of the department the interested party is applying for. The applicant is given only two hours to perform his/her coverage and must submit it to the Ang Suga office on or before the deadline.
- c. If the applicant's output from the ambush coverage shows better-than-average quality and skills, he/she may proceed to the next stage. He/she will be interviewed by the editor of the department he/she is applying for. The editor will then screen and assess the personality, character, integrity, respect and work experience/training of the candidates.
- d. If the applicant passes the third stage, he/she will be interviewed by the editor-in-chief, who will explain to the candidate the rules and regulations of the publication. The candidate will then be accepted for the position of probationary staff member.
- e. The editors and regular staff members will assess the quality of outputs, personality, character, integrity, respect, and work experience/training of the candidates for a month. Thereafter, the editors and regular staff members will deliberate. The editor-in-chief will have a final interview with the probationary staff to convey the results.
- f. The associate editors shall come from the lower levels (I-III year), as they are still undergoing training.
- g. For exemplary performance, a staff member may either be retained or promoted after a consultation between the editor and the adviser, and upon approval of the screening committee.
- h. For poor performance, a staff member may either be demoted or called to resign, after prior consultation with the editor and the adviser, and the approval of the screening committee. He is replaced by the next ranking staff member, or another member chosen by the editor and the adviser.
- i. Upon the graduation or resignation of the editor-in-chief, he/she will appoint one of the associate editors to assume the position of the former and the latter becomes the new editor-in-chief unless he/she is removed or demoted from office.
- j. The associate editor who is not appointed as editor-in-chief will assume the position of the managing editor unless he/she is removed or demoted from the office.
- k. Staff reorganization is customarily done at the end of the school year. The reorganization is done through election
- l. In the event of vacancy in the above-mentioned positions due to reasons of illness, transfer, removal from office, resignation and/or similar causes, the same shall be filled immediately according to the next-in-rank rule. In cases where this rule doesn't apply, the screening and appointment shall be made by the editor-in-chief in consultation with the adviser subject to the approval of the screening committee.

Section 4 Duties of the Staff:

Sec. 4.1 General duties

- a. The staff members must report regularly to the Suga office to check on their assignments, which are usually posted on the bulletin board or participate in activities related to their work.
- b. The senior editors are expected to report regularly, stay to man the office during their off hours, answer inquiries, transact business, or plan activities with the adviser.
- c. No staff member is permitted to stay in the office in the evening or on Sundays. This may only be allowed in cases where the whole staff is working overtime on matters pertaining to the task of publication.
- d. No student who is not a member of the staff is allowed to use the office or its facilities. Students should be advised to use the students' lounge.
- e. To avoid accusations of graft and corruption, the staff members should refrain from using the Suga equipment and supplies for personal purposes. In order to ensure that this guideline will not be violated, only the editor-in-chief will be provided with keys to the cabinet containing these.
- f. Other equipment may be used for matters not related to the publication as long as these are official, not personal (e.g. Typing of official documents, stenciling of test papers, programs and the like)
- g. When it becomes necessary for a staff member to take out a piece of equipment or some supplies for the publication-related activities (e.g. The camera for taking pictures of a news event, or the tape recorder for taping the speech of a speaker) the said staff member should sign his/her name in the borrower's notebook in the office and should return the aforementioned equipment promptly after use.
- h. The collection of the publication fee may be done either by representatives of the University or by the staff members themselves. During the collection time, each day's collection should deposited in the bank under the name of the adviser, the editor-in-chief and the business manager.
- i. No withdrawals can be made without the signatures of the three signatories.
- j. In case of a change in the membership of the staff, the money should be withdrawn immediately and placed under the names of the new editor-in-chief, business manager and adviser.
- k. Business transactions shall be conducted with the utmost honesty. Agent's commissions shall be deducted in favor of the publication so that no staff member can be accused of receiving bribes/kickbacks or fixing of bids.
- l. Every monetary transaction shall be properly receipted for the staff members' protection for records purposes.
- m. Complaints against staff members shall be settled by the editor-in-chief, the adviser, and the Dean of Student Affairs and disciplinary measures undertaken after due process has been satisfied.
- n. Disciplinary measures may consist of demotion or advice to resign for major offenses, such as theft, assault, negligence of duties, and immorality and the like. The disciplinary measures prescribed in the university code shall be applied.

