



Office of Student Affairs
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

UPLB STUDENT HANDBOOK

2017 Edition

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Message of the Chancellor

Welcome to the University of the Philippines Los Baños (UPLB). You are now part of an institution that has prided itself in providing exemplary education and producing outstanding graduates for more than a century.

As *Iskolar ng Bayan*, remember that your tuition is subsidized by the Filipino people regardless of your ST classification. As a result, you owe not only your loved ones, but also the Filipino people, academic excellence.

UP is the national university. This means that it is UP's duty to uphold our nation's interests through instruction, research, and extension programs. In order to achieve UP's mandate, every member of its academic community, including its students, is expected to perform with rigor and integrity.

As UPLB students, UPLB will train you to become future leaders who will contribute to our country's development. UPLB is committed to provide you an enabling environment and the necessary academic and personal support needed to achieve your full potential both as students and as individuals.

I hope that UPLB will teach you to develop a strong sense of academic and social responsibility. May this *UPLB Students' Handbook 2017* from the Office of Student Affairs (OSA) guide you throughout your stay in the University.

May honor and excellence motivate you in UPLB and beyond.




FERNANDO C. SANCHEZ, JR.
Chancellor

Message of the Vice Chancellor for Academic Affairs


It is my pleasure to welcome you to the UPLB campus. I would like to extend our warm and best wishes for your successful and productive stay in this University.

We at the Office of the Vice Chancellor for Academic Affairs are one of your partners in your pursuit of college education. As such, we will provide you an enabling environment to help train you in your chosen field of learning.

I congratulate the Office of Student Affairs for producing this Student Handbook with you, the “cream of the crop”, in mind. This will be your quick reference guide of essential information about our University. Designed to help familiarize you with our programs, rules, policies as well as services, please keep it as a handy reference throughout your college life.

I am sure your years with us would be memorable and full of challenges while you stretch intellectually, physically and socially. Together we can continue to develop the heritage of camaraderie and distinction as a true ISKOLAR PARA SA BAYAN!




PORTIA G. LAPITAN
Vice Chancellor for Academic Affairs

Message of the Office of Student Affairs Director

Greetings!

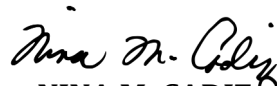
In UPLB, we seek to uphold a high standard of behavior, and we nurture a community that values diversity. We, at OSA, aim to promote an enabling environment where all feel welcome, accepted, and respected regardless of socio-economic status, disability, religion, race, and gender. Being students in this world-class institution gives you access to the various privileges and opportunities our university offers: academic freedom, chance to participate in national and international activities, and exposure to different cultures. However, with these privileges come certain obligations on your part – to set high standards of learning, high-level of critical thinking, and principle-centered leadership.



Whether you are an undergraduate, graduate, full-time, or part-time student, OSA has something for you. At OSA, our staff is here to help you achieve your academic and personal goals. I invite you to look at the services and opportunities available to you. Drop by OSA and meet our friendly and dedicated staff. We are committed to each student's academic success by providing a variety of support services including counseling, tutorials, scholarships, and loans.

I hope that we will be a part of your wonderful academic memories and experiences as you journey in shaping your life's ambition and future. Furthermore, we value and care for your education; that is why we encourage you to study hard, pick up the challenges of university life, and live up to the principles of Honor and Excellence.

Wishing you the best, MGA ISKOLAR NG BAYAN PARA SA BAYAN!


NINA M. CADIZ
Director, OSA

Foreword

The UPLB Student Handbook promotes awareness of university policies and services which will aid the students during their stay in the university.

Students will learn more about the Office of Student Affairs (OSA) and the services it offers, including financial assistance, counseling services, and organization-related services, among others. The handbook also contains information about student housing services, health services, textbook rental, and more.

This handbook contains a copy of the Rules and Regulations on Student Conduct Discipline, answers to commonly asked questions about academics, and general information about the university.

The information in this handbook will make students knowledgeable about their privileges, rights, and responsibilities as Iskolar para sa Bayan.

To complement this handbook, OSA regularly updates its website at www.uplbosa.org and assists clients via email (contact@uplbosa.org), SMS (text HELP <message> to 29290200), and chat ([facebook.com/uplbosa](https://www.facebook.com/uplbosa)).

University of the Philippines Los Baños (UPLB)

The University of the Philippines Los Baños (UPLB), a coeducational, publicly funded academic, research and extension institution, is one of the seven constituent universities of the University of the Philippines System. It started out as a College of Agriculture in 1909, became a full-fledged university in 1972, and has emerged as a leading academic institution in Southeast Asia.

UPLB continues to endeavor to develop a critical mass of professionals in its traditional strongholds of agriculture and forestry and allied fields, and in its niche fields in natural resources management and conservation, environmental science, and in other areas such as engineering, biotechnology, nanotechnology, and informatics and computer science. It will develop leaders who are committed to advance inclusive growth through education, research and public service.

Its outstanding achievements in the basic and applied sciences are testaments to the great strides it has made for the past years. The alumni continue to be the prime movers in academe, in government and in business.

The University is made up of nine colleges and two schools. It also has 10 national research centers and institutes which were created by Philippine Law. The Philippine Commission on Higher Education has designated five of the University's colleges and schools as Centers of Excellence, while two academic institutes were declared as Centers of Development.

Source: <http://uplb.edu.ph/about-uplb>

Office of Student Affairs (OSA)

Vision

To be a leader in achieving the goals of UPLB by providing globally competitive programs and services that empower students in meeting their psychosocial, emotional, financial, and academic needs.

Mission



WE EMPOWER STUDENTS

by providing an environment that encourages academic growth and personality development.



WE SUPPORT STUDENTS

financially by providing scholarships, loans, and other forms of financial assistance.

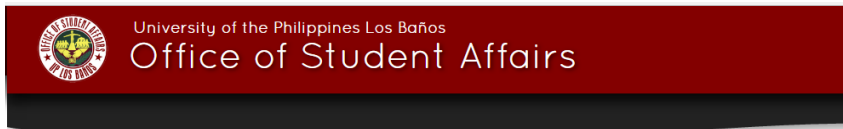


WE ASSIST STUDENTS

by providing them access to information that help them make informed decisions regarding their psychosocial, emotional, financial, and academic needs.

Values

- HONOR AND EXCELLENCE** We serve in accordance to the University's principles.
- INTEGRITY** We perform duties with honesty and fairness.
- COMMITMENT** We devote time and effort to provide responsive, high-quality, and proactive student service.
- INNOVATIVENESS** We take advantage of forward-looking practices and technologies in order to meet the dynamic needs of students.



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About OSA

News Archive

Bulletin Board

Student Orgs

Financial Assistance

Counseling

International Student Services

Tribunal

Downloads

Mailing List

ISD launches cultural exchange workshop
 19 September 2016
 In its efforts to help UPLB students and front liners understand the culture of international students, the International Students Division (ISD) launched Kalinangan: A Cultural Exchange Workshop. The first ... [\[continue reading\]](#)

SOAD conducts Org Orientation, SOAdvisers Forum
 5 September 2016
 A total of 188 student organization leaders attended the Organization Orientation (OO), formerly known as Leadership Training Seminar (LTS), conducted by the Student Organizations and Activities Division (SOAD) on 5 ... [\[continue reading\]](#)

The UPLB website at www.uplbosa.org

Director's Office (DO)

The main thrust of the Director's office is to provide support services to all divisions/units and offices of OSA for efficient implementation of programs and activities; and for efficient delivery of students' needs. For staff development, OSA staff are encouraged to pursue higher education and are equipped by conducting regular monthly in-house training and endorsing them to attend trainings, seminars, and workshops related to their functions, thereby enhancing their skills and knowledge. The office also serves the students by assisting in their university clearance, certificate of good moral character, and other needs.

COMMUNICATION AND INFORMATION TECHNOLOGY

The Communication and Information Technology (COMMIT) is focused on the preparation of OSA communication materials and the development and management of OSA systems. The unit also provides centralized technical assistance to all UPLB students availing of OSA services. COMMIT continually creates, maintains, and upgrades OSA systems.

Internet connectivity, university-wide system, hardware maintenance, and hardware acquisition is managed by the UPLB Information Technology Center.

COMMIT manages the Information Technology (IT) Hub at OSA. The IT Hub houses computer units that are used by students who need to access online OSA services for free.

COMMIT handles communication exchange among students and staff members through the centralized knowledgebase and online helpdesk of OSA. At an average, there are about 5,000 individuals using the OSAM System monthly.

COMMIT creates, manages, and administers the ICT resources of OSA. The systems OSA creates streamline and simplify OSA operations based on time and motion studies and workflow analysis. COMMIT re-engineered existing systems and procedures of OSA to recommend shortcuts that reduce bureaucratic red tape and improve processing time of service delivery.

COMMIT is in charge of IT trainings and information dissemination through ICT resources of OSA. The unit coordinates with various stakeholders to ensure that OSAM System support the core mission of the office and the University in providing an effective and efficient student service.

What is OSAM?

The Office of Student Affairs Management (OSAM) System is a modernization project at OSA. The office takes advantage of the benefits of Information Technology to promote students' academic growth and personal development.

The development of the system started June 2012 through OrgsUP, a legacy information system used by student organizations to apply for recognition and activity permits. In 2014, COMMIT decided to retire OrgsUP to concentrate all IT initiatives on the development of the OSAM System.

The system has evolved from a mere website to an advanced software suite with web, desktop, and mobile components. The system continues to expand as COMMIT develops systems that support the core mission of OSA, which is to provide an effective and efficient student service.

Some of the significant components of the OSAM System developed by COMMIT are listed below.

Organization Recognition Automation

Student organizations no longer submit a 30-page recognition form because of the organization recognition system. Instead, their application forms are uploaded to the OSAM System which has significantly reduced paper usage. The system also checks the forms automatically, reducing the manpower needed.

Student Assistantship Automation

Staff members no longer check monthly DTRs of student assistants for over three weeks. Instead, they are checked by the system, thereby allowing OSA to process around 500 DTRs in less than a day. The salary backlog of student assistants was also eliminated because of the system. SA salaries became available to the students within one month.

Offline-able Systems

OSAM computer kiosks are designed to function even if Internet connection is intermittent or when there are power interruptions. Slow connection and other occasional network problems do not prevent the office from serving its clients.

Loan Application Form Generation

Students can easily accomplish their loan application forms using the OSAM System. The OSAM System facilitated computing and encoding of data in the application form. This significantly reduced errors and eliminated the need for data encoders.

Mobile Services

The mobile services created by OSA make online services accessible to students even if they are not online. At the same time, the OSA mobile gateway facilitates information dissemination regarding OSA services.

Environment-friendly Initiatives

One of the aims of OSAM is to help the environment by cutting down on the use of resources such as paper. The OSAM server uses AMD processors that use power efficiently. The carbon emission of the servers are also neutralized through renewable energy credits. OSA utilizes the OSAM system to carry out its paperless initiatives.

Centralized Helpdesk

Students no longer have to visit the office to inquire about OSA programs and services. The centralized helpdesk allows students to send their inquiries through SMS, Facebook chat, and email. These inquiries go to the centralized helpdesk where OSA staff members can respond to the inquiry.

Because of the helpdesk, it became more convenient for students to inquire at OSA, and easier for staff members to document students' inquiries.

Queuing System

OSA develops its own systems using low-cost equipment. One of these is the OSA Queuing System which helps manage the long lines in the office, particularly during the enrollment period. Not only did waiting in line become more convenient for the students, staff members were also allowed to quickly generate reports on their number of clients.

Counseling and Testing Division (CTD)

CTD has been created to respond to the psychological, social, emotional, educational, and occupational needs of the students. To accomplish these, the following services are provided by CTD:

COUNSELING

Individual or group counseling sessions are held to provide the student with an opportunity to express and clarify his/her feelings, ideas, conflicts, plans, projects, etc. that affect his/her moral values and various aspects of life, such as his/her aspirations, educational career, physical, social, spiritual, psychological, personal and emotional problems in an atmosphere of harmony, acceptance and privacy. This service will continue to help students understand and clarify their views about life and help them learn to reach their goals through meaningful and well-informed choices. Counseling may be walk-in, referred, or call in per college classification.

TESTING

Closely related to counseling is the psychological testing which helps the student develop a better understanding of himself through an objective assessment of his mental ability, aptitude, interest, vocational preference, and personality. This will enhance greater self-awareness and understanding in relation to his career and personhood.

GROUP ENCOUNTERS/GUIDANCE INSTRUCTION PROGRAM (GIP)

Aside from one-on-one encounters in counseling, OSA utilizes development group processes suited to the nature and needs of specific groups; e.g. a student organization or a group of new freshmen or individuals aiming to work together to accomplish a task-oriented activity. A module on group growth and development

was designed so that students can become more socially effective and well-adjusted individuals. This is known as the Guidance Instruction (GI) program.

The GI program helps new students' in their transition from high school to college life and in becoming at home in their new environment. This is also an avenue to provide students with skills and learning opportunities in a positive manner to achieve academic success and to guide them in the realization of the importance and value of education. Various topics that deal with adjusting to college life, university policies, and how to survive UP education are discussed and are aligned with UP's motto of honor and excellence. Activities conducted are not only tailored to the adjustment needs of the students and in helping them become more socially effective and confident individuals, they also focus on developing their leadership skills, potentials, and love for public service.

PRE-COLLEGE ORIENTATION/PARENT'S ORIENTATION

The Pre-College Orientation (PCO) for freshmen helps them adjust in the UPLB environment. This is a fun-filled activity where freshmen come to meet new acquaintances and discover for the first time the UPLB psychosocial environment and lifestyle. It also aims to orient them on the various programs and services that OSA offers. The Parents' Orientation (PO) is held simultaneously with PCO to serve as a venue for parents to raise queries regarding university policies, OSA services, and other related matters.

CAREER INFORMATION AND PLACEMENT

This program assists students and graduates in formulating realistic career plans by providing information on job skills, opportunities, and employment trends. It also helps the students in evaluating themselves, thereby facilitating decision-making and initiating and fostering favorable and closer relationship with employer institutions. Networking and strong linking strategies with UPLB alumni, various companies, and other institutions are also carried out to sustain continued ties with the university through the annual

University Job Fair (UJF). A Pre-Employment Seminar Workshop (PESW) with topics on Resume Making, Job Hunting Strategies, Power Dressing, Legalities of Employment, and other subject matters is also held to prepare the graduates' entry into the world of work.

