STUDENT HANDBOOK 2018 - 2022



Student Handbook Revision Committee (SHRC) School Year 2017-2018

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Ms. Mellany Alvaran I OSS Secretary

Acronyms and Abbreviations

AEA-IRC Aklatang Emilio Aguinaldo-Information Resource Center **AVCAS** Assistant Vice Chancellor for Academic Services Buildings and Facilities Maintenance Office BFMO **BUTIL** Basic University Training in Lasallian Leadership CAGA Campus Advisers' General Assembly CBAA College of Business Administration and Accountancy **CCJE** College of Criminal Justice Education **CEAT** College of Engineering, Architecture and Technology CHED Commission on Higher Education CLAC College of Liberal Arts and Communication CLAYGO Clean-as-you-go CMO Campus Ministry Office COEd College of Education COR Certificate of Registration CSA Center for Student Admission CSCS College of Science and Computer Studies CSG College Student Government CSO Council of Student Organizations **CTHM** College of Tourism and Hospitality Management **CWTS** Civic Welfare Training Service DLSU-D De La Salle University-Dasmarinas **EBPSP** Enhanced Brother President Scholarship Program **ERMaC Environmental Resource and Management Center** Financial Aid Grant FAG **FAST** Financial Aid for Student Trainee **GMH** Gregorio Montoya Hall **GPA** Grade Point Average **GSO** General Services Office HF Heraldo Filipino **ICTC** Information Communication and Technology Center INTRO Introduction to La Salle ISA International Student Association

ISO | International Student Office

JFH | Julian Felipe Hall

LACASS | Lasallian Campus Advisers' Seminar Series

LCDC Lasallian Community Development Center

LLC | Language Learning Center

LOA Leave of Absence
LPB Lasallian Pop Band

LPNFDC Lasallian Pointes N' Flexes Dance Company

LSFDC La Salle Filipiniana Dance Company
MCO Marketing Communication Office

NSO National Statistics Office

NSTP National Service Training Program

OPAC Online Public Access Catalog
OSS Office of Student Services

OUR Office of the University Registrar

PAG | Performing Arts Group

PAGASA | Philippines Atmospheric, Geophysical and Astronomical

Services Administration

PCF Parental Consent Form

PE | Physical Education

PMO Presidential Management Office

POA Plan of Activities

POLCA | Parents of La Salle Cavite

ROTC Reserve Officers Training Corps
RSO Recognized Student Organization

SAO Student Activities Office

SAP Student Assistantship Program

SAT Student Admission Test

SCE Student Commission on Election

SDAO Student Development and Activities Office

SDO | Sports Development Office SGB | Student Grievance Board

SWAFO	Student Welfare and Formation Office

SWC Student Wellness Center

TOR Transcript of Records

UAO University Advancement Office UDB University Discipline Board

ULAP University Life Advancement Program

ULS Ugnayang La Salle

USG University Student Government

VCAR Vice Chancellor for Academics and Research

VCFAS Vice Chancellor for Finance and Administrative Services

VCMEAA Vice Chancellor for Mission, External Affairs and

Advancement

VPAPU Visual and Performing Arts Production Unit

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VISION-MISSION STATEMENT

VISION

De La Salle University – Dasmariñas is a Filipino Catholic University established and managed by the De La Salle Brothers and their lay partners in the historic province of Cavite in response to the needs of the Church and the Nation for human and Christian education, particularly the youth at risk.

Guided by the Lasallian values of Faith, Service, and Communion, the University participates meaningfully in the process of social transformation by forming God-centered, people-oriented, and patriotic persons who serve as responsible and professionally competent stewards of God's creation.

MISSION

To realize this vision, the University shall strive to become a leading institution nationally and globally in the integral formation of the youth by offering relevant, responsive, and community-oriented academic programs, research and extension services, and promoting a keen sense of history, arts and culture.

Following in the footsteps of Saint John Baptist De La Salle, the University shall continue transforming itself into a caring community guided by Gospel values, with a fervent spirit of service, love for learning, and excellence through a holistic

Who are the

LASALLIAN STUDENTS?



Lasallian learners are unique and gifted individuals who....

- strive to integrate Gospel perspectives and values in the conduct of their daily lives;
- are committed to excellence in order to be of greater service to GOD and country;
- take progressive responsibility for their own learning and development;
- express concern and compassion for the plight of the vulnerable and marginalized sectors of society and respond to their needs; and,
- work together creatively, constructively, and enthusiastically to support the Lasallian Mission.

Source: Lasallian Guiding Principles of the Philippine Lasallian Family 2nd Edition, Copyright April 2009

Alma Mater Hymn

Hail, Hail Alma Mater Hail to De La Salle We'll hold your banner High and bright A shield of Green and White

We'll fight to keep your glory bright And never shall we fail Hail to Thee Our Alma Mater Hail, Hail, Hail

Three Basic Lasallian Prayers

"Let us remember that we are in the holy presence of God."
"I will continue, O my God, to do all my actions for the love of You"
"Live JESUS in our hearts. Forever!"

Centennial Prayer

Let me be the change I want to see to do with strength and wisdom all that needs to be done.. and become the hope that I can be.

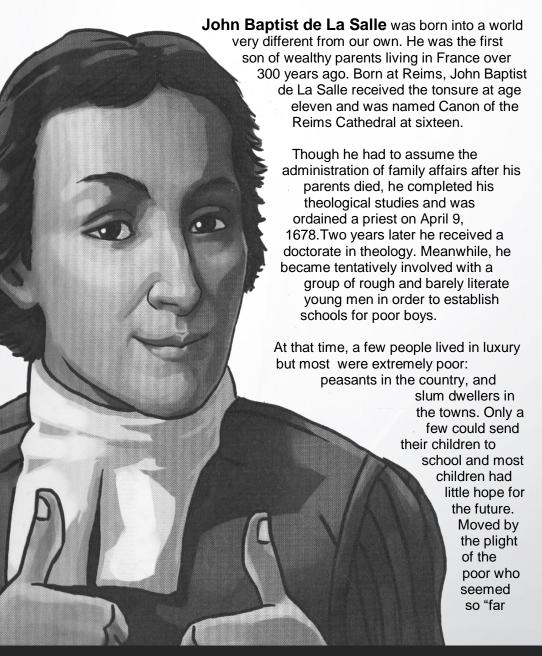
Set me free from my fears and hesitations grant me courage and humility fill me with spirit to face the challenge and start the change I long to see.

Today I start the change I want to see

Even if I'm not the light
I can be the spark
In faith, service and communion
Let us start the change we want to see
The change that begins in me

Live JESUS in our hearts FOREVER!





St. John Baptist De La Salle

Founder of the Institute of the Brothers of the Christian Schools Patron Saint of Christian Teachers

from salvation" either in this world or the next, he was determined to put his own talents and advanced education at the service of the children who were "often left to themselves and badly brought up." To be more effective, he abandoned his family home, moved in with the teachers, renounced his wealth and position as Canon, and formed the community that became known as the Brothers of the Christian Schools.

His enterprise met opposition from the ecclesiastical authorities who resisted the creation of a new form of religious life, a community of consecrated laymen who intended to conduct gratuitous schools "together and by association." The educational establishment resented his innovative methods and his insistence on gratuity for all, regardless of whether they could afford to pay. Nevertheless, De La Salle and his Brothers succeeded in creating a network of quality schools throughout France that featured instruction in the vernacular grouping of students according to ability and achievement, integration of religious instruction with secular subjects, well-prepared teachers well prepared in the sense of vocation and mission, and the involvement of parents.