Sec. 4.2 Specific Duties

Sec. 4.2.1 Editor-in-Chief

- a. is the general overseer of the entire work of the editorial department.
 - (i) gives suggestions for assignments to the news editor
 - (ii) may criticize the work of the reporters
 - (iii) sees to it that the news is well-balanced and that some phases of schoolwork are not receiving too much publicity while others are neglected
 - (iv) studies every issue of the paper carefully to suggest improvements
- b. determines the general contents of the paper, which feature columns to be printed, as to whether sports should have a special page or portion, etc.
- c. with the adviser and the news editor, plans the headline schedule for the paper and helps to determine changes in the kind of type used
- d. fixes the policies and rules on the makeup of the paper, in consultation with the adviser and the board of editors

- e. supervises the work of the department editors
- f. takes charge of the work of the columnists. For deciding any question on policy with regard to the columns, the editor should consult the adviser
- g. takes charge of the editorial writers, suggests and approves subjects for editorials, plans editorial campaigns, and with the approval of the adviser, selects the writers of the editorials
- h. may, with the consent of the adviser, call periodic meetings of the staff to discuss problems regarding the paper; acts as the chairman of the group meeting
- i. serves as the contact man with the newspaper's readers, receiving complaints and together with the adviser, tries to settle them in the best way possible; also talks with outsiders who submit stories, which they want published or who wish to write special columns, etc. and interviews persons who may be good sources of information in order to prepare to secure steady flow of contributions from those persons
- j. is responsible directly to the adviser and indirectly to the administrator

Sec. 4.2.2. Managing Editor

- a. helps the editor-in-chief in all his/her duties; acts as editor-in-chief when the latter is absent
- b. prepares the articles of the magazine assigned to the staff members with the editor-in-chief
- c. manages all the editors and supervises the assembly and takes the minutes of the meeting.
- d. arranges the production schedule with the editor-in-chief and makes sure it is adhered to accordingly.
- e. posts all bulletin updates
- f. may receive stories from the copy desk to check for accuracy and form and distribute them to the proper page editors.

Sec. 4.2.3. Associate Editors

- a. help the editor-in-chief and the managing editor in all their duties. They act as editors-in-chief when the latter and the managing editor are absent
- b. arrange the production schedule. They see to it that all steps in the production of the paper are executed according to schedule
- c. may receive stories from the copy desk to check for accuracy and form and distribute them to the proper page editors.
- d. supervise the editors.

Sec. 4.2.4. News Editor

- a. directly supervises the work of the reporters
- b. prepares the assignment sheet for reporters or supervises its preparation
- c. directs the work of the copyreaders and headline writers, generally under the supervision of the adviser
- d. plans the make-up of each issue of the paper, sometimes independently
- e. is responsible for carrying out the instructions given by the editor and the adviser
- f. coordinates with the college news head on the events to be covered involving the three departments.

Sec. 4.2.5. Sports Editor

- a. makes out assignments for members of the sports staff. He is responsible for fully covering all the sports activities of the school
- b. with the agreement of the editor and the adviser, approves the members of the staff
- c. takes charge of the make-up of the sports page of sports department
- d. acquaints himself/herself with the coaches and the players to be better qualified to write about them or to give assignments about them
- e. maintains an interest in all the sports events that student participate in; may have to organize events such as contests on the search for most valuable player or sponsor a movement for out-of-town games, etc.
- f. responsible to the editor and the adviser

Sec. 4.2.6. Feature Editor

- a. prepares feature story assignments for each issue of the paper. These assignments shall be submitted to the news editor for inclusion in the general assignment sheet for that issue.
- b. receives and edits the contributions of students assigned to write features, or have them rewritten if necessary, and submits to the news editor the final output
- c. prepares the layout for the feature department or section

Sec. 4.2.7. Literary Editor

- a. collects poems, short stories, literary essays and other literary works submitted by regular writers, contributors and other students
- b. chooses the essays, short stories and poems to be published and copy-reads them
- c. with the art editor or the photography editor, chooses the artwork or photographs to go with the stories or poems to be published
- d. plans the layout of the literary section

Sec. 4.2.8. Graphics Editor

- a. supervises and assigns work to the copyreaders; sets up the copyreaders' schedule
- b. works as a copyreader
- b. designs the general layout of the paper and prepares the dummy

Sec. 4.2.9. Filipino Editor

- a. chooses the literary contributions in Filipino and proofreads them
- b. with the art editor, chooses the artwork and photographs to go with the features to be published

Sec. 4.2.10. Circulation Manager

- a. counts and distributes copies of the paper
- b. prepares the paper for mailing to subscribers or facilitates exchanges outside the school.