READMISSION

CTD gives appropriate recommendations to the OSA Director and the Deans of the UPLB colleges on whether or not to readmit scholastically-delinquent students. The recommendation is based on the assessment of the student's aptitudes, capabilities, interests, and past records.

ALAY-TURO

A peer teaching program known as *Alay Turo* is instituted in the form of tutorials to assist students with academic difficulties especially in English, Mathematics, and Science. Tutors are volunteer students and scholars from different colleges who are academically-qualified to assist their peers on problems in their respective courses. Tutorials are facilitated in the OSA function rooms.

REFERRAL SERVICES

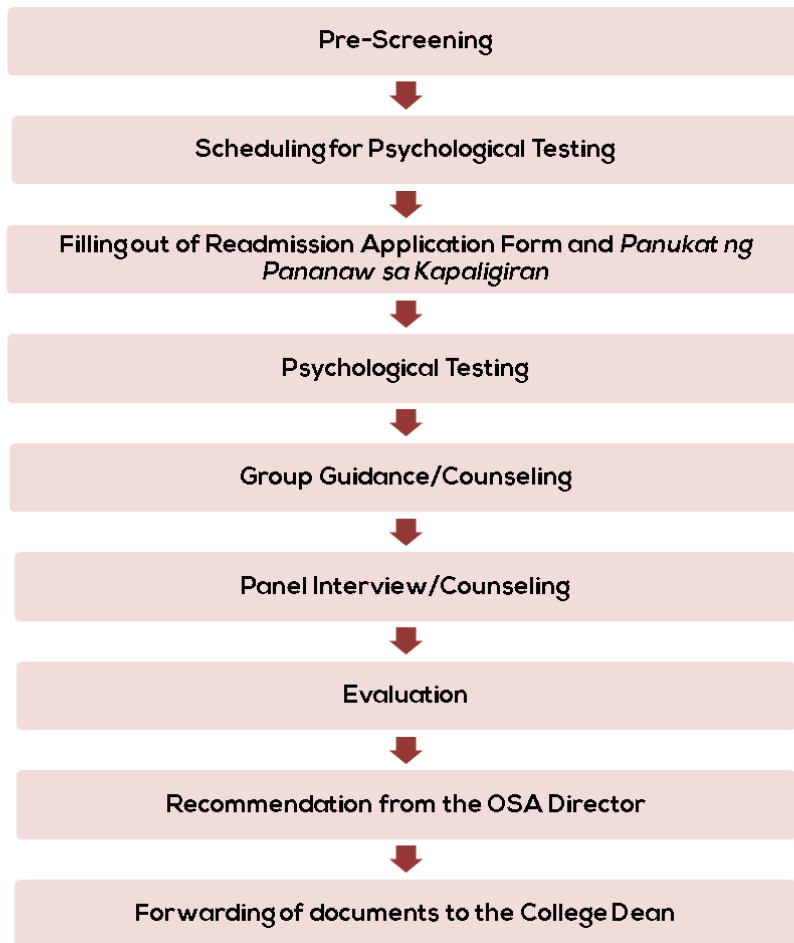
CTD has established linkages with the different agencies and institutions for referral purposes to assist students in finding solutions to their problems. If the situation of the student requires an exceedingly specialized approach, clients may be referred to other professionals in their field.

EXTENSION SERVICES

Various training activities, seminar/workshops, and enrichment programs on student personnel work, human resource development, and others are extended by CTD to serve the needs of interested constituents of UPLB and other outside agencies. Community-based projects such as the *Off-the-Street, On-to-School* is one of its successful projects.

GENERAL READMISSION PROCEDURES

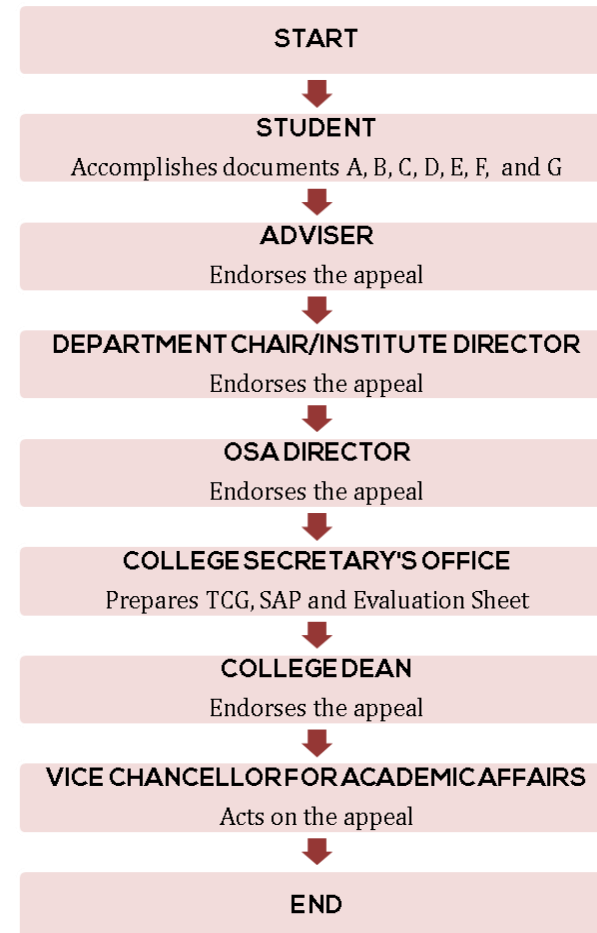
(For readmission with complete documents and requirements for evaluation)



For inquiries, visit CTD at Room 9,
2nd Floor Student Union Building.

REQUIREMENTS FOR STUDENT APPEALS FOR READMISSION

(For dismissed students, extension of residence, and permanently disqualified)



- A. i. For Dismissed students: Letter of appeal addressed to the College Dean (Readmission Form 1); and
- ii. For Extension of Residence and Permanently Disqualified students: Letter of appeal addressed to the Vice Chancellor for Academic Affairs (Readmission Form 2).

- B. Notarized statement from the parents attesting/confirming the student's reason for failing to maintain good academic standing, and promising to assist/supervise the student if readmitted. This may be substituted with a personal conference with the OSA Director.
- C. Plan of Study (to be prepared by the student and approved by the academic adviser) detailing the course to be taken from the time of readmission until graduation.
- D. True Copy of Grades (TCG) from the concerned College Secretary. It must indicate all grades from freshman until the last semester the student was enrolled with the reason for the grades of 5.0 as indicated in the IBM grade sheet in the last semester.
- E. Evaluation Sheet (Blue sheet for dismissed and permanently disqualified students; Green sheet for extension of residence).
- F. Photocopy of Valid ID of parents (with signature).
- G. Plan of Action (to ensure that the delinquency will not happen again).

NOTE: Dismissed students seeking to transfer to another college in the University should first be readmitted to his/her current college. Request for transfer to another college should be processed the following semester.

Scholarships and Financial Assistance Division (SFAD)

To implement the various assistance programs of the University, the Scholarships and Financial Assistance Division (SFAD) was created by the U.P. Board of Regents on September 29, 1978. Among the various assistance are the Socialized Tuition (ST) System, government and private scholarships, student assistantship program, and student loans.

Every semester, close to 70 percent of the student population enjoy these types of financial assistance.

STUDENT FINANCIAL ASSISTANCE (SFA)

What is SFA?

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

To address this, UP, with the support of individuals, government, and private sector organizations, introduced a number of student financial assistance programs that can help students cover the cost of studying in the University.

At present, these financial assistance programs are administered as separate support programs. But this limited the offering of comprehensive financial assistance. For a number of students, financial assistance should allow students to cover not only enrolment but also their daily needs and other requirements to actively participate in academic and extracurricular programs. A unified application process can facilitate creation of comprehensive financial assistance to ensure all students can afford to study in the University.

UP created the Student Financial Assistance Online (SFA Online) to streamline the processing of applications from students who wish to

obtain student financial assistance. The SFA Online is a web-based program that collects applications and allows matching and packaging of different financial assistance offerings. It collects and consolidates data on household income as well as the socio-economic characteristics of the household of students. Scholarships and Student Affairs units in UP use these data to allocate slots and create complementing financial assistance programs for University students.

The SFA Online is a platform managed by the UP System Office of Student Financial Assistance (OSFA).

Programs covered by SFA Online

For AY 2017-2018, the SFA Online will cover applications to the following tuition subsidy and financial assistance programs:

Free Tuition 2017

The program provides tuition subsidy to cover 100% tuition of undergraduate students enrolled in UP. Applications are subject to the prioritization directive of the President of the Philippines and the availability of the Higher Education Support Fund stated in the Joint Memorandum Circular 2017-1a issued by the Commission on Higher Education (CHED) and the Department of Budget and Management (DBM).

Tuition Subsidy for Medical Students

The program grants tuition subsidy to cover 100% tuition of students enrolled in the Doctor of Medicine programs in UP Manila and UP Palo. Joint Memorandum Circular 2017-4 of CHED and DBM governs Tuition Subsidy for Medical Students.

Tulong Dunong Grant

The program provides P12,000 cash allowance per academic year to qualified undergraduate students. The amount is intended to cover the cost of attending college in AY 2017-2018. Joint Memorandum Circular 2017-3 of CHED and DBM directs the implementation of the grant.

Socialized Tuition System

UP created the Socialized Tuition System (ST System) to reduce the cost paid by students during enrollment, based on the paying capacity of the household to which a student belongs. The University may waive a portion or the full cost required during enrollment and, in certain cases, grant miscellaneous fee waiver and monthly cash allowance. The program covers undergraduate students, including students enrolled in Law and Medicine. The UP Board of Regents approved during its 1294th meeting on 16 December 2013 the Socialized Tuition (ST) System which was implemented during the 1st Semester, AY 2014-2015.

Tuition Discount

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

Tuition Scheme	Tuition Fee Discount	Tuition and Other Fees
No Discount	0%	Php 1,500/unit
Partial Discount – 33%	33%	Php 1,000/unit
Partial Discount – 60%	60%	Php 600/unit
Partial Discount – 80%	80%	Php 300/unit
Full Discount	100%	Free tuition, miscellaneous, laboratory fees
Full Discount + Stipend	100% (plus stipend)	Free tuition, miscellaneous, and laboratory fees plus monthly stipend

Tuition discounts and other financial assistance from ST System cover one academic year, renewable annually.

Students admitted starting A.Y. 2014-2015 who will be granted Full Discount + Stipend will receive P3,500 monthly allowance for two semesters. Said monthly allowance may be in the form of cash, dormitory privilege, and/or meal coupon.

Students admitted to the university before 2014 are covered by the regulations of the previous STFAP stipend benefits and shall still receive P2,400 monthly allowance.

SFA Online Application

Who can use the SFA Online?

The SFA Online accepts applications from:

1. Filipino students;
2. Bonafide undergraduate UP students, including those enrolled in Law and Medicine programs of UP. Except for students of Law and Medicine, the applicant must not have a bachelor's degree. For new students, the applicant must have an admission slip;
3. Students in need of financial assistance as determined by the guidelines that govern these programs.

Application Process

Students must follow this process when submitting applications through SFA Online:

1. Log in to sfaonline.up.edu.ph using your PIN-based account or UP Mail account.
2. Fill out student profile with information about yourself and your parents/guardian and siblings.
3. Indicate your intent to apply for Tuition Subsidy/Financial Assistance and your consent to the terms and conditions of SFA Online.
4. Fill out the Household Characteristics questionnaire. Review your answers before submission.

5. Fill out Household Income questionnaire and attach the scanned copy of corresponding proof of income. Review your answers before submission.
6. Indicate your consent with the terms and conditions of SFA Online. Student's parent or guardian must also indicate their consent with the terms and conditions for parents and guardians.
7. Review all entries before you finally submit your application. Students cannot view or change answers once they have submitted their online application form.
8. Submit your application form.

Results will be released on or before the enrollment period. Students may view the results by logging into sfaonline.up.edu.ph.

Terms and conditions before applying

UP reserves the right to determine whether the student deserves financial assistance, and the amount and form of assistance. The OSFA, in coordination with the Offices of Student Affairs (OSAs) and the Office of Scholarship and Student Services (OSSS), will organize a fact-finding team to check information submitted by the applicants. Tuition subsidy and other financial assistance privileges may be withdrawn when a student withholds or gives false information, without prejudice to corrective measures that maybe imposed by the University.

All information supplied in the SFA Online will be kept secure and confidential. The University may use the information for research, with the assurance that personal details of the applicants will be kept secure.

Appeal Process (for ST only)

In special situations where ST system applicants need additional financial assistance, they may file an appeal online (during the appeal period) about their circumstances and requests.

Students may submit their appeals online after the release of application results (ST Only)

To file an appeal, a student should follow these steps:

1. View announcements on appeal process at sfaonline.up.edu.ph
2. Log in to the SFA System.
3. Indicate consent with the terms and conditions of the ST System.
4. Fill out the ST System Appeals questionnaire.
5. Indicate complete permanent address, vicinity map, and landmarks near their home.
6. Save appeal and review entries.
7. Review all entries before submitting the appeal. Students cannot view or change answers after submitting the appeal.
8. Submit the ST System appeal.

Results will be released according to the schedule set by the Office of Financial Assistance and the Office of Student Affairs. Students can view results by logging into sfaonline.up.edu.ph.

Reference:
Minutes of the 1294th BOR meeting on 16 December 2013

STUDENT LOAN PROGRAM

The Student Loan Program makes it possible for students to borrow money and defer payments within a prescribed time with minimal interest is available.