De La Salle also pioneered in undertaking programs for training lay teachers and creating Sunday courses for working young men and one of the first institutions in France for the care of delinquents. Worn out by austerities and exhausting labors, he died at Saint Yon near Rouen early in 1719 on Good Friday, only weeks before his sixty-eighth birthday.

John Baptist de La Salle was a pioneer in founding training colleges for teachers, reform schools for delinquents, technical schools, and secondary schools for modern languages, the arts, and sciences. His work quickly spread throughout France and, after his death, continued to spread across the globe. In 1900, John Baptist de La Salle was declared a Saint. In 1950, because of his life and inspirational writings, he was made Patron Saint of all those who work in the field of education. John Baptist de La Salle inspired others how to teach and care for young people, how to meet failure and frailty with compassion, how to affirm, strengthen and heal. At present, De La Salle schools operate in 80 different countries around the globe.

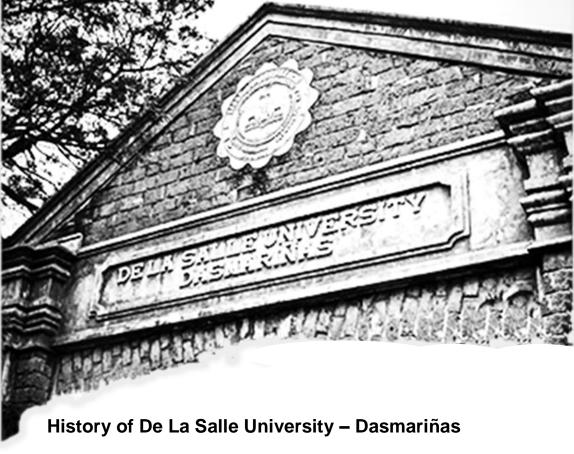
Source: http://www.lasalle.org/en/who-are-we/st-john-baptist-de-la-salle/



Lasallian Patrons of DLSU-D Colleges

College	Lasallian Patron
СВАА	Saint Solomon Leclercq
	 Feast Day: September 2 A teacher, director and bursar Known for his great love of people and of his work The secretary to Brother Agathon, Superior General Imprisoned for refusing to take an oath during the French Revolution
СТНМ	St. Marciano Jose
	 Feast Day: October 9 A Brother who lived in Spain during the Spanish Civil War One of the nine Martyrs of Turon Known to be a culinarian and sous chef who served his Brothers with patience and humility
CEAT	Blessed Jose Cecilio
	 Feast Day: November 16 One of the seven Martyrs of Almeria Taught in the Province of Almeria during the Spanish Civil War Condemned to death by Spanish soldiers for teaching and professing the Catholic faith Known to be a builder of schools
CCJE	St. Mutien Marie Wiaux
	 Feast Day: January 30 Gained the reputation of strictly living according to the rule of the Institute Found it difficult to combine spirituality and discipline at first but soon grew into an effective teacher Became a Prefect of Discipline and was known for his patience and piety

College	Lasallian Patron
CLAC	St. Miguel Febres Cordero
	 Feast Day: February 9 Published many books (foremost was a Spanish grammar book which became the standard text during his time) Researcher and scholar in literature and linguistics Admired for his simplicity and devotion to the Sacred Heart and Virgin Mary
COEd	Blessed Scubillion Rousseau
	 Feast Day: September 27 Dedicated the remaining 34 years of his life to the enslaved natives on the Island of Reunion in the Indian Ocean Started an evening school and devised programs and techniques suited for the educational needs of students Known for his kindness and great respect for students
cscs	Blessed Arnold Jules-Nicolas Rèche
	 Feast Day: October 23 Known for his piety and discipline Worked with other Brothers for medical and spiritual care of wounded soldiers during Franco-Prussian war Attributed with some cures and miracles
oss	St. Benilde Romançon
	 Lasallian Patron for Vocations Feast Day: August 13 Worked effectively as a primary school teacher and Principal, and was known for his piety and wisdom Taught catechism and prepared students for communion Credited for miraculous cures



De La Salle University-Dasmariñas was first established on July 18, 1977 in Dasmariñas, Cavite, as a private nonsectarian tertiary school named General Emilio Aguinaldo College (GEAC)- Cavite and managed by the Yaman Lahi Foundation in Dasmariñas, Cavite. The College had Dr. Paulo C. Campos as its president. It started with the Division of Health and Sciences with six faculty members, and the Division of Arts and Sciences served by nine faculty members. Offered during its first semester were the following courses: Education and Elementary Education, Secretarial Administration, Nursing, Foods and Nutrition, Midwifery, Radiologic Technology, and Business Administration.

Technical courses were later included in the program offerings to help the youth of the community who could not afford a costly four-year college education and to train them to be skilled and became valuable citizens of society. These courses included Agriculture Technology, Electrical Technology, Electronics Technology, and Refrigeration and Air-conditioning. Furthermore, a commitment to improve the lives of the underprivileged sectors of the community motivated GEAC-Cavite to offer courses in

Dressmaking, High Speed Machine Operation, and Ceramics which were structured either for six months or two of intensive study and training.

In the following year, the permit granted by Minister Juan Manuel of the Ministry of Education and Culture, GEAC-Cavite opened the College of Criminology, listing among its students the police forces in Cavite, as well as the members of the Philippine Constabulary, and the security guards of the establishments in the vicinity.

In addition, the Graduate Program leading to the degree Master of Arts in Teaching was started to provide the school teachers professional and academic advancement and opportunities. Envisioned, too, were the programs for Master of Science in Nursing and Master of Arts in Education. The College of Medicine with 150 students in the first year began in 1979.

In 1987, ownership and management were transferred to Frere (Saint) Benilde Romancon Educational Foundation, Inc., a nonstock, nonprofit sister corporation of De La Salle University, Inc. Under the new management, it became a Catholic institution and member of the De La Salle University System with a new name, De La Salle University - Emilio Aguinaldo College (DLSU-EAC). Bro. Andrew Gonzalez, FSC, was then the President, and Dr. Oscar Bautista was the Executive Vice President. By this time, DLSU-EAC, had already opened the colleges of Physical Therapy, Arts and Sciences, Nursing and Midwifery, and the Graduate School, to address the escalating demand for additional courses.

During the first year of DLSU-EAC, ninety percent of freshmen came from Cavite, specifically Dasmariñas, Imus, Silang and other Southern Tagalog provinces areas. The other ten percent came from Las Piñas. On its second year, the number of freshmen who came from Cavite and other Southern Tagalog areas dropped to about sixty-five percent due to the increased percentage of Metro Manila enrollees, which was thirty-five percent.

Since DLSU assumed ownership of the College on June 1, 1987, the enrollment has dramatically kept increasing. Likewise, the number of faculty members had greatly increased and the teaching force's enthusiasm in pursuing graduate studies had become very evident as shown in the statistics of faculty members who were enrolled in the master's and doctoral programs.

In 1992, the name DLSU-EAC was changed to De La Salle University - Aguinaldo. This period saw the term of Br. Rafael S. Donato as president.



The leadership of the University was likewise transferred from one dynamic leader to another. Mr. Cecilio Acasio was the executive vice president in 1994. Dr. Ambrosio Capayas had a short stint as officer-in-charge before Dr. Herminia Torres took the reins in 1995.