Sec. 4.2.11. Art Editor

- a. suggests and develops art ideas
- b. does the artwork for the paper as directed by the editor or requested by other staff members

Sec. 4.2.12. Illustration Editor

- a. suggests picture ideas; works with the editor and page editor in deciding which stories should be illustrated
- b. assigns illustrators, schedules illustration deliberation, and makes arrangements for illustrating subjects
- c. follows-up all illustrations to ensure they are ready as needed

Sec. 4.2.13. Photo Editor

- a. suggest picture ideas; works with the editor and page editor in deciding which stories should be illustrated
- b. schedules pictorials, assigns photographers, and makes arrangements for taking pictures
- c. follows-up all pictures to ensure they are ready as needed

Sec. 4.2.14. Business Manager

- a. plans a budget with the editor and the adviser
- b. keeps the record of income and expenses; and checks these against the budget
- c. prepares the regular reports
- d. pays the bill
- e. receives all the money and makes bank deposits

Sec. 4.2.15. External Linkages Manager

- a. is responsible to all external affairs and any linkages to other school publications and press conferences
- b. receives and/or dispatches all the incoming/outgoing documents
- c. helps the business manager in all of the publication's affairs

Sec. 4.2.16. Reporter

- a. covers an assigned beat for every issue.
- b. writes stories on happenings at his/her designated beat or which were developed as a result of his/her assignment
- c. takes each story back to the news source for checking as to the accuracy of the fact
- d. turns the story in to the copy desk and rewrites or corrects it, if necessary

Sec. 4.2.17. Contributor

- a. submits original and unpublished works
- b. turns in the story, illustration, photos in the copy desk and rewrites, redraws, retakes or corrects them, if necessary

Section 5. Benefits of the Staff:

- a. The Editor-in-Chief, Managing Editor, Associate Editors, Business Manager, and section editors, and reporters may be entitled to graduated scholarship grants when applicable.
- b. Selected staff members may be sent as representatives or delegates to seminars, workshops, conferences and other training courses, with all their expenses to be taken from the publication funds. The delegates should be chosen by the Editor-in-Chief in consultation with the adviser, based on outstanding performance.
- c. The staff members are excused from their classes whenever they are requested to act as resource speakers upon invitation or are asked to cover an event.

Section 6. Rules of Conduct and Disciplinary Action:

- a. The staff members must conduct themselves with dignity and decorum at all times especially if they are interviewing certain persons for publication, or if they act as resource persons in seminars and training courses.
- b. The staff members must observe courtesy and honesty at all times in their dealings with fellow staff members, colleagues, faculty members, personnel, and administrators.
- c. The staff members must follow strictly the code of ethics of journalists on the conduct of their duties.

Section 7. Journalist's Code of Ethics:

1. I shall scrupulously report and interpret the news, taking care not to suppress essential facts or to distort the truth by omission or improper emphasis. I recognize the duty to air the other side and the duty to correct substantive errors promptly.
2. I shall not divulge confidential information on the material given in the exercise of my calling.
3. I shall resort only to fair and honest methods in my effort to obtain news, photographs, and/or documents, and shall properly identify myself as a representative of the press when obtaining any personal interview intended for publication.
4. I shall refrain from writing reports, which will adversely affect private reputation unless public interest justifies it. At the same time, I shall fight vigorously for public access to information, as provided for in the constitution.
5. I shall not let personal interest or motives influence me in the performance of duties nor shall I accept offers of gifts, presents or other considerations of a nature which may cast a doubt on my professional integrity.
6. I shall not commit any act of plagiarism.
7. I shall not in any manner ridicule, cast aspersion on, or degrade any person because of age, sex, creed, and religious belief, and political conviction, cultural and ethnic origin.
8. I shall presume persons accused of crimes of being innocent until proven otherwise.
9. I shall exercise caution in publishing names of minors and women involved in criminal cases so that they may not unjustly lose their standing in society.
10. I shall not take unfair advantage of a fellow journalist.