Students may avail of student loans to defray their tuition or other education-related expenses. There are two types of student loans:

I. Student Loan Board (SLB)

The Student Loan Board (SLB) Program was established for payment of matriculation fees wherein 80% of the student's assessed fees may be loaned with an interest rate of 6% per annum. Loans under the Student Loan Board, with the approval of the Chancellor, may also be granted in the amounts beyond the cap currently observed in the concerned campus, and up to 100% of total assessed fees. As an incentive for prompt payment of loans, interest will be waived on loans which are paid on or before the maturity date which is the last day of classes of the semester/term. To qualify, student must be officially admitted in any undergraduate and graduate degree program of the University including the Certificate in Forestry and the diploma courses.

Reference:
Revised University Code approved during the 682nd Special BOR Meeting on 9 January 1961
Revision of Articles 330, 430, and 431 of the Revised University Code approved during the 1294th BOR meeting on 13 December 2013

II. Emergency Cash Loan

At present, the University offers fifteen (15) emergency cash loan programs which are classified into long-term and short-term loans. These are:

- A. **Long-term emergency cash loan** – Also called the CHED SAFE Loan, this is an interest-free loan which aims to provide financial assistance of Php 8,000.00 to students payable two (2) to five (5) years after graduation. To qualify, the student must:

- Be a Filipino citizen and a bona fide student of UPLB
- Be a regular 3rd, 4th, 5th-year or graduating student upon application
- Be enrolled in the following CHED priority courses: CAFS (BSA, BSFT, BSAgChem), CAS (BSAM, BSAP, BSBio, BSChem, BSCS, BSMATH, BSMST, BSStat), CEAT (BSCE, BSEE, BSABE, BSIE, BSChE), CEM (BSABM, BSAEco), CFNR (BSF), CHE (BSN), CVM (DVM)
- Have earned an overall General Weighted Average (GWA) of 3.0 or better
- Priority will be given to those students under Socialized Tuition System's Partial Discount (PD80%), Full Discount (FD), and Full Discount with Stipend (FDS).

Requirements:

- Duly notarized application form
- Certified True Copy of Grades (TCG)
- UP Form 5 (Certificate of Registration) for the current semester
- Proof of billing such as electric bill, water bill, cable or internet bill and/or Certificate of Residency (must specify whether condition of residency is "owned", "rented", "neither owned nor rented," or "living with relatives") from the Barangay Captain of place of residence.

B. **Short-term emergency cash loan** – This loan type provides financial assistance of up to Php5,000.00, depending on the course, classification and academic standing of the student. Interest rates are at 4% to 8% per annum. The loan must be paid at the end of the current semester. To qualify, the student must:

- Be a Filipino citizen and a bona fide student of UPLB (must present original and submit a photocopy of the Form 5)
- Have a good academic standing or at least a warning status during the previous semester except for new freshman.
- Be clear of any outstanding loans from the Scholarships and Financial Assistance Division of OSA.

Emergency Cash Loan Programs:

- a. PCIB UPLB Student Financial Assistance Program (PCIB-UPLB SFAP)
- b. Pacita F. Yaptenco Student Financial Assistance Fund (PFY SFAF)
- c. PNB Educational Assistance Fund (PNB-EAF)
- d. Senator Francisco S. Tatad Educational Assistance Program
- e. Senator Jose D. Lina Educational Assistance Fund for all undergraduate students including new freshman
- f. Fernando C. Ordoeza Veterinary Student Loan Grant (FCOVSLG) for CVM students only
- g. Gaudencio R. Lapuz Veterinary Student Loan Grant (GRLVSLG) for CVM students only
- h. Zeta Beta Rho-Mussaenda Student Financial Assistance Program (ZBRMSFAP) for CFNR students only
- i. Teresita M. Sollano Veterinary Student Loan Grant (TMSVSLG) for CVM students only
- j. Allen Torrenueva Student Financial Assistance Program (ATSFAP) for CFNR students only including new freshman
- k. Edelwina C. Legazpi Student Financial Assistance Program
- l. UPAA Sacramento and Vicinity Student Loan Fund (UPAA SAV SLF) for CA, CFNR, and CVM students only
- m. UPLBAAA LEO JMH Student Emergency Loan Fund (UPLBAAA LEOJMH SELF)
- n. UPLBAGA LIME Student Emergency Loan Fund (UPLBAGA LIME SELF)

If the student is qualified and would wish to avail of any of the emergency cash loan programs, he/she may proceed to the Office of Student Affairs Room 6, Windows 2 or 3 to get a form and start the application process.

STUDENT ASSISTANTSHIP (SA) PROGRAM

The Student Assistantship Program provides undergraduate students the opportunity to work and earn on-campus while pursuing their studies in the University. Aside from the compensation, students under the SA Program are able to gain work experience that could help prepare them for employment, entrepreneurship, and community service after they leave the university. The University, on the other hand, is able to engage the students in fulfilling its academic and operational functions.

The Consolidated Rules and Regulations on Student Assistants and Graduate Assistants is based on AO No. PAEP 15-84.

Qualifications

- Must be a continuing student, eligible to enroll during the term when appointed as SA
- For freshman students: must have finished at least one (1) semester in the CU
- Must not be enrolled in more than twenty (21) units during the semester of appointment
- Must have no pending disciplinary case in the university

Guidelines

- Maximum work hours of student assistants (SAs) per month will depend on their registered academic load for the current semester with the salary rate of P60.00 per hour.

ACADEMIC LOAD	PRESCRIBED WORK HOURS PER MONTH
12 units and below	30 to 120 hours
13-18 units	30 to 90 hours
19-21 units	30 to 60 hours
22 units and above	disallowed

- SAs are allowed to work up to six (6) hours per day, except for emergency tasks during Sundays and holidays, and if not enrolled during the midyear term. This is to allow them adequate time to attend to their academic responsibilities and other obligations.
- During the Midyear Term, the maximum work hours per month for all SAs is 120 hours.
- Students are not allowed to render service while the appointment paper is still being processed. No appointment may take effect earlier than the date of approval of the appointment paper.
- All SAs and supervisors are expected to strictly comply with the guidelines of the Student Assistantship Program. Any violations will be dealt with accordingly.

Additional Guidelines on the Program

- A student who is enrolled in less than twelve (12) units during a semester may be appointed as SA, provided that his/her College expects him/her to graduate at the end of the current term. The applicant must submit a certification issued by his/her College Secretary stating he/she is a candidate for graduation in the said term.
- A student who is enrolled in less than twelve (12) units during a semester due to reasons other than being candidates for graduation may be appointed as SA, provided that he/she submits a valid justification issued by his/her College. The justification must be issued by a faculty adviser, endorsed by the Department Chair/College Secretary, and confirmed by the Dean of the College where the student is currently enrolled.
- Students below 18 years old must secure written consent from a parent or guardian to serve as an SA for a term.
- The working schedule of an SA should not conflict with his/her class schedule. SAs should not be allowed to work during periods when they are supposed to have classes. In case his/her class session is cancelled for whatever reason, the unexpected vacant time should be spent for studying or other academic activities.

- SAs should not be given work assignments or tasks outside UPLB campus.
- SAs should be given tasks that will enable them to gain experiences in line with their academic pursuits. These tasks should conform strictly with the duties specified in the appointment.
- SAs should not be asked to perform tasks for purposes of meeting private/personal needs such as fetching children from school, buying snacks, etc.
- SAs should not be allowed to perform teaching duties such as checking exams, quizzes, facilitating discussions, and recording grades.

Steps in Processing SA Forms

Check for open SA positions at www.uplbosa.org/jobs.

1. Apply directly to the office in need of SA and bring a copy of your class schedule.
2. If the application is accepted, the supervisor will provide the SA Item Code.
3. Click Financial Assistance > Student Assistantship > Apply as SA > Proceed to SA Portal > Accept Position
4. Read the Rules and Regulations Governing the SA program. Click "I Agree."
5. Answer a quiz regarding the rules and regulations of the program. You will not be able to proceed if you did not answer all questions correctly.
6. Enter the SA Item Code and generate Form 3B.
7. Print and sign form 3B. The SA and the supervisor must both sign the form.
8. Submit Form 3B and present UPLB Form 5 and 26 to Window 1, 2/F SU Building.

Prescribed tasks and time schedule for SAs

SA category	Prescribed tasks	Prescribed working period*
Office assistant	Clerical, encoding, registration, and similar tasks, including technical assistance for office IT; receiving office calls, responding to queries, and guiding office visitors.	Monday to Saturday 8:00 AM - 5:00 PM
Class assistant	SAs must be supervised by the faculty member/head of unit; tasks shall not include teaching duties, checking exams and quizzes, facilitating discussions, and recording grades. **	Monday to Saturday 7:00 AM - 7:00 PM
University events and food service assistant	Events organizing, ushering, food service, and other activities necessary to run official college and University events; SAs must be supervised by the University Food Service or requesting officials.	Monday to Sunday, including holidays 8:00 AM - 10:00 PM
Laboratory/ Research assistant	Laboratory and/or research tasks assigned by faculty member/ researcher; SAs must be supervised by the faculty in-charge or researcher.	Monday to Saturday, including holidays 8:00 AM - 10:00 PM
Library assistant	Clerical and similar tasks that support University library functions; SAs must be supervised by the librarian.	Monday to Saturday 8:00 AM - 8:00 PM

Museum assistant	Clerical and/or project-based tasks that complement University museum functions; SAs must be supervised by the curator/head of unit.	Monday to Saturday 8:00 AM - 5:00 PM
Dormitory assistant/ peer counselor	Room inspection, clerical and other routine tasks that complement University dormitory management functions; peer counseling.	Monday to Sunday, including holidays 8:00 AM - 10:00 PM
Special university performers***	Performances and contributions to official University events, including regular rehearsal hours; SAs shall be supervised and their activities monitored by a faculty adviser of the performing group.**	Monday to Sunday, including holidays 8:00 AM - 10:00 PM

* In case of emergency work during Sundays or holidays, approval shall be secured from the head of unit/office. Emergency tasks are at the discretion of the heads of offices and units.

** Graduate assistants may apply as teaching assistants if teaching duties are to be handled.

*** Special university performers are eligible as SAGAs, except those who already enjoy free tuition or other compensation. The schedule of regular rehearsal hours and budget shall be endorsed by the faculty adviser and approved by the Chancellor.

Policies Regarding Payment of Salaries

Monthly DTRs shall be submitted to SFAD in bulk by designated representative/staff of the office. The deadline of submission is every 5th working day of the following month. Late DTRs will be included in the next payroll month. DTRs should be accomplished in the designated format only. It should be generated via www.uplbosa.org

where SAs can input their schedule and rendered service. Payments for hourly rates of SAs shall be through Automatic Teller Machines (ATMs), with credit to the bank account of the student. DTR should be duly signed by the SA and his/her immediate supervisor. Only services rendered during the vacant hours (as indicated in the class schedule) will be paid.

Other Benefits/Privileges

Maximum work hour privilege after the last day of class: An SA can work for the whole day of his/her corresponding schedule until the last day of his/her appointment.

Termination/Resignation of SA

The Resignation/Termination form for *non-reporting for duty* of a student assistant ten (10) consecutive working days without prior notice to the supervisor may be downloaded at www.uplbosa.org/ download. It should be filled out and submitted to Window 1, Room 6, 2/F SU Building to allow replacement of SA.

Certification of Employment

Students may request for certificate of employment provided that they have a copy of their SA appointment.

Special University Performers-Student Assistantship (SUPSA)

SUPSA is a special student assistantship program designed to give support to special university performers in recognition of their performances and contributions specifically during special university events. Existing policies for SAs are also applicable to SUPSA members

For inquiries, visit Room 6, 2nd Floor, Student Union Building, (049) 536-3209.

Reference:
Consolidated Rules and Regulations for Student Assistants and Graduate Assistants – AO No. PAEP 15-84

PRIVATE AND GOVERNMENT SCHOLARSHIPS (PGS)

SFAD administers and implements various government and private scholarships. These programs are unique because the benefits will not incur obligations to recipients other than to be regularly enrolled for standard semestral units and maintain a satisfactory academic progress fulfilling their responsibilities as students. Slots and benefits available to students are determined by the appropriation of funding donors who are in formal agreement with the University. Requirements for qualification vary depending on the conditions set by the sponsor/donor.

Scholarship grants are renewed every start of the semester provided the required averages and units earned are met, with no grade of incomplete "INC", conditional failure "4" or failing grade of "5".

Procedure on How to Apply/Qualify for Scholarship slots at UPLB

1. Browse available scholarships at www.uplbosa.org/scholarships or check announcements at UPLB bulletin boards.
2. Download Scholarship Application Form at www.uplbosa.org/scholarships.
3. Fill out the application form and accomplish requirements.
4. Submit form on or before the set deadline.
5. Wait for notice of scholarship committee interview schedule. Interview is conducted by College Secretary Committee (CSC) or Committee on Scholarships and Financial Assistance (CSFA) or a special committee designated for the specific scholarship program.
6. Qualified applicants will be notified via SMS and email. Letters of award or appointment letters will be issued to selected scholars.
7. Scholarship donors are informed on the results of final selection/recommendation including billing and request for remittance of benefits.

Procedures on How to Apply/Qualify for Scholarship slots at UP Diliman with Qualified Applicants at UPLB

1. Browse available scholarships at www.uplbosa.org/scholarships or check announcements at UPLB bulletin boards.
2. Download Scholarship Application Form at www.uplbosa.org/scholarships.
3. Fill-out application form and accomplish requirements.
4. Submit form on or before deadline set.
5. All application forms will be transmitted to UP Diliman, Office of Scholarships and Student Services (OSSS) for processing.
6. UP Diliman OSSS will notify OSA-UPLB of qualified applicants. Letters of award or appointment letters will be issued to selected scholars.

Procedures on Scholars' Release/Availment of Benefits for Old Scholars

1. For scholarship programs with provision on school fees, scholars can avail/use the privilege during enrolment period upon submission of previous semester's grades. SFAD will verify/determine scholar's eligibility for renewal of the grant for the current semester. If qualified, scholar is tagged with the corresponding school fee privilege using SAIS.
2. After the student is officially enrolled, he/she must submit to SFAD a photocopy of his/her Form 5 for the current semester. Reports on their academic performance and bills for remittance of check for benefits are sent to donors. For those with scholarships in UP Diliman, scholars have to submit certificate of good moral character. Their benefits are processed at UP Diliman and released through their respective ATM Accounts.
3. As soon as checks are received from donors, payrolls for payment of scholars' benefits are prepared and processed at the UPLB administration. After completion of the process, benefits are released through scholars' bank accounts

Procedures on Scholars' Release/Availment of Benefits for New Scholars

1. Scholarship donors are sent official communication to inform them on selection of new scholars. Request for remittance of scholar's benefits are likewise included.
2. As soon as checks are received from donors, payrolls for payment of scholars' benefits are prepared and processed at the UPLB administration. After completion of the process, benefits are released through scholars' bank accounts.