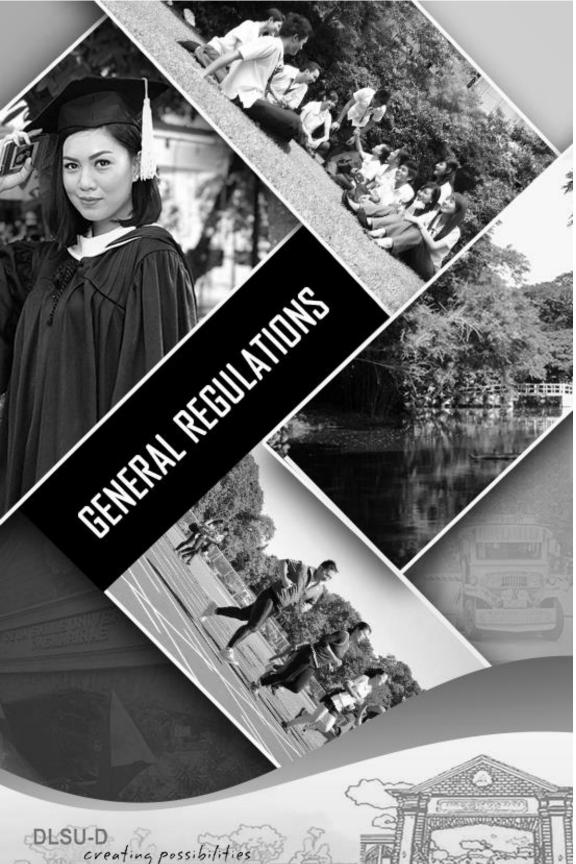
The advent of 1994 was typified by the return of Br. Andrew Gonzalez, FSC, as president who was re-elected to his second term in 1997. In line with Bro. Andrew Gonzalez's long-term plan to concentrate all the health sciences programs in one campus, the College of Physical Therapy was transferred to the College of Medicine in 1994. Consequently, the campus was renamed DLSU-Health Sciences Campus which eventually absorbed the remaining two health sciences programs, namely Bachelor of Science in Nursing and Midwifery and Bachelor of Science in Radiologic Technology in 2000.

Eventually, the University's name became De La Salle University - Dasmariñas upon the approval of the Securities and Exchange Commission on January 20, 1997. The change of name was triggered by the confusion brought about by the establishment of the new Emilio Aguinaldo College in Dasmariñas, Cavite, and the desire of the whole academic community to institute a distinct name and reputation for itself.

At present De La Salle University - Dasmariñas offers several programs through its seven colleges: Business Administration and Accountancy, Liberal Arts and Communication, Science and Computer Studies, Engineering, Architecture and Technology, Criminal Justice Education, Tourism and Hospitality Management, and Education. Its population has marked more than fourteen thousand and is expected to increase in the succeeding years.

In the immediate future, De La Salle University - Dasmariñas intends to achieve excellence in regional studies and academic programs relevant to the needs of the CALABARZON area. This will be addressed through adopting quality and effective instruction exerted by competent faculty members.

Moreover, it aims to produce graduates who are globally competitive and to earn further distinction in board examinations. To strengthen research on Cavite studies, an office has been established to house Cavite historical treasures and to generate research outputs on Cavite history and culture.



Section 1 GENERAL DIRECTIVES

- 1.1 DLSU-D students are expected to act as mature Christians at all times, on or off campus, and show respect for: (a) proper authority; (b) the rights of fellow students; and (c) the good name of DLSU-D.
- 1.2 In order to ensure an atmosphere conducive to the formation of students imbued with Christian and Filipino values and to maintain an order necessary for the common good, students are expected to:
 - **1.2.1** read and understand the student handbook and strictly comply with all its provisions.
 - 1.2.2 bear in mind that DLSU-D is a Catholic University. Therefore, all students are required to attend masses and/or similar activities and are mandated to complete spiritual retreats and recollections as prerequisite for graduation.
 - 1.2.3 act in accordance to, and/or with respect for, the Christian principles, traditions and ideals of the Filipino nation and within the framework of the policies, rules, and regulations of DLSU-D. This also includes the use of decent and appropriate language when communicating within and outside the campus.
 - 1.2.4 maintain the standards of responsibility and dignity that are part of the spirit of DLSU-D. When a student does not measure up to these standards (e.g., when a student undertakes unscrupulous activities; engages in premarital sexual relations; performs acts which malign his/her personhood as well as the name of the school; and other similar acts), his or her acts shall be dealt with accordingly under the rules of DLSU-D (see section 19).
- **1.3** As a Catholic institution for learning, DLSU-D does not tolerate sexual indiscretions. Violation of this policy merits appropriate corrective action.
- **1.4** It is considered unethical for any student to make any unfavorable act towards another including discriminating remarks and actions.

1.5 Persons in authority

1.5.1 University administrators and faculty members exercise authority "in loco parentis" in relation to all students of DLSU-D. As such,

- they shall have the right and duty to accost and refer any erring student to the SWAFO for appropriate action.
- 1.5.2 The SWAFO director, student formatores, and security guards are also persons in authority and must be accorded proper courtesy. Support staff, including housekeepers, should report to the SWAFO Director and student formatores violations of university rules and regulations committed in their presence.
- 1.6 The wearing of prescribed uniform is compulsory unless a student has a written request duly approved by the OSS Dean or SWAFO Director, as the case may be.
 - 1.6.1 For males, the prescribed uniform is white barong with the embroidered DLSU-D name, plain white t-shirt (v-neck) inside (tucked), and black slacks (straight or tapered cut). Customized polo barong and pants, maong/denim jeans of any color, cargo pants, sandals, and rubber shoes/sneakers are not allowed to be worn. They are enjoined to wear closed black leather shoes with black socks.
 - 1.6.2 For females, the prescribed uniform is white peach twill cotton blouse with embroidered DLSU-D name, emerald green slacks (semi-straight cut), and closed plain black shoes with at least one inch heels. If socks are to be worn, plain black or skin-tone socks or foot socks are acceptable. Customized blouses and skinny type of pants are also not allowed to be worn. White/skin-tone brassiere must be worn
 - 1.6.3 Students are required to wear the prescribed uniform inside the university premises within the week except during Wednesdays and Saturdays, where they can either wear civilian or Lasallian shirt, and Tuesdays, where they can wear the college-prescribed practicum uniforms and/or corporate attire.
 - 1.6.4 Students who have no classes but are required to come to DLSU-D on days that are not wash days may wear prescribed civilian clothes with their ID card and bring with them their COR.
 - 1.6.5 Students with NSTP/PE subjects may wear their NSTP/PE t-shirts the whole day when these subjects are scheduled except during major examinations week. PE shorts are only allowed to be worn during PE classes within the subject's premises.

1.6 Identification card

- 1.7.1 Officially enrolled students must have an ID card which should be visibly worn using lanyard/leis inside the campus at all times. New ID cards are issued by the OUR while SWAFO keeps all surrendered lost and found ID cards. Persons in authority have the right to ask or confiscate the ID card when the student:
 - **1.7.1.1** violates a policy or regulation ID card is confiscated by the accosting person in authority; student proceeds to SWAFO to secure a campus pass.
 - 1.7.1.2 fails to present ID card upon entry to the campus COR is surrendered by the student to the guard who, in turn issues campus pass; student presents ID card to SWAFO the next day to claim the COR.
 - 1.7.1.3 loses ID card Campus pass is issued while the student's COR is presented to SWAFO; student applies for a new ID card.
 - 1.7.1.4 uses damaged ID card Campus pass is issued by the accosting person in authority; student applies for a new ID card and surrenders the damaged ID card to SWAFO.
 - 1.7.1.5 changes/shifts course Student surrenders the old ID card to SWAFO and applies for a new one to the OUR upon enrollment to the new course.
- **1.7.2** Students applying for a new ID card should follow the following steps:
 - **1.7.2.1** Proceed to SWAFO and accomplish applicable form/s for lost, damaged, or updated ID card.
 - 1.7.2.2 Secure campus pass upon presentation of COR. The campus pass serves as a temporary ID for the day and should be surrendered to SWAFO in the afternoon or right after class/transaction. The students are given an allowance of three (3) consecutive days to find the missing ID before considering it as lost ID card. However, if the student was able to find the missing ID card, within the three (3) school days allowance, the number of days that the ID was declared missing shall then be counted as left ID.
 - 1.7.2.3 Present a duly-notarized affidavit of loss to SWAFO to secure a referral form. This should be done before the expiry date of the three (3) consecutive days allowance. The referral form shall be presented at Counter 5 and the

student pays the necessary amount for the processing of a new ID card.