11. I shall accept only such tasks as are compatible with the integrity and dignity of my profession, invoking the "conscience clause" when duties imposed on me conflict with the voice of my conscience.
12. I shall conduct myself in public or while performing my duties as a journalist in such a manner to maintain the dignity of my profession. When in doubt, decency should be my watchword.

Section 8. The Training Procedure

- a. After the yearly selection and reorganization of the staff, a three-day seminar workshop (composed of a two-day team building seminar workshop and a one-day journalism seminar workshop) will be conducted for the benefit of the new members.
- b. Aside from the formal seminar sponsored by the publication, outstanding staff members will be allowed to attend other training courses outside the school.
- c. The Ang Suga employs the buddy or apprenticeship system, in which a veteran staff member takes one of the newcomers under his/her wing and guides him/her in the conduct of his/her duties. The staff members, therefore, are expected to do their assignments in pairs so that his unique on-the job training becomes effective.
- d. The staff members may also be invited as resource persons or facilitators by outside groups. This experience enhances their growth as persons and journalists under training.

Section 9. Contents of Publication (Art. 246, Sec 2, University Code)

No individual who is not a member of the publication staff shall determine the content of the student publication. The Editor and the members of the staff are fully responsible for the consequences arising out of the publication of any editorial, comment, article or other material.

Publication Committee Adviser

The staff of the publication shall nominate the faculty board of advisers for approval of the University President upon recommendation of the Dean of Student Affairs, subject to existing internal policies, rules and regulation. The functions of the Board of Advisers shall be limited to technical guidance. The Board of Advisers shall consist of (1) over-all technical adviser and two (2) assistant advisers. Upon the retirement or resignation of the technical adviser, he/she will appoint one of the assistant advisers to assume.

References:

CNU University Code

CHED Memorandum No. 1, s. 1999 Collegiate Calendar for Academic Year 1999-2000

CHED No. 40. s. 2008 The Manual of Regulations for Private Higher Education

CHED Memorandum No. 23, s. 2009 Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject

CHED Memorandum No. 22, s. 2013 Revised Policies, Standards, and Guidelines (PSGs) on Student Internship Abroad Program (SIAP)

CHED Memorandum No. 9, s. 2013 Enhanced Policies and Guidelines on Student Affairs and Services

CHED Memo No. 19, s. 2015 Operational Guidelines for the Implementation of the ASEAN International Mobility for Students (AIMS) Program

CHED Memorandum No. 15, s. 2015 Amendment to CMO No. 16, s. 2012, Entitled Implementing Guidelines for the Identification, Support, and Development of Centers of Excellence and Centers of Development for the Psychology Program

CHED Memorandum No. 63, s. 2017 Policies and Guidelines on Local Off-Campus Activities

Dep Ed Order N. 36, s. 2016 Policy Guidelines on Awards and Recognition for the K to 12 Basic Education Program

Dep Ed Order No. 55, s. 2013 Implementing Rules and Regulations (IRR) of Republic Act (RA) 10627 Otherwise Known As the Anti-Bullying Act of 2013

Education Act of 1982

E.O. 285, s. 2000 Amending the Guidelines governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-agency Committee on Foreign Students for the Purpose

E.O. No. 66, s. 2012 Prescribing Rules on the Cancellation or Suspension of Classes and Work in Government Offices due to Typhoons, Flooding, other Weather Disturbances, and Calamities

R.A. 10627 Anti-Bullying Act of 2013

R.A. 7277 Magna Carta for Disabled Persons (1992)

R.A. 7877 Anti-Sexual Harassment Act of 1995

R.A. 9344 Juvenile Justice and Welfare Act (2006)

R.A. 9710 Magna Carta of Women (2009)

R.A. 10173 Data Privacy Act of 2012

R.A. 10533 An Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefore and for Other Purposes," otherwise known as the "Enhanced Basic Education Act of 2013.

R.A. 10742 Sangguniang Kabataan Reform Act of 2015

R. A. 10931 Universal Access to Quality Tertiary Education Act of 2017

Sarmiento, Ulpiano, Students' Rights and Wrongs (2006)