List of scholarships administered at UPLB, and/or at UP Diliman with recipients at UPLB

The list of scholarships offered in the University can be accessed through www.uplbosa.org/scholarships, including the type of scholarship, requirements, and deadlines for submission of application.

NOTE: Reports on students' academic performance and bills for remittance of check benefits are sent to donors.

Student Organizations and Activities Division (SOAD)

Student Organizations and Activities Division (SOAD) serves as the University's coordinating center, which deals with activities concerning students and student organizations. It envisions itself as a proactive service unit pioneering paperless knowledge management practices through the efficient and effective use of participatory/interpersonal communication and information technology.

Primarily, it facilitates the recognition of student organizations in UPLB. It formulates and implements policies and guidelines affecting organizations' welfare and discipline. It is tasked to monitor and oversee the activities of student organizations to ensure that their resources are wisely used in fulfilling their goals and objectives.

It also plans, organizes, and supervises specific activities enriching the students' socio-cultural values and leadership capabilities.

It processes the nomination and selection of UPLB representatives to various leadership awards and student-related seminars, workshops, and conferences.

REVISED GUIDELINES GOVERNING THE RECOGNITION OF STUDENT ORGANIZATIONS IN UPLB (May 2016)

This set of rules called the Revised Guidelines Governing the Recognition of Student Organizations in UPLB shall apply exclusively to govern the recognition and activities of student organizations, fraternities, sororities and other associations of students organized for purposes not contrary to law.

I. Definition of Terms

- A. A **student organization** is a group of at least 15 students who have common goals and interests. It is set out on joint activities in search of its goals and meets regularly to foster closer relationship.

Student organizations in UPLB may be classified as:

- | | |
|------------------|----------------------------|
| 1. Academic | 6. Religious |
| 2. Cultural | 7. Socio-civic |
| 3. Fraternity | 8. Sorority |
| 4. International | 9. Sports and Recreational |
| 5. Political | 10. Varsitarian |

- B. **OSAM System** is the online management information system that serves as SOAD database that facilitates organization-related transactions and recognition of student organizations in UPLB.

- C. A **point person** (PP) is an appointed member of the organization who serves as the liaison between the organization and the University. In most organizations, the secretary, external vice president, or the head serves as the point person. He/she is in-charge of processing the recognition of the organization, securing activity permits, informing the members of the rules, guidelines, announcements from SOAD-OSA and the University, among others.

- D. The **Organization Orientation** (OO) is an annual gathering of student leaders that serves as a venue for training and equipping organizations in areas of leadership, character development, and service skills, among others.

- E. **Student organization activities** are projects, programs, and events in and out of the University organized by members of student organizations. These activities may be classified according to the following:

1. **Organizational development** deals with activities internal to the organization. This generally aims to develop certain aspects in the organization such as camaraderie and team spirit, skills, internal policies, etc. (e.g., general assembly, acceptance rites, workshops, educational discussions, inductions, and rehearsals).
2. **Community service** deals with activities that try to address certain development concerns related, but not limited to education, health, livelihood, child development, nutrition, environment, employment, and general welfare (e.g., blood drive, feeding program, clean-up drive, medical and dental missions, tree planting, and tutorial).
3. **Promotion includes** activities or events that showcase the organization itself including its vision, mission, objectives, etc. (e.g., exhibit, orientation, and distribution of giveaways).
4. **Academic development** refers to scholarly activities that aim to strengthen or enhance learning in a particular field or develop the academic performance of students and other stakeholders (e.g., symposium, forum, conference, workshop, career orientation, demo, contest, seminar, debate, tutorials, and exhibit, lecture).
5. **Cultural development** refers to activities that showcase various manifestations of collective human intellectual achievements such as arts, language, social habits, music, religion, and others (e.g., concert, play, cultural night, recital, film showing, contest, exhibit, symposium, seminar, talent show, and forum).
6. **Sports and recreation** refers to athletic and recreational activities that are usually competitive in nature (e.g., tournament, contest, demo, and fun run).
7. **Fundraising** refers to activities done to seek financial support (e.g., film showing, concert, play, raffle, food selling, quiz contest, and fun run).

Note: For food selling, seek permit from the BAO as a non-recurring business.

8. Celebration deals with social activities, which aim to commemorate or celebrate a special day/event for the organization (e.g., open tambayan, concert, exhibit, alumni homecoming and analogous activities except those involving the consumption of alcoholic drinks in university premises and motorcades in the UPLB campus).
- F. A convergence area or tambayan is a space in UPLB that may be designated to a student organization. Its members regularly occupy this area in order to socialize and conduct activities. [see provisions in IV for tambayans]
- G. A UPLB freshman is a student who has earned not more than 30 units in his/her academic degree.

II. APPLICATION FOR OFFICIAL RECOGNITION OF STUDENT ORGANIZATIONS

- A. Any student organization seeking to attach the name of the University (University of the Philippines Los Baños, UP, etc.) to the name of the organization, use the facilities of the University, conduct activities, partner with any UP unit, and participate in activities led by the University must apply for recognition every academic year to the Student Organizations and Activities Division, Office of Student Affairs (SOAD-OSA), and application must be duly approved.
- B. Application for recognition shall be done every year during the start of the registration period for the first semester until one week after the last day of late registration. The minimum requirement for new organizations is at least 15 members (including officers) and two advisers. Organization members must be bona fide UPLB students currently enrolled. The organization must attend the Organization Orientation and must submit a copy of its constitution and by-laws together with the recognition forms. Recognition and organization records must be updated every second semester.

- C. Student organizations must send one representative to the annual Organization Orientation for student leaders. Only the head or any duly authorized representative (and other members) may participate in this orientation. Participants must complete the Organization Orientation.
- D. Student organizations that have completed the OO may fill out the recognition forms through OSAM System (www.uplbosa.org).
- E. Period of application for recognition shall be at the start of the registration period for the first semester until one week after the last day of late registration.
- F. The following must be accomplished (F-form):
 F1-Application for Recognition
 F2-Advisers' Profile and Membership Roster
 F3-Activity Report
 F4-Financial Statement
 F5-Advisers' Pledge
 F6-Certificate of Correctness and Completeness (CCC)
 Note: Please refer to the appendices for details concerning the forms listed above.
- G. SOAD shall evaluate the application for recognition and shall release the results two (2) weeks after the deadline for submission of recognition forms.
- H. A student organization may not be recognized due to any of the following reasons:
1. Failure to attend the annual Organization Orientation;
 2. Non-submission of recognition forms on time;
 3. Non-compliance with the Revised Rules and Regulations Governing Fraternities, Sororities, and Other Organizations/ RA 8049/ Freshmen Recruitment;
 4. Currently serving its penalty/ies at the time of its application;

5. It has unsettled financial accountability with the University and other concerned institutions at the time of its application;
 6. It did not conduct one community service for the past academic year;
- I. All recognized student organizations must renew their recognition every second semester.
- The following must be accomplished:
1. Revised membership roster indicating new members (and officers, if any);
 2. Clearance from accountabilities (if any) in the University (through OSA);
 3. Financial and narrative reports of activities held during the first semester;
- J. Recognized organizations shall receive their certificates of recognition during the recognition rites. Recognition is effective until the day prior to the succeeding recognition date.
- K. Appeals must be addressed to the OSA Director through the SOAD Head. Decisions on appeals are final and irrevocable.

III. CONDUCT OF ACTIVITIES

- A. Activity Permit (AP): Activities conducted inside the University
1. Student organizations that wish to conduct activities inside the University must submit an activity permit (AP) not later than five working days before the activity, and it should not exceed curfew hours. AP must be generated via OSAM System.
 2. AP must be signed by both advisers. Electronic signatures will not be honored. In the event that the adviser is not available, he/she may request another UPLB faculty member or Research, Extension, and Professional Staff (REPS) to sign on his/her behalf. The full name of the requested signatory must be written.

3. The Point Person must claim the AP from SOAD within two working days after approval.
- B. Letter of Information (LOI): Activities conducted outside the University
1. All activities to be conducted outside the campus must have a corresponding LOI duly signed by the advisers. This must be accomplished via OSAM System and must be submitted to SOAD not later than a week before the activity.
 2. Student organizations may present the recognition certificate as a proof that the organization is officially recognized by the University, and therefore, shall no longer need the endorsement of the University.
- C. Attachments for AP and LOI:
- The following are some types of activities and their respective requirements:
1. Description/Overview – two (2) paragraphs (for all activities)
 2. Profile of Speakers – symposia, conference, workshops, seminars, tutorials
 3. Form from OVCCA for open tambayan
 4. Form from OPR for streamers
 5. Statement of projected income and expenses (for fundraising activities)
 6. Clearance from the producer (for film-showing)
 7. List of Applicants (for acceptance rites) that should be accompanied by a written undertaking by the head that the organization shall faithfully comply with the national laws such as but not limited to Act No. 3815 or the Revised Penal Code; Republic Act No. 8094 or the Anti-Hazing Law; Republic Act 7610 or the Anti-Child Abuse Act; and Republic Act No. 9262 or the Anti-Violence Against Women and their Children Act.
 8. Barangay and Mayor's Permit for open parties that will be conducted outside the University.

D. Activity Implementation

The presence of advisers in the activities of the organizations is a **must**, especially during initiation rites, as per Republic Act 8049, Section 3. The organizations' advisers will be held liable for any untoward incident that may happen during these events.

E. Activity Reports

Submit narrative and financial reports, including two (2) to three (3) photos of the activity, and clearances from the Barangay and Mayor's Office for open parties outside the university and the likes via OSAM System within ten (10) working days after the activity.

IV. USE OF BENCHES OR TAMBAYAN

Lifted from the Memorandum No. 15 series of 2000 of the Office of the Vice Chancellor for Community Affairs (OVCCA) dated September 20, 2000:

- A. Benches or tambayans are open for all on a first come, first use basis.
- B. A student organization, individual or group has no right to own or claim exclusive use of these concrete benches or tambayan.
- C. A student organization, individual, or group has no right to vandalize or post logos or tarpaulins on any University infrastructure or property, including trees, roads, and signages. Violations will be reported to the Student Disciplinary Tribunal (SDT).
- D. Requests to put up or use space for tambayans must be addressed to the building administrator, in cases when the space needed is within a facility. For open spaces, request should be addressed to the Office of the Vice Chancellor for Community Affairs (OVCCA). Approved AC should be attached.

V. OTHER POLICIES

- A. Student organizations shall not schedule activities after the last day of holding activities. The activities of the UPLB Perspective, the University Student Council, and the College Student Councils, which are recognized as autonomous under Rules approved by the BOR, to be held beyond the last day for holding activities being primarily initiated by students shall be approved by the Chancellor subject to recommendation by the Director of Student Affairs. This provision shall apply strictly to activities of the UPLB Perspective, the University Student Council, and the College Student Councils.
- B. Teasers, posters, and other promotional materials, which are to be placed within University premises must have a corresponding approved AP.
- C. Cases of dishonesty, perjury, and falsification of documents, etc. will be filed at the Student Disciplinary Tribunal (SDT). Failure to comply with any of the provisions of these guidelines is subject to disciplinary action as provided in the Rules and Regulations on Student Conduct and Discipline.
- D. Motorcades during organization celebrations are not allowed within the University.

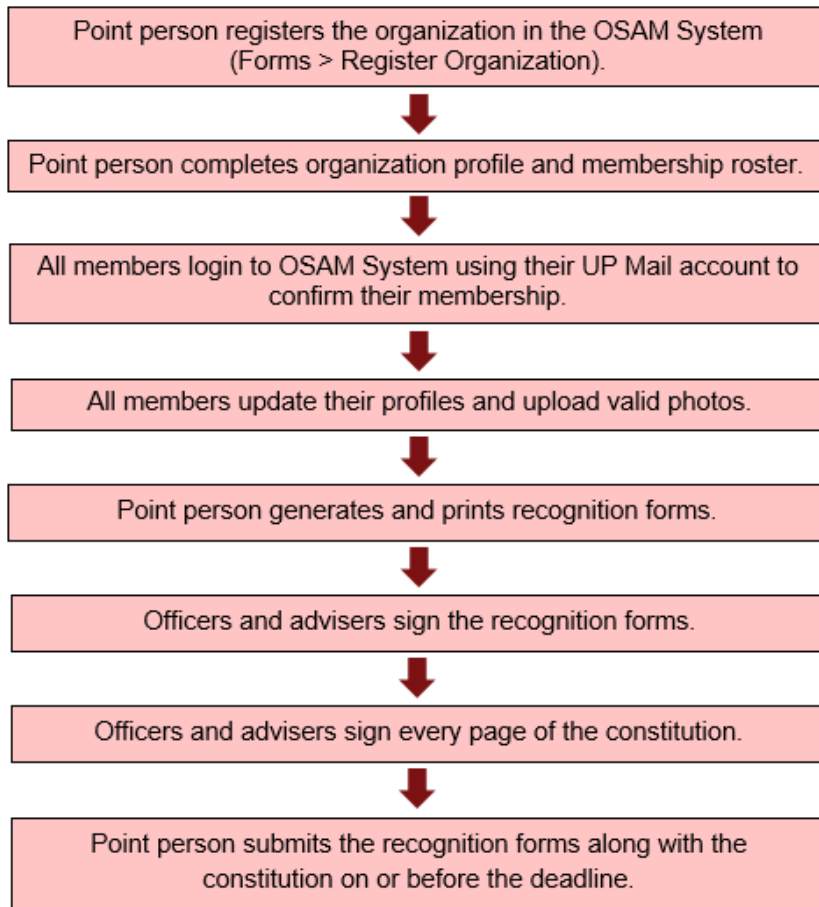
Appendix 1. Process of Applying for Recognition

Guidelines enumerated here are strictly implemented. Organizations are advised to adhere to the guidelines to expedite the processing of application for recognition. Transactions involving the application for recognition of UPLB organizations must be done through the organization's point person (PP).