1.7.2.4 SWAFO provides the student with campus pass until the issuance of a new ID card.

1.8 Courtesy to members of the academic community

- 1.8.1 Students are expected to observe the usual norms of politeness, etiquette, and courtesy in dealing with all the members of the community. DLSU-D administrators, faculty members, and support staff, in their obligation to exercise judgment of good parents in *loco parentis*, may call the attention of students who display unbecoming behavior on campus or during officially-sanctioned university activities outside the campus.
- **1.8.2** Abusive behavior or discourtesy towards DLSU-D officials, faculty, staff, student formatores, and security guards shall be dealt with appropriate disciplinary action.
- 1.9 Student groups who invite guests from outside the campus (e.g. guest lecturers, speakers, or seminar participants) are required to seek approval from the College and OSS Deans before campus entry is permitted. Once approved, gate pass should be secured from GSO at least two (2) days before the activity.

1.10 Student representation

Students may be allowed to participate in any off-campus activity, contest, play, band, choir, conference, congress, association, society, or group as representatives of DLSU-D, or any of its recognized student organizations, if proper endorsement is secured from the VCAR, respective College Dean (for academic-related activities), and/or the OSS Dean.

1.11 Announcements

- 1.11.1 Official announcements may be posted on designated bulletin boards, the university website, electronic billboards, the official social media accounts, streamers, and other similar means upon the endorsement of the requesting unit heads to the MCO.
- **1.11.2** All streamers should be made up of university-approved materials (e.g. polytarp, recycled plastic, cloth, or other recycled material) and should accordingly pass through the MCO and other concerned offices.

- 1.11.2.1 The requesting unit shall be responsible for the creation of the streamer design and correctness of content. For student organizations and interest groups, it is the SDAO Director who endorses the request. A generic template furnished by the MCO should serve as initial working draft.
- 1.11.2.2 The MCO shall be the designated unit to check the following: institutional significance of the content, allowable size according to significance, grammatical correctness of contents, placement of objects, and appropriate streamer rack/stand for display.
- 1.11.2.3 External parties may be allowed or authorized to post streamers within the campus premises but should have the proper endorsement of an internal or endorsing unit and shall also pass through the material and content process.
- 1.11.2.4 The BFMO shall be responsible for installing and removing streamers at the designated streamer racks. BFMO has the right to remove, even without notice, any streamer that is posted without permission or does not bear the MCO stamp of approval for posting.
- 1.11.2.5 Utilization of the streamer racks for significant events and recognitions should be maximized, that is, streamers shall remain displayed for a maximum period of two (2) weeks (a week before and during the event).
- **1.11.2.6** All removed tarpaulins shall be turned over to ERMaC for proper storage and disposal.

1.12 Smoking

Smoking is strictly prohibited within the premises of DLSU-D. The use of e-cigarettes and e-vaporizers is also prohibited inside the campus. (100 meters from the perimeter to any point – RA 9211 Tobacco Regulation Act)

1.13 Boycotting

Any student who impedes, obstructs, prevents, or defeats the right and obligation of a teacher or professor to teach his/her subjects, or the right of other students to attend classes, shall be subject to disciplinary action.

1.14 Littering

Meals, snacks, and drinks should be taken only in the canteen or within its immediate vicinity. However, students who wish to eat in other designated areas are advised to dispose of food wrappers, food containers, tissue papers, and the like in trash bins and not in open places. Eating inside the classrooms is generally prohibited.

1.15 Proper decorum

Propriety and prudence, especially in conduct, manner or appearance, are expected at all times inside and outside DLSU-D.

1.16 Public display of affection

Wholesome interaction among students is encouraged by DLSU-D. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus and other school-related activities (see section 19.2.1.37).

1.17 Storm signals

DLSU-D follows storm signals announced for both Metro Manila and Southern Luzon. If storm signal number three (3) or four (4) is sounded off in either area, classes in the undergraduate and graduate levels shall be automatically suspended. Offices and the entire campus shall be closed.

1.18 Suspension of classes

- **1.18.1** DLSU-D places high regard on the safety of all members of the community especially on occurrences of natural calamities (e.g. typhoons, floods, earthquakes, etc.) or man-made disruptions (e.g., transport strike, coup d'etat, etc.).
- **1.18.2** When the abovementioned interferences occur and should the need to suspend work and classes arises, the academic community should be guided by the following:
 - 1.18.2.1 The office of the VCFAS shall monitor the situation from the official government agency such as, but not limited to, PAG-ASA, CHED, Provincial Capitol, Dasmarinas City Government, etc.
 - 1.18.2.2 The VCFAS, upon consultation with the President and other Vice Chancellors, shall announce the suspension of classes and work as early as 4:00 am through the following offices: MCO for radio (DZMM, DZBB, YES FM 101), TV broadcast (Channels 2 and 7) and official social media accounts (FB,

twitter); ICTC for university website (<u>www.dlsud.edu.ph</u>), and security/phone operator (hotline: 046-481-1900/ 02-844-7832.)

- **1.18.2.3** If no announcement is made until 5:00 am it should be assumed that classes will be held and offices will operate as usual.
- 1.18.2.4 In case of daytime suspension, the same coordination shall transpire among the offices of the president and the three (3) vice chancellors. In addition to the abovementioned media, announcements shall be made by the Office of the VCFAS at least one (1) hour before class suspension through the official e-mail and internet protocol.
- **1.18.2.5** Office operations shall be suspended and employees will be released from work thirty minutes after the class suspension.
- **1.18.2.6** Announcements from other DLSU campuses are not applicable to DLSU-D.

1.19 Compliance with classroom policies and procedures

Students should follow the usual classroom policies and procedures as well as those policies indicated in the course syllabus. Students who violate such policies may be referred to SWAFO for proper action.

1.20 Students' duty to inform parents/guardians

- **1.20.1** It is the duty of the students to keep their parents/guardians informed of their academic standing, major offenses, and the consequences of excessive absences or failures.
- 1.20.2 Likewise, parents/guardians shall be responsible for securing their mydlsud accounts to monitor properly their children's academic standing. Failure to do so waives their rights to monitor their children's academic standing.

1.21 Use of campus facilities

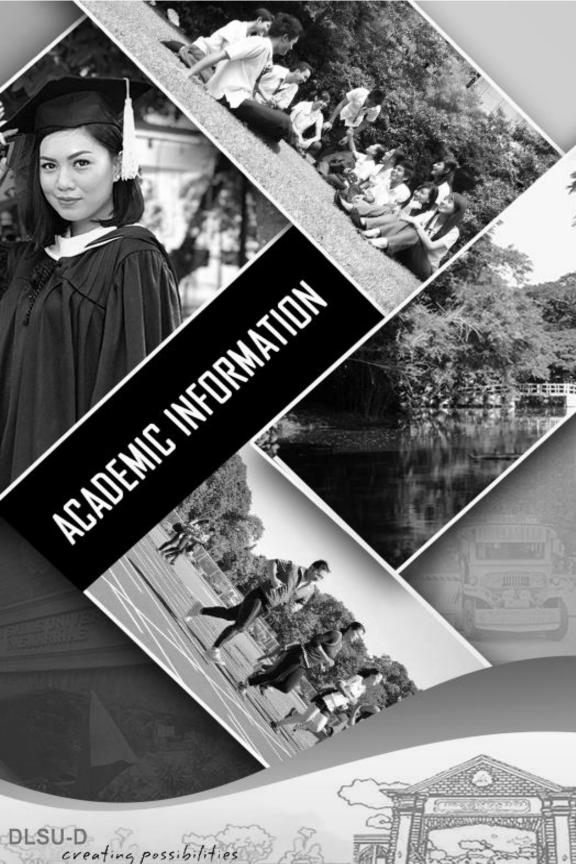
DLSU-D encourages students' use of campus facilities for meetings as well as for social, cultural, and recreational activities. On the other hand, unauthorized misuse or careless use of facilities shall be charged against the corresponding offense (see section 19).

1.22 Change of residence or civil status

Students who have transferred residences, or have changed civil status, should inform the OUR in writing. Contact information, with corresponding legal documents relative to the same should be submitted at the earliest opportunity. Students are liable for incorrect information on their ID card, registration forms, and other school documents.

1.23 Campus curfew

For campus security reasons, all students, except those residing in the university dormitories, should be out of the campus by 9:00 pm unless endorsed by the dean of the requesting unit and/or person duly authorized representative by the GSO.



Section 2 PROGRAM OFFERINGS

2.1 College of Business Administration and Accountancy

Undergraduate Programs	Code
Bachelor of Science in Accountancy	BSA
Bachelor of Science in Entrepreneurship	ENR
Bachelor of Science in Office Administration	OFA
Bachelor of Science in Management Accounting	BSM
Bachelor of Science in Business Administration major in Business and Operations Management	
with specialization track in Business Analytics	BOA
Bachelor of Science in Business Administration major in Economics	
with specialization track in Business Analytics	ECB
Bachelor of Science in Business Administration major in Human Resource Development Management	
with specialization track in Business Analytics	HRB
with specialization track in Service Management	HRS
Bachelor of Science in Business Administration major in Marketing Management	
with specialization track in Marketing Communications	MKM
with specialization track in Business Analytics	MKB
Bachelor of Science in Business Administration major in Business Operations Management (Free Evening	
Class)	EVE
Human Resource Development (Free Evening Class)	NYT
Marketing Management (Free Evening Class)	MEC

Graduate Studies	Code
Master in Business Administration (Trimester)	MBA
Executive Masters in Business Administration (In-	
Campus)	MBI
Regular Masters in Business Administration	
with specialization in Supply Chain Management	MBS
Doctor in Business Administration (Trimester)	PHD
Doctor in Business Administration (Off-campus at De La	
Salle Lipa)	PHD

2.2 College of Education

Undergraduate Programs	Code
Bachelor of Early Childhood Education	ECEd
Bachelor of Special Needs Education	SNEd
Bachelor of Physical Education	BPEd
Bachelor of Secondary Education major in	
English	BSE
Filipino	BSF
Mathematics	BSM
Social Studies	BSS

Graduate Studies	Code
Certificate in Teaching Program (Education Units)	CTP
Master of Arts in Education major in	
Educational Management	GME
Guidance and Counseling	GMG
Physical Education	GPH
Religious and Values Education	GMR
Special Education	GSE
Doctor of Philosophy in Counseling	
with specialization in School and Community	
Counseling	GSC
Doctor of Philosophy major in Educational Management	GPE

2.3 College of Engineering, Architecture and Technology

Undergraduate Programs	Code
Bachelor of Science in Architecture	ARC
Bachelor of Science in Civil Engineering	CEE
Bachelor of Science in Computer Engineering	CPE
Bachelor of Science in Electrical Engineering	EEE
Bachelor of Science in Electronics Engineering	ECE
Bachelor of Science in Industrial Engineering	IEE
Bachelor of Science in Mechanical Engineering	MEE
Bachelor of Multimedia Arts	MMA
Bachelor of Science in Sanitary Engineering	ESE

Graduate Studies	Code
Master of Architecture	MOA
Master of Engineering major in	
Civil Engineering	MOC
Electronics Engineering	MOE
Industrial Engineering	MOI

2.4 College of Tourism and Hospitality Management

Undergraduate Programs	
Bachelor of Science in Hospitality Management	BHM
Bachelor of Science in Tourism Management	BTM

2.5 College of Criminal Justice Education

Undergraduate Programs	Code
Bachelor of Science in Criminology	CRI

Graduate Studies	
Master of Science in Criminal Justice	
with specialization in Criminology	
Doctor of Philosophy in Criminal Justice	
with specialization in Criminology	

2.6 College of Liberal Arts and Communication

Undergraduate Programs	
Bachelor of Arts in Broadcast Journalism	
Bachelor of Arts in Communication	
Bachelor of Arts in Community Development	CDM
Bachelor of Arts in Development Studies	
Bachelor of Arts in Philosophy	
Bachelor of Arts in Political Science	
Bachelor of Arts in Psychology	
Bachelor of Science in Psychology	

Graduate Studies	Code
Master of Arts in English as Second Language	GML
Master of Arts in Filipino	GMF

Master of Arts in Psychology major in Clinical		
Psychology		
Master of Arts in Teaching-Social Sciences GM ⁻		
Doctor of Philosophy in Language Studies		
with specialization in English GP with specialization in Filiping GP		
with specialization in Filipino		

2.7 College of Science and Computer Studies

Undergraduate Programs			
Associate in Computer Technology (two-year ladderized			
program)			
Bachelor of Science in Applied Mathematics	APM		
Bachelor of Science in Biology			
Bachelor of Science in Medical Biology (Accelerated			
Program)			
Bachelor of Science in Computer Science			
Bachelor of Science in Information Technology			

Graduate Studies	
Master in Information Technology	
Master of Arts in Mathematics	
Master of Science in Mathematics	
Master of Science in Biology	
Master of Science in Biology major in Conservation	
Biology	
Master of Science in Environmental Science	
Master of Science in Physical Science	
Doctor of Philosophy in Biology	

Section 3 ADMISSION TO THE UNIVERSITY

3.1 Admission Policy - Filipino Applicants

3.1.1 For Freshman Applicants

Freshman applicants for admission to DLSU-D must:

- **3.1.1.1** have satisfactorily completed their secondary education or its equivalent;
- **3.1.1.2** have met the stanine scores required by the program the student wishes to enroll in;
- **3.1.1.3** have passed the interview and evaluation by the respective Deans or Department Chairs;
- 3.1.1.4 be of good moral character; and,
- **3.1.1.5** recommended by the School Principal or Guidance Counselor.

3.1.2 For Transferee/Second Course Taker Applicants

A student with previous college studies wishing to transfer to DLSU-D must:

- **3.1.2.1** have passed the interview and evaluation by the respective Deans or Department Chairs;
- **3.1.2.2** have met the stanine scores required by the program the student wishes to enroll in; and,
- **3.1.2.3** be of good moral.