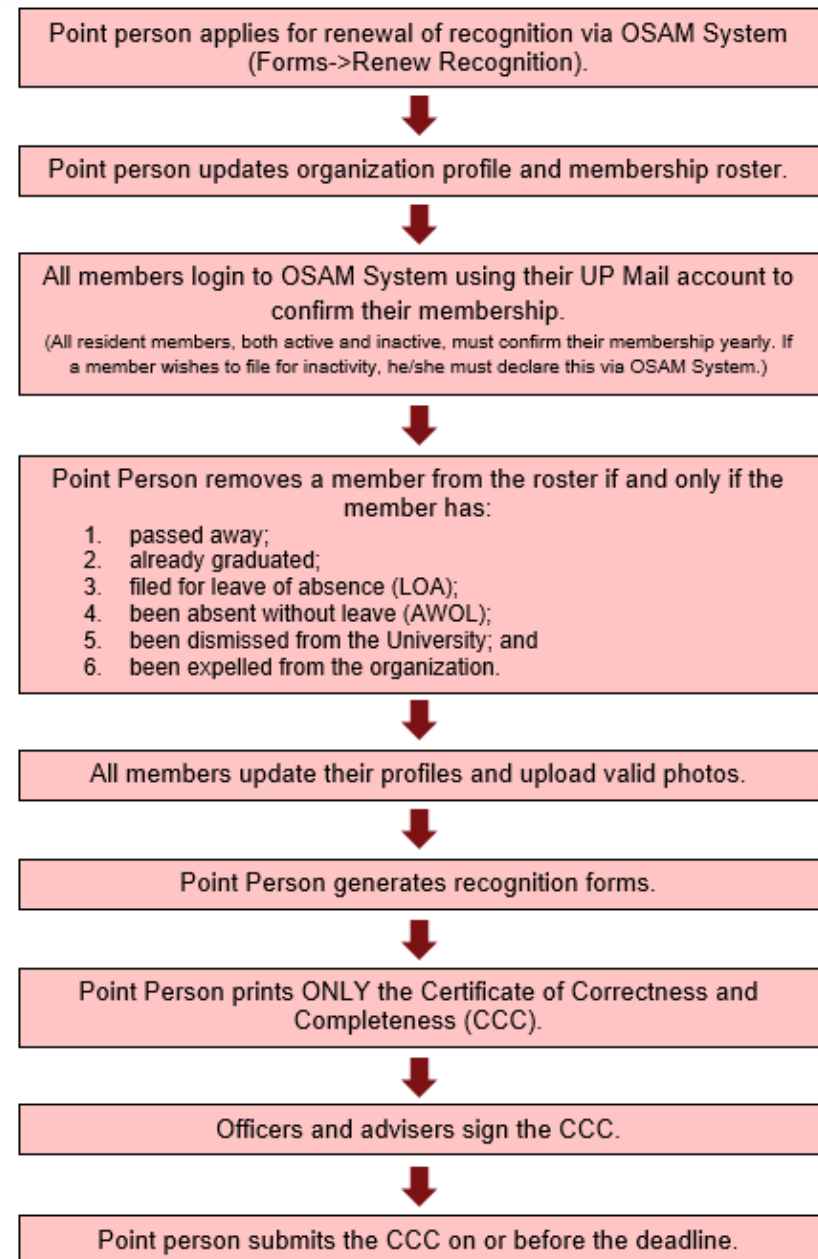
A. Change of Point Person (PP)

Only the head of the organization or the point person is authorized to assign a new PP via OSAM System.

B. New Organizations (NOT yet registered in the OSAM System)



C. Updating of Profiles of Existing Organizations (already registered in OSAM System)



Appendix 2. Notes regarding the Recognition Forms

F1 - Application for Recognition

1. This form stipulates all pertinent information describing the organization. This includes the ORG ID (located in their respective OSAM System profiles), mailing address, tambayan (if applicable), e-mail address, website, date established, date officially recognized by SOAD-OSA, SEC Registration (if applicable), brief description, vision, mission, and objectives.
2. PP must ensure that all information is correct.

F2 - Advisers' Profile and Membership Roster

1. There should be two advisers per organization. An adviser may either be a faculty member or Research, Extension and Professional Staff (REPS).
2. All information about the advisers must be complete and correct.
3. The list of members should be complete, and the designation of each member is clearly indicated. Label whether they are part of the executive committee or members only.
4. Make sure that all information regarding each member is updated.

F3 - Activity Report

This summarizes the activities conducted by the organization. Each activity listed must have a corresponding narrative and financial report and photos (2-3 only) to be submitted online.

F4 - Financial Statement

This is a formal record of the finances of the organization.

1. A balance sheet is provided wherein the activities, source of income (credit), and expenses (debit) are listed to measure the financial status of an organization.

2. For organizations that are financially supported by a larger unit (e.g., churches), a financial statement of the organization's expenses is still necessary, but its donor or source of funding is specified.

F5 - Advisers' Pledge

This form certifies that the advisers upon signing are aware of the organization's activities and are taking full responsibility in ensuring that the organization is abiding by the rules of the University. This also certifies that the advisers have verified the correctness and completeness of the forms submitted.

F6 - Certificate of Correctness and Completeness

The printed CCC is submitted by old organizations. Signing the CCC means all signatories have agreed to the electronic version of the recognition forms, which were sent to them through e-mail.

1. This form attests to the correctness and completeness of the forms submitted to SOAD. The signatures of the organization's president, vice president, secretary, treasurer and advisers must be affixed to this form. Electronic signatures will not be honored.
2. In the event that an adviser is not present, the adviser may designate another faculty or REPS to sign for him/her. The full name of the representative must also be written. The adviser may not sign for the other adviser and vice versa, when both of their signatures are required.

International Students Division (ISD)

The International Students Division (ISD) is the center of information, activities, and services for international students of the University. It makes every effort to have a good relationship with the members of the international community. International students can avail the following services:

1. Certifications related to visa renewal or visa extension
2. Study permit
3. Orientation for new undergraduate international students
4. Advising, counseling, and guidance instruction
5. Tutorial services
6. Information services such as but not limited to the history, culture, traditions of the Philippines, educational system, and the different functions, offices, and services of the University
7. Socio-cultural and psycho-educational activities
8. Assistance to the activities of the International Students' Association (ISA)

ISD also encourages and promotes the role of UPLB as an educational institution by pursuing a program of cross-cultural learning and living for global solidarity and peace. As such, some of the division's innovative programs and activities are the following:

1. **Induction of the ISA officers and Welcome Activity for new international students**

2. **International Food Festival**

The international food festival is a week-long event showcasing the culinary talents of the international students.

3. **Sports Fest**

This is a sports day activity for international students.

International Students Division

4. **Meet the Chancellor**

ISA officers get a chance to meet the Chancellor and discuss the concerns of the international students.

5. **Investiture and Commissioning Rites of UPLB Ambassadors**

Through this search, graduating international students are encouraged to become volunteer UPLB Ambassadors of Goodwill.

6. **Orientation**

This is a fun-filled "information-awareness" day about services the international students can avail from OSA, UPLB, and other institutions

7. **Search for the Three Most Outstanding International Students of the Philippines**

The Philippine International Friendship and Understanding Association (PIFUA) conducts a nationwide search for the three most outstanding international students.

8. **Cultural Night**

The cultural night is a night of festival dances, songs, and unique presentations mirroring the culture of the international students' respective countries

9. **International Students' Association Election of Officers**

10. **Recognition Rites**

During the recognition rites, international students are given awards for receiving the highest General Weighted Average (GWA). Other special awards are also awarded to students with exemplary performance.

11. **Kalinangan**

This is a series of lecture-workshops which aims to provide an opportunity for students and staff to learn the culture of International students and vice versa.

Student Disciplinary Tribunal (SDT)

The Student Disciplinary Tribunal (SDT) is the unit responsible for the implementation of the university rules and regulations on student discipline. It aims to correct the misbehavior of students and let them learn from their mistakes. Penalties imposed ranges from warning for minimum penalty to expulsion as maximum. penalty It also keeps records of the student offenders. Copies are sent to their respective colleges, OUR and their respective parents.

I. RULES AND REGULATIONS ON STUDENT CONDUCT DISCIPLINE

Section 1. Basis of Discipline

Student shall, at all times, observe the laws of the land and the rules and regulations of the University.

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

Section 2. Specific Misconduct

A student shall be subject to disciplinary action for any of the following acts:

- A. Any form of cheating in examination or any act of dishonesty in relation to his studies;
- B. Carrying within the University premises any firearm, knife with a blade longer than 2^{1/2} inches or any dangerous or deadly weapon; Provided, that this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the Dean or Director of his college or school;
- C. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premise thereof, except in places expressly allowed by the University; or drunken behavior within the University premises;

Student Disciplinary Tribunal

- D. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Acts of 1972 (as amended), such as LSD, marijuana, heroin, shabu, opiates and hallucinogen drugs in any form within the University premises;
- E. Gambling within the University premises;
- F. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- G. Creating within the University premise disorder, tumult, breach of peace, or serious disturbance;
- H. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- I. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant;
- J. Damaging or defacing University property.
- K. Disgraceful or immoral conduct within University premises;
- L. Unlawfully taking of University property; and
- M. Any other form of misconduct.

As approved by the Board of Regents at its 876th meeting on September 3, 1976, supervising all previous rules on the subject and as amended at the 923rd BOR meeting on January 31, 1980 and 1017th BOR meeting on December 8, 1989 and further amended at the 1041st BOR meeting on July 4, 1991 and 1051st BOR meeting on June 25, 1992.

As approved by the UP Diliman University Council, August 3, 1991 and by the Board of Regents at its 1051st meeting on June 25, 1992.

NOTE: Sections 2 and 25, as amended of the Rules were published in the July 24, 1992 issue of the Philippine Collegian.

Section 3. Rules and Regulations Promulgated by Deans or Directors of Units

Deans or directors of various units may, after due consultation with the Faculty Student Regulations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to written approval of the President or Chancellor and to the rules on circularization and date which is effective, as herein provided.

Section 4. Student Disciplinary Tribunal

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

The Chairman and non-student members shall render full-time service in the tribunal. They shall receive monthly honoraria in the amount of P500.00 and P400.00, respectively.

The tribunal shall be under the supervision of the Vice-Chancellor for Student Affairs, who shall designate, whenever, requested, the student member to sit with the tribunal.

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

Section 5. Jurisdiction

All cases involving discipline of students under these rules shall be subject to the jurisdiction of the student disciplinary tribunal, except the the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- A. Violation of college or unit rules and regulations by students of the college; and/or

- B. Misconduct committed by students of the college or units within classrooms or premises or in the course of an official activity.

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

Section 6. College Investigation

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

Section 7. Filing of Charge

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

Section 8. Preliminary Inquiry

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

Section 9. Answer

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

Section 10. Hearing

Hearings shall begin no later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

Section 11. Duration of Hearing

No hearings on any cases shall last beyond two (2) calendar months.

Section 12. Notice of Hearing

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

Section 13. Failure to appear at Hearing

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

Section 14. Postponement

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

Section 15. Committee Report

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

Section 16. Action by the Dean

The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his decision or recommendation, to the President of the University or the Chancellor of an Autonomous unit, as the case maybe.

Section 17. Decision of the Tribunal

The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

Section 18. Finality of Decision

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

Section 19. Appeal to the President or Chancellor

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

Section 20. Action by the President or Chancellor

As amended by the Board of regents at its 1041 meeting on July 4, 1991. The action of the President or the Chancellor on recommendation coming from the Dean an appeal from a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidays after receipt of appeal.

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

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review.

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

Section 21. Action by the Board of Regents

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

Section 22. Rights of Respondents

Each respondents shall enjoy the following rights:

- A. Not to be subjected to any disciplinary penalty except upon due process of law;
- B. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- C. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly appraised;
- D. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University; and
- E. To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to

secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

Section 23. Effect of Decision

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

Section 24. Records

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

Section 25. Sanctions

- A. Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.
 1. All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.; and
 2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

- B. Any students found guilty of the misconduct defined in Section 2 (b) shall be penalized as follows:
1. For the first offense, suspension for a period of not less than fifteen (15) calendar days but not more than thirty (30) calendar days;
 2. For the second offense, suspension for a period of not less than thirty (30) calendar days but not more than one (1) semester; and
 3. For the third offense, the penalty shall be Expulsion; Provided that should the deadly weapon be a firearm, the penalty for the first offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester, for the second offense, the penalty shall be expulsion.
- C. Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less than seven (7) calendar days but not more than thirty (30) calendar days; provided, that the student should be found guilty for the fourth time, the penalty shall be Expulsion.
- D. Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days, Provided, that the student should be found guilty for the third time, the penalty shall be Expulsion.
- E. Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days, Provided that the student should be found guilty for the fourth time, the penalty shall be Expulsion.
- F. Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30)

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

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

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

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

- L. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five calendar days; provided, that the student should be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- M. The disciplinary action that may be imposed of violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrolment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.
- N. The Dean or Direction of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- O. Any disciplinary action taken against a student shall be reported to his parents or guardians.
- P. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrolment in any unit of the University.

Section 26. Summary Actions

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

- A. Violation of rules and regulations issued by the Dean of the unit in accordance with section 3 of these rules;

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

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

Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executor upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days.

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

Section 27. Definitions

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

- A. "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
- B. "Regional Unit" refers to units outside of Diliman and Manila which are not autonomous;

- C. "Student" shall refer to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, or expulsion or expiration of the period allowed for maximum residence; of the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time at the filing of the charge or during the pendency of the disciplinary proceedings against him;
- D. "Laws of the Land" shall refer to general enactments in force in the Philippines;
- E. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of any college or unit, or any officer of the University administration.

Section 28.