3.2 Admission Policy – Foreign Applicants

3.2.1 For Freshman Applicants

Foreign freshman applicants for admissions in DLSU-D must:

- **3.2.1.1** have satisfactorily completed their secondary education or its equivalent;
- **3.2.1.2** have passed the interview and evaluation with the LLC Coordinator and the OSS Dean;
- **3.2.1.3** have met the stanine scores required by the program the student wishes to enroll in;
- 3.2.1.4 be of good moral character; and,
- **3.2.1.5** be recommended by the School Principal or Guidance Counselor.

3.2.2 For Transferee/Second Course Taker Applicants

A foreign student with previous college studies wishing to transfer to DLSU-D must:

3.2.2.1 have passed the interview and evaluation by the College Dean, LLC Coordinator and OSS Dean;

- **3.2.2.2** have passed the English Proficiency Examination;
- **3.2.2.3** have met the stanine scores required by the program the student wishes to enroll in; and,
- **3.2.2.4** be of good moral character.

3.3 Requirements and Procedures

3.3.1 For Freshman Filipino Applicants – First Semester

	Part. 1 Application			
1	Fill-out and submit	Online	Log-in and create an account at	
	application form online.		http://www.dlsud.edu.ph/Admissions.htm	
2	Print application form and		Recommendation Form will be submitted	
	accomplish recommendation		to and signed by the Guidance Counselor	
	form for signature of		of the applicant's current school	
	Guidance Counselor.	0 1 17		
3	Submit printed application	Counter 17	Requirements:	
	form and signed /sealed recommendation form.		Printed application form with latest ID photo (2x2 inches with white	
	recommendation form.		background)	
			Extra ID photo (identical to the one	
			used in the application form)	
			Signed recommendation form with	
			school's dry seal (last page of the	
			application form)	
4	Pay application fee	Counters		
		14-16		
5	Submit official receipt to			
	secure test permit.			
	A : (: () OAT	Part 2. Te	est	
1	1 Arrive on time for the SAT as stated on the			
2	test permit. Take the test.			
3	View test results in admission	nortal or	If the applicant qualifies, proceed to part	
٦	claim the printed result at Cour		3 (Confirmation). If not, the process ends	
	date stated in the test permit.	iter to on the	here. Applicant may apply for	
	date stated in the test permit.		Reconsideration subject to evaluation	
			and availability of slots.	
		Part 3: Confir		
1	Secure interview slip then	Counter 19	Present the following:	
	proceed to respective		1. DLSU-D SAT result.	
	college (For college		2. Certified true copy of Form 138 (high	
	programs requiring		school report card)	
	interview).		*For college programs without interview,	
	0 1 " " "	0 1 10	proceed to the next step.	
2	Submit confirmation	Counter 19	Submit the following: 1. DLSU-D SAT result	
	requirements.	i	I I DI STILL SA Fracult	

	Davis and from the second		2. Original Senior High School Form 138 (report Card) 3. Original Certificate of Good Moral Character 4. Photocopy of NSO birth certificate 5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only) 6. Police Clearance (for criminology students only). 7. Result of interview (for college programs requiring interview by the college)
3	Pay confirmation fee.	Counters 14-16	 Pay the confirmation fee as stated in the payment slip. Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees. Please refer to the registration form for the duration of the reservation and enrollment. Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.
4	Claim Enrollment and Medical Permits.	Counter 19	Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.
5	Take ID picture	Counter 5	Present the official receipt (confirmation fee) for the student ID picture taking. Take note of the enrollment schedule specified in the enrollment permit.

3.3.2 For Freshman Filipino Applicants – Second Semester

	Part. 1 Application			
1	Fill-out and submit	Online	Log-in and create an account at	
	application form online.		http://www.dlsud.edu.ph/Admissions.htm	
2	Print application form and accomplish recommendation form for signature of Guidance Counselor.		Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school	
3	Contact Admission Officer for Schedule of Pre-exam			

	Interview.		
4	Secure Interview slip by presenting requirements.	Counter 17	Requirements: 4. Printed application form with latest ID photo (2x2 inches with white background) 5. Extra ID photo (identical to the one used in the application form) 6. Signed recommendation form with school's dry seal (last page of the application form)
5	Proceed to Pre-exam Interview.		
6	Submit signed interview slip and requirements.	Counter 17	If the Pre-exam interview is passed, proceed to the next process. If it is failed, process ends here.
7	Pay application fee	Counter 14- 16	
8	Submit official receipt to secure test permit		
		Part 2. Te	est
1	Arrive on time for the SAT as test permit.	stated in the	
2	Take the test.		
3	View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit.		If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.
		Part 3: Confir	
1	Submit confirmation requirements.	Counter 19	Submit the following: 1. DLSU-D SAT result 2. Original Senior High School Form 138 (report Card) 3. Original Certificate of Good Moral Character 4. Photocopy of NSO birth certificate 5. 3 pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only) 6. Police Clearance (for criminology students only). 7. Result of interview (For college programs requiring interview by the college)
2	Pay confirmation fee.	Counters 14-16	Pay the confirmation fee as stated in the payment slip.

			 Please note that the confirmation/reservation fee is non-refundable, but will be deducted from student's tuition fees. Please refer to the registration form for the duration of the reservation and enrollment. Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.
3	Claim Enrollment and Medical Permits.	Counter 19	Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.
4	Take ID picture.	Counter 5	Present the official receipt (confirmation fee) for the student ID picture taking. Take note of the enrollment schedule specified in the enrollment permit.

3.3.3 For Freshman Foreign Applicants – First Semester

		Part. 1 Applic	cation
1	Fill-out and submit application form online.	Online	Log-in and create an account at http://www.dlsud.edu.ph/Admissions.htm
2	Print application form and accomplish recommendation form for signature of Guidance Counselor.		Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school
3	Secure Track Clearance Form.	Counter 17	
4	Proceed to OSS for interview and submit requirements.	OSS	Photocopy of the following: Certificate of Good Moral Character Transcript of Records Passport/ ACR or I-Card Student Visa or SSP used in previous school (if available)
5	Secure recommendation form from OSS.	OSS	
6	Submit signed recommendation form and requirements	Counter 17	Requirements: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form)

7 8	Pay application fee Submit official receipt to secure test permit.	Counters 14-16 Counter 17	Signed recommendation form with the school's dry seal (last page of the application form) Application Fee is USD 50.00 (non-refundable)
4	Arrive on time for the SAT as	Part 2. Te	est
1	test permit.	stated in the	
2	Take the test.		
3	View test results in admission	nortal or	If the applicant qualifies, proceed to part
"	claim the printed result at Cou		3 (Confirmation). If not, the process ends
	the date stated in the test per		here. Applicant may apply for
			Reconsideration subject to evaluation
			and availability of slots.
		Part 3: Confir	
1	Secure interview slip then	Counter 19	Present the following:
	proceed to respective		1. DLSU-D SAT result.
	college (For college		2. Certified true copy of Form 138 (high
	programs requiring interview).		school report card) *For college programs without interview,
	interview).		proceed to the next step.
2	Submit confirmation	Counter 19	Submit the following:
-	requirements.		1. DLSU-D SAT result
			2. Original Senior High School Form 138
			(report Card)
			Original Certificate of Good Moral
			Character
			4. Photocopy of NSO birth certificate
			5. 3 pcs. 2x2 recent colored pictures. 6
			pcs. 2x2 recent colored pictures (for
			criminology students only) 6. Police Clearance (for criminology
			students only).
			7. Result of interview (For college
			programs requiring interview by the
			college)
3	Pay confirmation fee.	Counters	Pay the confirmation fee as stated in the
		14-16	payment slip.
			Please note that the
			confirmation/reservation fee is non-
			refundable, but will be deducted from
			student's tuition fees.
	L	32	Please refer to the registration form for

			the duration of the reservation and enrollment. • Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.
4	Claim Enrollment and Medical Permits.	Counter 19	Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.
5	Take ID picture	Counter 5	Present the official receipt (confirmation fee) for the student ID picture taking. Take note of the enrollment schedule specified in the enrollment permit.

3.3.4 For Freshman Foreign Applicants – Second Semester

		Part. 1 Applic	cation
1	Fill-out and submit application form online.	Online	Log-in and create an account at http://www.dlsud.edu.ph/Admissions.htm
2	Print application form and accomplish recommendation form for signature of Guidance Counselor.		Recommendation Form will be submitted to and signed by the Guidance Counselor of the applicant's current school
3	Contact Admission Officer for Schedule of Pre-exam Interview.		
4	Secure Track Clearance Form.	Counter 17	
5	Proceed to OSS for interview and submit requirements.	OSS	Photocopy of the following: Certificate of Good Moral Character Transcript of Records Passport/ ACR or I-Card Student Visa or SSP used in previous school (if available)
6	Secure recommendation form from OSS.	OSS	
7	Secure Interview slip by presenting requirements.	Counter 17	Requirements: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form) 3. Signed recommendation form with the school's dry seal (last page of the

			application form)
8	Proceed to Pre-exam		
9	Interview. Submit signed	Counter 17	Same requirements in step 7.
_	recommendation form and requirements.		3
10	Pay application fee.	Counters 14-16	Application Fee is USD 50.00 (non-refundable)
11	Submit official receipt to secure test permit	Counter 17	
		Part 2. Te	st
1	Arrive on time for the SAT as test permit	stated in the	
2	Take the test		
3	View test results in admission portal or claim the printed result at Counter 18 on the date stated in the test permit.		If the applicant qualifies, proceed to part 3 (Confirmation). If not, the process ends here. Applicant may apply for Reconsideration subject to evaluation and availability of slots.
		Part 3: Confir	
1	Submit confirmation	Counter 19	Submit the following:
	requirements		DLSU-D SAT result Original Senior High School Form 138 (report Card) Original Certificate of Good Moral Character Photocopy of NSO birth certificate S pcs. 2x2 recent colored pictures. 6 pcs. 2x2 recent colored pictures (for criminology students only) Police Clearance (for criminology students only). Result of interview (For college programs requiring interview by the college)
2	Pay confirmation fee.	Counters 14-16	Pay the confirmation fee as stated in the payment slip. Please note that the confirmation/reservation fee is non-refundable but will be deducted from student's tuition fees. Please refer to the registration form for the duration of the reservation and enrollment.

			Cashier counters are open from 8:00 am – 4:00 pm on Mondays – Fridays and 8:00 am – 12:00 nn during Saturdays.
3	Claim Enrollment and Medical Permits.	Counter 19	Present the official receipt and payment slip to reserve a slot. Failure to present the official receipt means 'no reservation'.
4	Take ID picture.	Counter 5	Present the official receipt (confirmation fee) for the student ID picture taking. Take note of the enrollment schedule specified in the enrollment permit.

3.3.5 For Transferee and Second Course Taker Applicants

		Part. 1 Applic	ation
1	Fill-out and submit	Online	Log-in and create an account at
	application form online.		http://www.dlsud.edu.ph/Admissions.htm
2	Print application form.		
3	Contact Admission Officer for Schedule of Pre-exam Interview.		
4	Secure Interview slip by presenting requirements.	Counter 17	Requirements: 1. Printed application form with latest ID photo (2x2 inches with white background) 2. Extra ID photo (identical to the one used in the application form) 3. Photocopy of Transcript of Records 4. Photocopy of certificate of Good Moral Character *Original copy must be presented for verification purposes
5	Proceed to Pre-exam Interview.		
6	Submit signed interview slip and requirements.	Counter 17	If the Pre-exam interview is passed, proceed to the next process. If failed, the process ends here.
7	Pay application fee.	Counters 14-16	
8	Submit official receipt to secure test permit.		
		Part 2. Tes	st
1	Arrive on time for the SAT as	stated in the	
	test permit		
2	Take the test		

2	2 Montant and the invaluation and the second to use the second to				
3	View test results in admission		If the applicant qualifies, proceed to part		
	claim the printed result at C		3 (Confirmation). If not, the process		
	the date stated in the test po	ermit.	ends here. Applicant may apply for		
			Reconsideration subject to evaluation		
			and availability of slots.		
		Part 3: Confirm			
1	Submit confirmation	Counter 19	Submit the following:		
	requirements.		1. DLSU-D SAT result		
			Original Senior High School Form		
			138 (report Card)		
			Original Certificate of Good Moral		
			Character		
			Photocopy of NSO birth certificate		
			5. 3 pcs. 2x2 recent colored pictures. 6		
			pcs. 2x2 recent colored pictures (for		
			criminology students only)		
			6. Police Clearance (for criminology		
			students only).		
2	Pay confirmation fee.	Counters 14-	Pay the confirmation fee as stated in the		
	,	16	payment slip.		
			Please note that the		
			confirmation/reservation fee is non-		
			refundable, but will be deducted from		
			student's tuition fees.		
			Please refer to the registration form		
			for the duration of the reservation and		
			enrollment.		
			Cashier counters are open from 8:00		
			am – 4:00 pm on Mondays – Fridays		
			and 8:00 am – 12:00 nn during		
3	Claim Enrollment and	Counter 19	Saturdays.		
٥	Medical Permits.	Counter 19	Present the official receipt and payment slip to reserve a slot. Failure to present		
	IVICUICAI FEITIIIS.				
			the official receipt means 'no		
4	Take ID pieture	Counter 5	reservation'.		
4	Take ID picture.	Counter 5	Present the official receipt (confirmation		
			fee) for the student ID picture taking.		
			Take note of the enrollment schedule		
			specified in the enrollment permit.		

3.3.6 For Returnee Applicants

1	Secure referral slip	Counter 17	
2	Accomplish clearance	Counters 6	
		and 12	
3	Accomplish Interview	Respective	Present referral slip and attach previous
		College	registration form/copy of grades.
4	Secure enrollment permit	Counter 19	Submit signed interview slip

Section 4 ATTENDANCE

- **4.1** The name of a student who is officially enrolled appears on the final class list provided by the OUR. Prompt and regular attendance in all classes is required of all students from the first meeting of every course to the end of the semester
- 4.2 The maximum allowable number of absences of a student per semester is 20% of the number of class hours. For instance, twenty percent (20%) of fifty four (54) hours is eleven (11) hours. A student shall be given a grade of 0.00 if s/he incurs absences more than the allowable percentage of class hours. A student is considered absent if s/he arrives after the:

First 15 minutes of a	One-hour class
First 25 minutes of a	One and a half-hour class
First 30 minutes of a	Two-hour class
First 45 minutes of a	Three-hour class

- **4.3** A student who comes late to class receives one-third absence if s/he arrives in class within the time schedule described above. A one-third (1/3) absence may be added to another two-third (2/3) absence to make a full absence.
- 4.4 Although faculty members are expected to begin their classes promptly, sometimes unavoidable circumstances may cause some faculty members to be late for class. In such cases, the following guidelines are to be observed:
- 4.4.1 For a one-hour class, students may leave the classroom only after 15 minutes has passed; for a one-and-a-half hour class, students should leave after 25 minutes has passed; for a two-hour class, students may leave after 30 minutes has passed; and for a three-hour class, students may leave after 45 minutes.
 - **4.4.2** Faculty members arriving late within the time schedule may mark students absent who leave their classes earlier than the prescribed time.
- **4.5** Students should not be marked absent during make-up classes. No academic requirements shall be imposed upon students on a make-up class day.
- **4.6** Meetings missed out on by late enrollees (as reflected in the COR) due to valid reasons, such as sicknesses, accidents, financial difficulties, conflict

in schedule, and late subject offering, should not be counted as absences. Checking of attendance shall be based on the date of registration.