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

II. SPECIAL POWER AS REGARDS TO STUDENT DISCIPLINE GRANTED BY CHANCELLOR FOR STUDENT AFFAIRS

Power of the Vice Chancellor for Student Affairs of UP Diliman

At its 946th meeting on December 18 and 22, 1981, the Board of Regents approved the "Grant of Special Power" to the Vice Chancellor

for Student Affairs, to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition. “As recorded on page 6 of the minutes of the 946th BOR meeting the justification presented is quoted below for ready reference:

“This is necessarily to immediately prevent further recurrence of offenses and thereby prevent harm to other students and innocent bystanders.”

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

Power of other Deans of Students

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

III. IMMEDIATE REPORTING OF STUDENTS WITH PENDING DISCIPLINARY CASES

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

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

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

We ought to correct this situation.

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

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

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

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

IV. REVISED RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS

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

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

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

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

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

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

Now therefore, by the virtue of powers vested in the U.P. Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student organizations are hereby promulgated.

Rule I. Actionable Misconduct and Penalties

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

Section 1

Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows;

A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:

1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or student organizations, or
2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

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

B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/ herself to be subjected to Hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.

C. Any such member or officer who commits acts of provocation which results in heated confrontation between fraternities, sororities and other student organizations shall be suspended for

one (1) year provided, however, that in case the provocation results in rumble, fisticuffs or physical attack, the erring student shall be expelled in the University.

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

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

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority, and the other student organization-related incident shall be suspended for at least one (1) year.
- E. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 ½) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drug Act (Republic Act No. 6425, as amended) shall be expelled from the University, provided however, that stones, baseball bats, nightsticks, rattan sticks or similar wooden instruments, paper cutters, tear gas, scalpels, ice picks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during or after an attack, confrontation, or rumble; provided, further that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.

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

NOTE:

- The recruitment of two or more college freshmen or first year students in any manner shall be taken as evidence of the fraternities' or sororities' policy of recruitment in violation of the foregoing provision; in which case, all the officers of the

fraternities or sororities concerned shall be suspended for at least one (1) year.

- As used in these rules, the term college freshmen shall refer to students in first year of their first undergraduate course, as well as any college student who has earned not more than thirty (30) units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University: provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.
- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University of which has a negative effect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

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

Section 2.

- A. In case where any misconduct defined in the preceding section is committed by two or more members or officers of fraternities, sororities, or student organizations, and a conspiracy is established, all officers of such fraternities, sororities, or student organizations participating in that conspiracy shall be expelled from the University. A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.
- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not

currently enrolled in the University, all officers of said fraternities, sororities, or student organizations shall be suspended for at least one (1) year; provided that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities, or student organizations shall be expelled from the University.

Section 3.

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

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

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

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and

other student organizations under existing University and college rules and regulations.

Rule II. Jurisdiction

Section 1.

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

Section 2.

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

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

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

Section 3.

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

Rule III. Formal Charge

Section 1.

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

Section 2.

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

Section 3.

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

Rule IV. Prosecution of Cases

Section 1.

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

Section 2.

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

Section 3.

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

Section 4.

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

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

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

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

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

Section 5.

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

Section 6.

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

Section 7.

The filing of the following pleadings and the motions is prohibited:

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

Rule V. Decision and Appeal**Section 1.**

The SDT shall render decisions within (15) days from the time the case are deemed submitted for resolution.

Section 2.

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

Section 3.

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

Section 4.

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

Section 5.

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

A. Circumstances may be considered justifying

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

B. Circumstances that may be considered exempting

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

C. Circumstances that may be considered aggravating

1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised rules.
2. When the respondent is found to have employed such means i.e., goons, firearms and dangerous device to aid him in committing the acts for which he is charged.
3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

Section 6.

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

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

- C. Aggravating circumstances shall serve to increase the penalty imposed on that next higher in degree.

Rule VI. Summary Action**Section 1.**

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

Section 2.

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

Section 3.

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

Section 4.

Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities, and student organizations are required to appear without necessity of summons before the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty four (24) hours, from the start of the rumble or attack; provided, that either or both of the top two (2) ranking officers who fail to appear may be preventively

suspended by the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days without prejudice to any other liability under these rules.

Section 5.

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

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

Rule VII. Sundry Provisions

Section 1.

All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976 as amended, which are not inconsistent with these rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

Section 2.

The existing summary powers of the Vice Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans

and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

Section 3.

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

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

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

Section 4.

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

Section 5.

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

Section 6.

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

Rule VIII. Effectivity**Section 1.**

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

V. IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. Affirmation of Policy

In affirmation of the Declaration of Policy set forth in Section 2 of the Republic Act. No. 7877, the University of the Philippines shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2. Definitions

As used in these Rules and Regulations

- A. "Student" means a person duly enrolled for a degree course or in short-term training or review in any academic unit or training center of the University;
- B. "Employee" means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees as well as graduate and student assistants; and
- C. "Faculty member" means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker as well as graduate student with teaching responsibilities.

Section 3. Sexual Harassment Defined

- A. 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 aspect of academic or administrative work in any campus, unit, office or classroom of 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.
- B. In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
 1. 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 any other terms, conditions or privileges; or the refusal to grant the sexual favor results 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.

2. The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service law, rules or regulations;
 3. The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.
- C. In the academic, teaching or study environment, sexual harassment is committed:
1. Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
 2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 3. When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 4. When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 4. Inducement or Cooperation to Commit Sexual Harassment

Any person connected with the University as an officer, faculty member, employee or a student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

Section 5. Policy Standards and Guidelines Concerning Sexual Harassment

In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

- A. These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University System, after the application has been received by such unit or campus.
- B. Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well 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.
- C. Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
- D. Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the service, as each may warrant.
- E. All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any legal action will be taken by the University authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.

- F. University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- G. The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
- H. Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. Procedures

- A. Each campus of the University, or where appropriate its constituent institution, shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.
- B. Informal procedure refers to University action through appropriate officials or committees which does not involve formal investigation nor filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.
- C. The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 8 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.
- D. If the case or situation requires resort to formal charge of sexual harassment, the procedure set out together with the definition of penalties therein, shall be complied with.

Section 7. Responsible Officials

Under the general supervision of the President of the University, Chancellors shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

Section 8. Sexual Harassment Office

- A. A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows:
1. As Chairperson on a rotating basis, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Administration, the Vice-Chancellor for Student Affairs and other Vice-Chancellor, or equivalent officials: Provided, however, that the Vice-Chancellor for Academic Affairs, or equivalent official, shall, under the direction of the Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;
 2. One representative each from the faculty, employees and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of years each;
 3. The Director of the Women's Studies Center, or Chairperson of the Women's desk of the Chancellor's Office; and
 4. The Coordinator of the Office, who shall be a non-voting member.
- B. The Office shall:
1. Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture.
 2. Creatively design or formulate informal procedures of such nature as to elicit and confidence on the part of interested parties in resolving problems arising from cases or incidents

of sexual harassments, including counseling and grievance management.

3. Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
 4. In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in thereof.
- C. The Coordinator shall be appointed by the Chancellor to serve on full-time basis for a term of three years, which may be renewed. He or she shall be the one responsible for the efficient implementation of the decisions of the Office and the Chancellor involving sexual harassment cases.
- D. The Office shall every year constitute a pool of such number of students, faculty members, and officers or employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.
- E. Within sixty days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the Office and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

Section 9. Annual Report

The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the University policy, rules and regulations contained herein, together with his recommendations.

Section 10. Effectivity

These Rules and Regulations shall take effect seven days from the publication in the Philippine Collegian or its counterpart University student publication of the autonomous university.

VI. REPUBLIC ACT NO. 8049 AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE

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

Section 1.

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

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

Section 2.

No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those subjected to such activities, and

shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

Section 3.

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

Section 4.

If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The persons who participated in the hazing shall suffer:

- A. The penalty of *reclusion perpetua* if death, rape, sodomy or mutilation results therefrom.
- B. The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- C. The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing, the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- D. The penalty of *reclusion temporal* in its minimum period if in consequence of the hazing the victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
- E. The penalty of *prison mayor* in its maximum period if in consequence of the hazing the victim shall have been ill or

incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.

- F. The penalty of *prison mayor* in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
- G. The penalty of *prison mayor* in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
- H. The penalty of *prison correccional* in its maximum period if in consequence of the hazing the victim shall have sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- A. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- B. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- C. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

- D. when the hazing is committed outside of the school or institution;
or
- E. when the victim is below twelve (12) years of age at the time of the hazing.

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser which is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

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

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

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

Section 5.

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

Section 6.

All laws, orders, or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

Section 7.

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

JOSE DE VENECIA JR. (sgd)

President of the Senate

EDGARDO J. ANGARA (sgd)

Speaker of the House of Representatives

This act, which is a consolidation of Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1995.

CAMILO L. SABIO (sgd)

Secretary General
House of Representatives

EDGARDO E. TUMANGAN (sgd)

Secretary of the Senate
House of Representatives

Approved: June 7, 1995

FIDEL V. RAMOS (sgd)

President of the Philippines

Other University Services for Students

- Textbook Exchange and Rental Center
- University Health Service
- University Library
- University Police Force
- University Student Council
- UPLB Gender Center
- UPLB Housing Office
- UPLB Perspective

Textbook Exchange and Rental Center

The Textbook Exchange and Rental Center (TERC) is a project of the UPLB University Student Council (USC). Since 1978, TERC has been serving the studentry of UPLB by providing academic support. It solicits and exchanges reference books that are required in UPLB academic courses and lends them at a very affordable amount. It also maintains books for room use in its reading room. It aims to supplement the shortage of required books in the University Main Library to accommodate the needs of the students, especially those who cannot afford to buy these books.

Rental Procedures

1. Present your Form 5 and UPLB ID to the TERC personnel if you wish to apply for membership.
2. Fill out the borrower's card. Old members only need to present their borrower's card.
3. Pay the donation/renewal fee.

Rental Guidelines

1. Rental is on a first come, first served basis. Reservation of books is not allowed.
2. Borrowers are requested to donate/pay at least P20-40 monthly for books with a P200 and above value. Books are already color-coded with corresponding prices:

Yellow-Green	P15	Pink	P40
White	P20	Yellow	P50
Gold	P25	Orange	P70
Blue	P35	Violet	P100
3. All borrowed books are subject for monthly renewal. Renewal fees are to be paid at the TERC office.

4. A fine of P2 per day (excluding weekends and official holidays) will be charged for every overdue book until returned.
5. Lost borrower's card should be immediately reported to TERC. The student must pay P5 for a new borrower's card.
6. Lost books should be immediately reported to the TERC committee to avoid fines. The borrower shall be given two weeks to avail the replacement. After the said period, a deposit of the market price plus a procurement fee of P100 shall be collected by TERC, which will purchase the replacement.
7. All members shall be responsible for the good condition of the book. Books returned should be free from any writing, mutilations or damages. Any damaged book should be replaced by the borrower.
8. All books must be returned on or before the finals week or as designated by the TERC. Failure to return the book on the said date will require the student to secure a clearance from TERC before they can register for the following semester. The fine will also continue to accumulate after the last day of classes.

TERC is located at Room 13, 2/F SU Building, Mariano M. Mondoneda Ave., UPLB, College, Laguna.

The University Health Service is a service unit primarily committed to provide clinical care and management to the prevalent health needs of UP students, faculty, employees, and their dependents through effective and efficient delivery of quality health care services.

Facilities and Services

The University Health Service is a first level referral hospital that provides comprehensive health care through the following services:

- 24-hour service for emergency cases
- Out-patient consultation during office hours
- In-patient facilities for 30 patients (suite, private, semi-private and ward rooms)
- Pharmacy
- Laboratory
- X-ray and Ultrasound
- Electrocardiogram (ECG)
- Out-patient and bedside Nutrition Counseling
- Dental
- Operating Room for minor, medium and major surgeries
- Delivery Room for normal and caesarian deliveries
- Neonatal Intensive Care Unit (NICU)
- Ambulance

Clinic Hours

The hospital is always open 24 hours for emergencies. There is always a doctor who is on 24-hour duty.

Ordinary consultation is attended to by in-house doctors during office hours on weekdays. Accredited specialists are also available during their specified clinic hours, usually on weekdays. The more common specialty services utilized by students such as Orthopedic Surgery

and Internal Medicine render free out-patient consultation to students.

Admission for confinement is done on a priority basis:

- 1st : Emergency cases
- 2nd : UP Students
- 3rd : UP Faculty, employees, and their immediate dependents
- 4th : Non-UP or private patients.

Other service areas have the following schedule:

Out-patient Consultation	Mondays - Fridays : 8 am – 5 pm Saturdays : 8 am – 5 pm Sundays/Holidays : Closed
Laboratory	Mondays - Fridays : 7 am – 5 pm Saturdays : 7 am – 4 pm Sundays/Holidays : 7 am – 4 pm
X-Ray	Mondays - Fridays : 8 am – 5 pm Saturdays : 7 am – 4 pm Sundays/Holidays : On Call
Ultrasound	Mondays & Wednesdays : 1 pm – 3 pm Tuesdays & Fridays : 5 pm – 8 pm
Pharmacy	Mondays - Fridays : 7 am – 10 pm Saturdays : 8 am – 5 pm Sundays/Holidays : 8 am – 5 pm
Dental	Mondays – Fridays : 7 am – 5 pm (<u>except Wed.</u>) Wednesdays : 8 am – 5 pm Saturdays : 7 am – 4 pm Sundays/Holidays : Closed
Student Health Welfare Clinic	Tuesdays & Thursdays : 2 pm - 7 pm

Benefits of Students

As a general rule, the students are given more privileges than the other UP constituents. Only UP students who are enrolled are entitled to such privileges (Form 5, valid U.P. ID and UHS ID should be presented). Students who have been dismissed, who have graduated, and who are on leave of absence are not entitled to the following special benefits and privileges:

- Free out-patient consultation with Medical & Dental Officers
- Free consultation with the following Consultant Specialists:
General Internist and Orthopedic Surgeon
- Free room accommodation at the Ward for 10 days per semester
- Discounted rates for laboratory and X-ray tests, and dental procedures
- Nominal rates for the professional fees of consultant physicians for consultation or special diagnostic/therapeutic procedures performed
- Free ambulance conveyance if consultation or confinement was made at the University Health Service
- Special privileges/benefits at the Philippine General Hospital if referral is made by the doctors of the University Health Service.

UHS is located at Domingo M. Lantican Avenue, UPLB, College, Laguna.

University Library Composition

- Main Library
- College of Development Communication (CDC) Library
- College of Economics and Management (CEM) Library
- College of Engineering and Agro-Industrial Technology (CEAT) Library
- College of Forestry and Natural Resources (CFNR) Library
- College of Human Ecology (CHE) Library
- College of Public Affairs and Development (CPAf) Library
- College of Veterinary Medicine/Animal and Dairy Sciences Cluster (CVM/ADSC) Library
- National Institute of Molecular Biology and Biotechnology (BIOTECH) Library
- Postharvest Horticulture Training and Research Center (PHTRC) Library
- School of Environmental Science and Management (SESAM) Library
- UP Rural High School Library

General Information

The University Library practices decentralization of library collections; that is, building and strengthening specialized collections relevant to their respective College curriculum and research. Thus, the Main Library is for the College of Agriculture, College of Arts and Sciences and the General Education courses. It provides materials and services to meet the instructional, research and extension needs of the various constituents of the University.

The University Library provides information beyond its boundaries or four walls via <http://library.uplb.edu.ph>. Several links to information resources and services could be availed and accessed in this homepage. Library collection at the UPLB Libraries and Reading

Rooms can also be searched at the University Library homepage or directly at <http://ilib.uplb.edu.ph>.

Automated borrowing of books has been practiced with the Integrated Library (iLib) System. Students, faculty and staff must have an iLib account to avail the services and be able to perform other features of iLib system like reserving books online, checking of fines, request possible acquisitions of books, suggest or send feedbacks regarding its services, etc.

Library Hours

The Main Library is open 69 hours and 54 hours a week during regular semester and Midyear Term, respectively with the following schedule:

User Education and Services Division:

	Regular Semester	Midyear Term
Monday to Friday	8:00 AM to 8:00 PM	8:00 AM to 5:00 PM
Saturday	8:00 AM to 5:00 PM	8:00 AM to 5:00 PM

Technical & Administrative Services Division:

Monday to Friday	8:00 AM to 5:00 PM
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University Police Force (UPF)

The University Police Force (UPF) is an integral part of UPLB under the Office of the Vice Chancellor for Community Affairs, whose main duties or functions are to preserve peace and order, prevent the commission of crime, protect life and property, and arrest all violators of laws and ordinance within UPLB.

UPF emergency contact details:

Landline numbers: (049) 536-2243
(049) 536-2803
Mobile number : (0949) 7073672
Email address: upf.uplb@up.edu.ph

University Student Council (USC)

The University Student Council of the University of the Philippines Los Banos (UPLB USC) is the highest governing student institution democratically elected by the students in the university and their respective colleges. It is mandated to nurture a student council that is autonomous, democratic, and truly representative in all of its campaigns and activities for the advancement of the rights and welfare of the UPLB students and the Filipino people in general.

History

The history of the UPLB USC is the rich history of the student movement in the University of the Philippines Los Banos – it is the history of the students who, while accomplishing their academic requirements to finish their tertiary education, chose to serve not only their individual interests, but the collective interest of the Filipino people. These students studied the Philippine situation beyond their walled lecture rooms, with the community people surrounding the campus and the wider ranks of the basic sectors in our society.

With the social ills in our society getting worse – from the use of the Makiling Reserve as the testing area for Agent Orange for the Vietnam War to the numerous cases of human rights violations during the fascist regime of Ferdinand Marcos, the UPLB students collectively struggled for the freedom we experience now.

Through the united efforts of the students, tirelessly fighting for their democratic rights to academic freedom and mobility, the Council of Student Leaders was formed and acted as the regular consultative and decisive body of different student organizations, fraternities,

sororities and other formations. This venue paved the way for students to mobilize wider ranks of youth thus re-establishing the University Student Council of UPLB (UPLB USC) – the first student council re-established after most formations were banned during the Martial Law in the Philippines – recognizing the need for a governing formation that will not only act as the liaison between the students and the administration, but a formation that will champion the struggles of the students and the Filipino people.

The re-establishment of the UPLB USC manifests the strength of the youth and students as the forefront of the fight not only for education, but for just peace and social equality.

The University of the Philippines Los Baños Gender Center was created during the 1234th meeting of the Board of Regents held on 31 July 2008 at UP Manila. It merges the Gender Program for Rural Development, the Adolescents Reproductive Health Committee and the Office of Anti-Sexual Harassment to strengthen the strategic thrusts of the University as a proactive protector of gender-related human rights. It likewise addresses gender concerns in instruction, research, extension, and services, and averts incidence of sexual harassment and improve adolescent reproductive health among UPLB constituents.

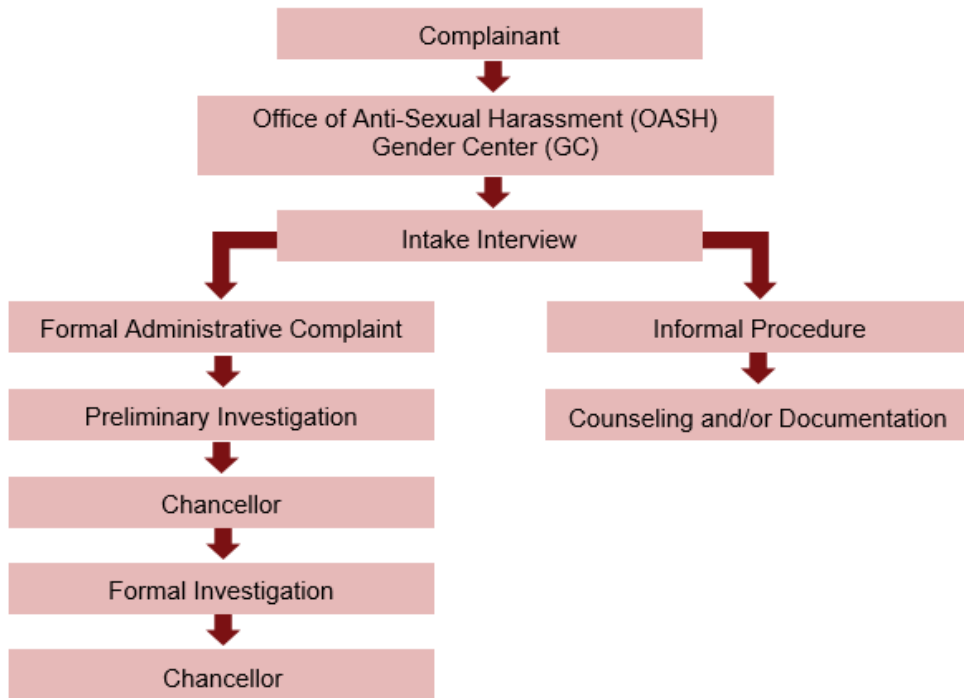
Vision

To be the University's distinctively excellent focal point in gender and development concerns in instruction, research, extension, services, and advocacy

Mission

- Strengthen instruction, research, extension and advocacy programs on gender and development, including anti sexual harassment, and reproductive health;
- Establish the integration of gender perspective in the academic curricula through inter and transdisciplinary programs;
- Develop gender databases information and monitoring systems and participatory action-oriented research, methodologies and policy analyses;
- Undertake vigorous information and educational activities;
- Formulate procedures in resolving issues on sexual harassment and adolescent reproductive health;
- Provide security and support measures to parties with special needs (counselling, legal, and medical assistance);
- Serve as academic and service unit within UPLB for the promotion of gender based and rights based education in higher learning.

PROTOCOL FOR SEXUAL HARASSMENT COMPLAINTS



The UPLB Gender Center is located at the Mezzanine Floor, Graduate School Building, Jose B. Juliano Ave., UPLB, College, Laguna.

UPLB Housing Office

The UPLB Housing Office (UHO), through its Student Housing Division, manages ten (10) student dormitories of UPLB which are located on campus. Five (5) of them can accommodate a total of 579 female and 336 male New Freshmen (NF) students. These are the Men’s Residence Hall (MRH) and Forestry Residence Hall (FRH) for female students and ATI Dorm, New Dorm, and New Forestry Residence Hall (NFRH) for male students.

The dormitories are more than lodging of students; they are institutions central to the residential concept of education – one of the core programs of UPLB. As such, more than providing shelter to students, they also provide experience in good manners and right conduct, due regard to the needs of others, and general education through social interaction and group living.

Accommodations

- A. Allocation of accommodation for New Freshmen, Upperclassmen and Graduate Students.
 1. The number of slots made available for New Freshmen, Upperclassmen and Graduate Students is based on the demands of male and female students.
 2. Such allocation by gender is reviewed and revised by the UHO every three (3) years based on the average enrollment of the preceding 3-year period.
 3. Qualified applicants with physical disabilities are given priority in dormitories that provide accessibility to person with disabilities.

- B. The following are the categories of applicants given accommodation at UPLB dorms:
 1. Regular residents. Any student registered in any degree program of the UPLB may apply for accommodation in UPLB

dormitories. Non-regular students (i.e. special students, non-degree students or cross-registrants) are disqualified from applying.

2. **Transients.** Transients/ guests need to apply at UHO for accommodation. They need to pay their rental upon checking-in. Check-in and check-out time is at 12 noon. The UHO shall issue a dormitory pass to all transient-guests stating the duration and the number of occupants during their stay at the UPLB dormitories.

Priority for accommodation of transients shall be as follows:

First Priority

A parent and/or guardian (brothers, sisters or relatives) of a dormitory resident provided he/she is of the same sex as the resident, and upon the consent of roommates.

Second Priority

Relatives and guests of UPLB personnel only during summer, subject to availability of rooms.

Third Priority

Delegates or representatives of seminars, conferences, workshops, trainings, meetings or other activities of the same nature sponsored by and/or held in UPLB, subject to availability of rooms.

Note: Transient-guests under the second & third priorities shall not room with resident dormers.

Dormitory	Classification	Capacity/ Room	Rate/Month
Men's Residence Hall	NF/Female	4/ room	Php 600.00
New Forestry Residence Hall	NF/Male	4/ room	Php 600.00

ATI Dormitory	NF/Male	4/ room 8/ room	Php 650.00
Women's Residence Hall	UC/Female	3/ room 4/ room	Php 600.00
Vet. Med Residence Hall	UC/Coed	4/ room	Php 600.00
New Dormitory	NF/UC/male	6/ room	Php 650.00
Forestry Residence Hall	NF/UC/ female	4/ room	Php 600.00
Makiling Residence Hall	UC/Male	4/ room	Php 600.00
International House	GS/Coed	4/ room	Php 600.00
ACCI Dormitory	GS/Female	4/ room 6/ room	Php 1,500.00
	GS/Male	6/ room	Php 1,500.00

NF- New Freshman **UC-** Upperclassmen **GS-** Graduate student

Note: Rate does not include the fees for appliances that students will bring to the dormitory (e.g. electric fan, laptop, cell phone, key deposit).

For inquiries, you may contact the UPLB Housing Office through e-mail at uho@uplb.edu.ph or uplbhousing@yahoo.com.ph, tele/fax at (049) 536-4009, and/or visit their office at the Old Rural Bank Building beside the College of Development Communication parking lot, UPLB, College, Laguna.

UPLB Perspective

The UPLB Perspective [P] is the official student publication of the University of the Philippines Los Baños which serves as the training ground for students in alternative journalism and responsible leadership in thought, opinion and action. It has been in the forefront of campus press freedom and has been fulfilling its duties to raise awareness and mobilization of the UPLB community for a pro-people and pro-student university.

History

UPLB Perspective traces its root from the UP College of Agriculture's Aggie Green and Gold. However, when martial law was declared, the Marcos regime seized virtually all forms of media – including the campus press. Nonetheless, with the mandate of continuous publication and dissemination of information, campus journalists from UPLB took a defiant step. They have consolidated their efforts to establish a new student publication under the name of *UPLB Perspective*. In 1973, as [P] released its first issue, it became the first student publication in the country to be reestablished after the media blackout of martial law.

In the following year, May 30, 1974, [P] was able to ratify its constitution. The same year also saw the campus paper name its first Editor-in-chief, Rogelio Sese, together with his Associate Editor, Engelbert Peralta.

[P], however, is not exempt from repression, from budget cuts, funds withholding and selection process controversies to even student journalist persecution and detention. Nonetheless, [P] continued to serve as a “staunch defender of truth and of the people’s inalienable right to information”.

UPLB Perspective

Editorial Office

[P] is housed at Room 11, 2nd floor of the Student Union Building, beside the office of the University Student Council.

Funding

[P] gets its funding from the Php 45.50 student fund paid by students during the registration. Php 40.00 from the student fund goes to the student paper.

Roster of Editors-in-Chief

Year	Editor-in-chief
1973	Roger Sese
1977-1978	Charles Belgica
1978-1980	Judith Uy
1980-1981	Ma. Victoria Ortega
1981-1982	Robbie Guevarra
1982- 1983	Carlos Basilio
1983- 1984	Bernard Garcia
1984- 1985	Mavic Cabrera
1985-1986	JJ Dela Rosa
1986-1987	Rachel Aquino
1987-1988	Rita Villadiego
1988-1989	Juliet A. Labog
1989-1991	Teodoro Casino
1991-1992	Charmaine Bigornia/ Emily Paunlagui
1992-1994	Ma. Lourie Victor

Year	Editor-in-chief
1994-1995	Erwin Escubio
1995-1996	Marco Polo
1996-1997	Geoffrey Dela Cruz
1997-1998	Gretchen Shagami Colting
1998-1999	Rene Vidallo
1999-2000	Ma. Cristina Rubio
2000-2001	Clarice Coltin
2001-2002	Lawrence Ramos
2002-2003	Nicolo Masakayan
2003-2004	Karen Dagnalan
2004-2005	Katrina Ross Tan
2005-2006	Raymond Oliver Morfe
2006-2007	Samuel Jay Pasia
2007-2009	Christian Ray Buendia
2009-2010	Arbeen Acuña
2010-2011	Estel Lenwij Estropia
2011-2012	Samuel Jay Pasia
2012-2013	Mark Ian Billante
2013-2014	John Paul Omac
2014-2016	Jil Danielle Caro
2016-2017	Jose Lorenzo Lim

Academic Information

How will my performance as a student be rated?

Performance as a student will be rated at the end of each semester according to the following grading system:

1.0 – Excellent	4.0 – Conditional Failure
1.5 – Very good	5.0 – Failed
2.0 – Good	Inc – Incomplete
2.5 – Satisfactory	Drp – Dropped
3.0 – Passed	

You may also be given grades of 1.25, 1.75, 2.25 and 2.75. For courses which do not require numerical grades, you may be given rates of S (Satisfactory) or U (Unsatisfactory).

How will my weighted average be computed?

All the grades in all the subjects prescribed in your curriculum, as well as your elective courses, shall be included in the computation of your weighted average. In cases where your electives taken are more than those required in your program, the following procedure will be used:

1. For students who did not shift programs, the required number of electives will be considered in chronological order; and
2. For students who shifted from one program to another, electives will be considered according to an order of priority.

How will I get a complete copy of grades every semester?

A report of your grades will be released to you through your College Secretary. A copy will also be mailed to your parents or guardian at the end of every semester.

How can I qualify for honorific scholarship?

If you obtain a weighted average of 1.45 or better at the end of the semester, you qualify as a university scholar (US) and will have your name included in the Chancellor's list of Scholars.

If your weighted average grade is 1.75 or better, then you qualify as a college scholar (CS) and your name will be listed in the Dean's List of Scholars.

In addition to the general weighted average prescribed, you must have taken at least 15 academic units during the previous semester or the prescribed normal load.

Are there penalties given for scholastic delinquencies?

The penalties for scholastic delinquencies are as follows:

Warning is given when the final grades obtained at the end of the semester are below 3.0 in 25 – 49% of the total number of academic units registered.

Probation is given if final grades obtained are below 3.0 in 50% - 75% of the total number of academic units registered, a student is placed on probation for the succeeding semester. The load will be limited to the extent determined by the Dean of your College. The probationary status may be removed by passing with grades of 3.0 or better in more than 50% of the units in received final grades in the succeeding semester.

Dismissal

- If final grades obtained are below 3.0 in more than 75% of the total academic units in which you received your final grades, you will be dropped from the rolls of the college;
- If you are on probation and fail again in 50% or more of the total number of units in which you received your final grades, you will be dropped from the rolls of the college subject to the provision of the following article; and
- If you are dropped from one college, you will not ordinarily be admitted to another unit of the university, unless in the opinion of the Director of the Office of Student Affairs, your natural aptitude and interest qualify you in another field of study.

Permanent Disqualification

- If at the end of the semester, you obtain final grades below 3.0 in 100% of the academic units in which you are given final grades, you will be permanently barred from readmission to any college or school of the university.
- If you were admitted to another unit or college in accordance with item 3 in the above rules on Dismissal, and fail again which makes it necessary to drop you again, you will not be eligible for readmission to any college of the university.
- Permanent disqualification does not apply to cases where, on recommendations of the instructors concerned, the faculty certifies that the grades of 5.0 received were due to the unauthorized dropping of subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and your class standing is poor, your grades of 5.0 shall be counted against you for the purpose of the scholarship rule.

What must I do if I was absent from class?

Get an excuse slip from the Dean of your college through your college secretary. Present the excuse slip to your instructor not later than the second class session following your return. If you were sick, secure a certificate from the University Health Service.

What is the maximum number of absences I can incur in a subject?

The number of your absences from a class should be less than 20% of the total class hours or you will be dropped from the rolls. If majority of your absences were unexcused, you will be given a grade of 5.0 upon being dropped. Time lost due to late enrollment is considered time lost due to absence.

What must I do if I have to discontinue my studies?

If it is necessary for you to stop studying temporarily, file a leave of absence (LOA) from the university. Submit a written petition to the

Dean of your college at least two weeks before the end of classes for the semester. However, the leave of absence must not exceed one year.

What happens if I fail to file a leave of absence?

If you withdraw from the college without a formal leave of absence, your registration privileges will be curtailed or entirely withdrawn. You will have to seek for readmission before you can register.

Is PE a requirement during my first year in college?

Basic physical education (PE) is a prerequisite for graduation and should be complied with during your freshman and sophomore years.

How do I get advanced units in PE?

If you are skillful in one or more kinds of sport, you may take a proficiency examination in PE (PEPE) and get advanced units.

Are foreign students required to pay additional fees?

In lieu of the non-citizenship fee, all foreign students are required to pay an Education Development Fee (EDF) every semester: Five Hundred (US\$500.00) dollars for graduate students and Three Hundred (US\$300.00) dollars for undergraduate students.

If I am a foreign student, how many times do I have to get a study permit from the Office of Student Affairs?

All international (foreign) students are required to get a study a permit from the Office of Student Affairs (OSA) before enrolling every semester.

Can I register in another college outside the UP System?

You may cross-register in any UP constituent units subject to the approval of the Dean through the college secretary of the home and the accepting units/college.

Can I register less than the prescribed number of units in my curriculum per semester?

If you wish to *underload*, you need to submit the necessary documents during the semester of underloading:

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

NOTE: You will not qualify to graduate with honors if you registered for an underload apart from the reasons stated above.

How long can I stay to complete my course in the University?

A student must finish the requirements of a course of any college within a period of actual residence equivalent to 1 ½ times the normal length prescribed for the course. Otherwise, he will not be allowed to register further in that college.

This rule, however, does not apply to students governed by existing rules regarding a maximum period.

What are the requirements for graduation with honors from the University?

You may graduate with honors if you complete your course with the following minimum weighted average grade:

- | | |
|-------------------|--------|
| • Summa cum laude | 1.2000 |
| • Magna cum laude | 1.4500 |
| • Cum laude | 1.7500 |

You also need to have completed in the university at least 75% of the total number of academic units or hours for graduation, and must have been in residence for at least two years immediately prior to

graduation. Only resident credits will be included in the computation of the final average of candidates for graduation with honor. In addition, you must not have taken less than 15 units of credit during each semester or the normal load prescribed in the curriculum.

If I need to leave the University for good, what must I do?

If you are leaving the University for reasons of suspension, dropping or expulsion due to disciplinary action, you are not entitled to an honorable dismissal. If you will be permitted to receive your transcript of record or the certification of your academic status in the University, it shall contain a statement of the disciplinary action rendered against you.

If the reason for leaving is other than those mentioned, you must secure a university clearance in order to be issued a transcript of records.

CHANCELLOR

Dr. Fernando C. Sanchez, Jr.

EXECUTIVES

Dr. Jezie A. Acorda, Assistant to the Chancellor
Dr. Simplicio M. Medina, Office of Institutional Linkages
Ms. Josephine M. Bo, Office of Public Relations
Dr. Sue Liza C. Saguiguit, Office of Alumni Relations
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Dr. Marish S. Madlangbayan, Planning and Development
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Prof. Genaro A. Cuaresma, Administration
Engr. Gregorio S. Pascual, Planning and Development
Dr. Roberto G. Visco, Community Affairs

Colleges and Schools of UPLB

COLLEGE OF AGRICULTURE

Dr. Enrico P. Supangco

COLLEGE OF ARTS AND SCIENCES

Dr. Felino P. Lansigan

COLLEGE OF DEVELOPMENT COMMUNICATION

Dr. Ma. Theresa H. Velasco

COLLEGE OF ECONOMICS AND MANAGEMENT

Dr. Isabelita M. Pabuayon

COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY

Dr. Arnold R. Elepaño

COLLEGE OF FORESTRY AND NATURAL RESOURCES

Dr. Willie P. Abasolo

COLLEGE OF HUMAN ECOLOGY

Dr. Raden G. Piadozo

COLLEGE OF PUBLIC AFFAIRS

Dr. Virginia R. Cardenas

COLLEGE OF VETERINARY MEDICINE

Dr. Eduardo B. Torres

SCHOOL OF ENVIRONMENTAL SCIENCE AND MANAGEMENT

Dr. Decibel F. Eslava

GRADUATE SCHOOL

Dr. Jose V. Camacho, Jr.

Roster of Administrators of the Office of Student Affairs

DR. CELESTINO P. HABITO

Coordinator, 1960-1966

PROF. PABLO J. ALFONSO

Coordinator, 1964-1965

DR. MARCOS R. VEGA

Coordinator, 1967-1968

DR. BENEDICTO A. PARKER

Coordinator, 1968-1969

Director, 1974-1979

DR. DULCE S. MIRANDA

Officer-in-Charge, 1973-1974

DR. RHODELIA L. GABRIEL

Officer-in-Charge, 1971-1972

Officer-in-Charge, 1985-1986

PROF. HENRY R. TEJADA

Acting Director, 1979

Director, 1980-1985

DR. MERVYN J. MISAJON

Director, 1986-1987

Dean of Students, 1987-1988

PROF. EDUARDO A. DACANAY

Officer-in-Charge, 1980

Acting Director, 1980-1981

Dean of Students, 1988-1991

MR. PATRICK R. MCDIVITH

Dean of Students, 1991-1995

DR. VIVIAN A. GONZALES

Dean of Students, 1995-2000

DR. CANDIDA B. ADALLA

Director, 2000-2002

DR. EUGENIA M. CASTILLO

Director, 2002-2004

DR. ERNESTO L. BUMATAY

Director, 2004-2005

PROF. SEVERINO E. CUEVAS

Director, 2005-2009

DR. VIVIAN A. GONZALES

Director, 2009-2012

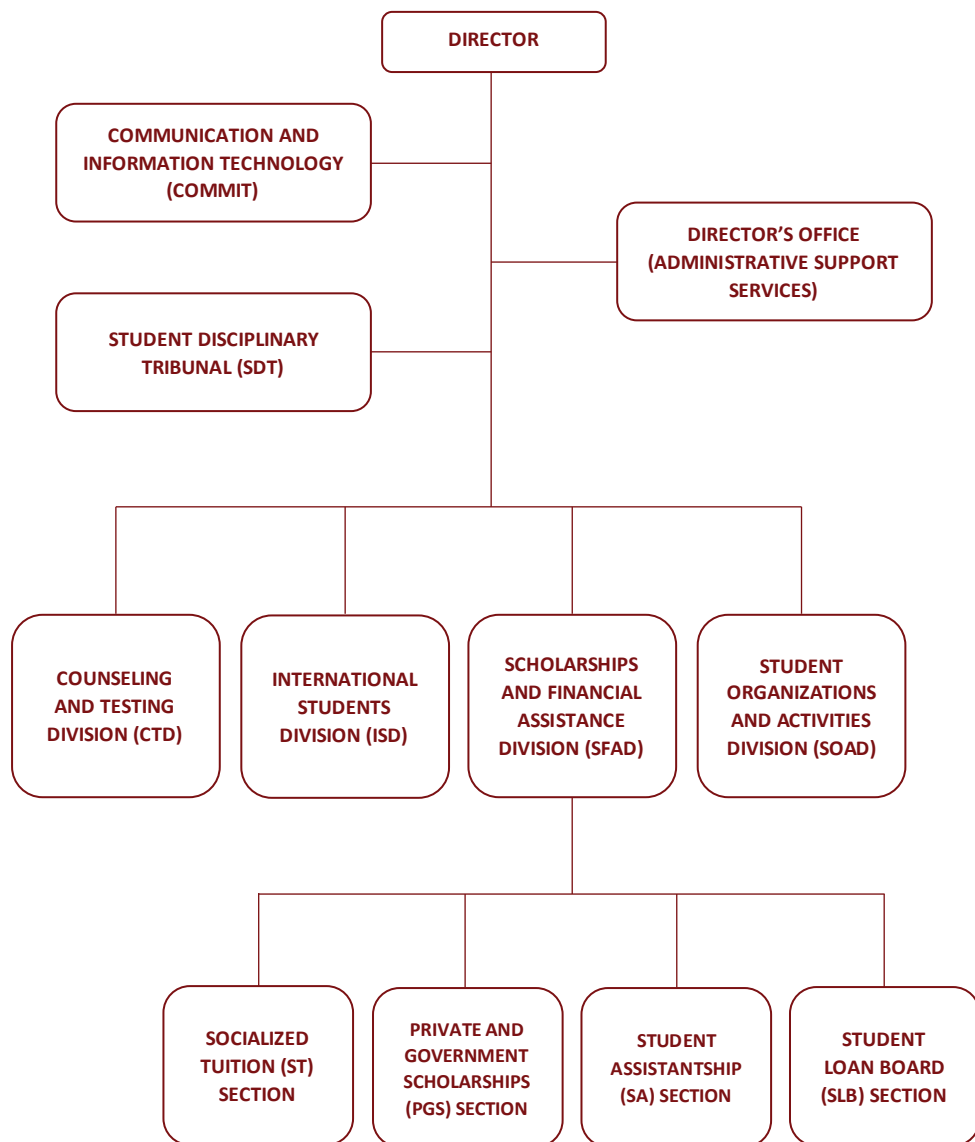
DR. LETICIA E. AFUANG

Director, 2012-2015

DR. NINA M. CADIZ

Director, 2015-present

OSA Organizational Chart



About the Handbook

This publication has been made possible through the Office of the Chancellor, UPLB.

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We acknowledge the contributions of the UPLB Gender Center, UPLB Housing Office, University Library, University Health Service, University Police Force, UPLB Perspective, University Student Council, Textbook Exchange and Rental Center, and Ms. Dana Louise L. Bersamin

Emergency Hotlines

University Police Force	536-2243/536-2803 0949-707-3672
University Health Service	536-2470 536-3247
Municipal Action Center	530-2818 530-2564
PNP Los Baños	534-5631
International Rice Research Institute (Ambulance, Fire, Police)	536-2701-05 loc. 2222/2316
Brgy. Batong Malake and its Fire Brigade	536-4349 827-0579
Student Housing Office	536-4009
Main Library	536-2235
OSA Offices	
COMMIT	501-6761
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CTD	536-7255
ISS	536-2761
SDT	536-7255
SFAD	536-3209
SOAD	501-6761

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Revised 2017