4.7 Approved absences

An approved absence is an absence not credited against the student and that no grade deduction is made (see section 23.1.1). The following are considered approved absences:

- **4.7.1** When a student represents his/her college in institutional or collegiate academic activities inside DLSU-D, as recommended by the Chair or unit head and approved by the College Dean.
- 4.7.2 When a student is asked to represent DLSU-D in any activity, endorsement for approved absences must be made by the concerned unit head or College Dean and approved by the OSS Dean.
- **4.8** Absences due to family/medical emergencies, or sickness duly certified by a doctor, parent/guardian, college administrator concerned are not considered approved absences but may be given special consideration before giving the student a grade of 0.0 (see sections 16.1.5.3 and 23.1.2).
- **4.9** A student is held responsible for all lessons and assignments that s/he missed out on during his/her absence.

4.10 Leave of Absence

- **4.10.1** A student who, for any reason, cannot enroll at any semester, should file an LOA at the office of the College Dean. The LOA is good for a maximum of one year. If the student fails to enroll after the leave expires, his/her slot will be given to a student who wishes to be in the program.
- 4.10.2 A student may file an LOA even after the deadline for dropping a course if the absence is due to serious illness, serious or debilitating accident, pregnancy, or serious financial losses of the family.
- 4.10.3 A student who is officially under LOA is not allowed to enroll in any other degree program in any school or higher education institution. A student may be granted a maximum of only two (2) LOA's (CEAP Registrar Manual 2009, p. 48).
- **4.10.4** Filing of LOA will be done until the end of the preliminary period. If a student does not file an LOA within the specified period, s/he will be considered an Absence Without Leave.

Section 5 EXAMINATION

- 5.1 Major Examinations during regular semesters include the prelims, midterms, and finals. Special term covers midterms and finals. NSTP, PE, and Laboratory examinations are administered a week before the regular examination week.
- **5.2** Major examination schedule will proceed as indicated in the school calendar. Major examination for a particular subject is finalized after the faculty conducted consultation with the class.
- 5.3 Students are expected to come on time during examination days. Consideration maybe given to a student who arrives within the first 15 minutes provided that no other student has finished taking the examination and has already submitted both the questionnaire and the answer sheet.
- 5.4 Students who failed to take any of the three major examinations may apply for a special examination which faculty members usually administer during the week immediately after the last day of the regular examination schedule. In applying for special examinations, the students are advised to adhere to the following procedure:
 - **5.4.1** The special examination has to be taken at the most three (3) days before the deadline for the submission of grades.
 - **5.4.2** The student requests a special examination from his/her professor/instructor. He fills out a *Request Form for Special Examination* obtained from the OUR.
 - **5.4.3** The accomplished form, together with the supporting documents (medical certificate, affidavit, etc.), is submitted to the professor/instructor concerned for notation.
 - **5.4.4** The student brings the form with the attached document/s to the dean of the college where s/he belongs for approval.
 - **5.4.5** Once approved by the college dean, s/he then proceeds to the cashier to settle the special examination fee.
 - **5.4.6** The student goes back to his/her professor/instructor and submits the accomplished form together with the official receipt.
 - **5.4.7** The professor/instructor prepares the special examination and administers on a scheduled date and time.

- **5.5** If the student still fails to take the special examination on time, the professor/instructor may compute his/her grade with a 0.0 grade for the missed examination component.
- **5.6** A grade of 0.0 in the examination is given if a student is proven guilty of cheating.

Section 6 GRADING SYSTEM

6.1 By the end of every semester, the academic performance of the students shall be computed based on the Absolute Grading System using the scale below:

Grade Point	Percentage Equivalent
4.00	98 - 100
3.75	95 - 97
3.50	92 - 94
3.25	89 - 91
3.00	86 - 88
2.75	83 - 85
2.50	80 - 82
2.25	77 - 79
2.00	74 - 76
1.75	71 - 73
1.50	68 - 70
1.25	64 - 67
1.00	60 - 63
0.00	Below 60

- **6.2** A student is marked Officially Dropped if s/he followed the dropping procedure prescribed by the OUR.
- **6.3** A final grade of 0.00 (Failed) in the subject is given for any of the following reasons:
 - **6.3.1** Inability to satisfy the minimum requirements of the subject/s
 - 6.3.2 Excessive absences
- **6.4** A change of grade by the faculty may be allowed only if there was an inadvertent mistake in the computation of the final grade. However, the change must be substantiated by necessary documents, namely, the class record, the final examination paper, and other related documents.
- **6.5** Only grades in academic courses are included in the computation of the semestral GPA.
- **6.6** The GPA is computed through the following procedure:
 - **6.6.1** Multiply the credit unit for each course by the corresponding grade point to get the equivalent points.

- **6.6.2** Add all the equivalent points to get the total.
- **6.6.3** Divide the total equivalent points by the total number of credit units during the semester up to three decimal places, then, round off to two decimal places.

Example:

The GPA and the overall GPA are computed only up to three (3) decimal places. The third decimal place is automatically dropped after rounding off. No rounding off of numbers is allowed thereafter.

Course	Grade Point	Credit Unit	Equivalent Point
BIOL106	3.25	3	9.75
MATH111	2.75	3	8.25
ENG101	3.50	3	10.50
SOSC102	3.00	3	9.00
PHL103	2.50	3	7.50
FILI101	3.50	3	10.50
	Total	18	55.50

GPA =
$$\frac{\text{Total Equivalent Point}}{\text{Total Credit Unit}} = \frac{55.50}{18} = 3.08$$

- 6.7 All college subjects enrolled and all corresponding grades obtained by the student at DLSU-D, or at any postsecondary university, shall be reflected on the official transcript of records. All grades shall be considered in the computation of the overall GPA.
- 6.8 A grade of 0.00 will be automatically given by the faculty to the student two (2) weeks after the last day of the final special examination schedule if the student fails to take the final examination, and/or accomplish other work/task prescribed for the course.
- **6.9** In the computation of semestral academic scholarship and graduation honors, grades in INTRO and NSTP are not included. However, the grades in all these subjects must be remarked "passed".
- **6.10** Grades can be viewed through the student portal. Students may print the copy of grades. This copy of grades is not official unless certified by the OUR.

Section 7 HONORS LIST

- 7.1 For both degree and non-degree courses, a student with excellent grades in all academic subjects shall receive recognition through inclusion in the publication of the *Honors List* at the end of every semester of each school year. To qualify for the Honors List, a student should meet the following criteria:
 - 7.1.1 academic load must be at least seventy-five percent (75%) of the total number of units as prescribed in the curriculum during the semester (e.g. must not drop any subject prescribed in the curriculum);
 - **7.1.2** no grade lower than 2.50 in any academic subject;
 - 7.1.3 must have passed NSTP and INTRO subjects; and
 - **7.1.4** must not have been given the sanction of suspension.
- **7.2** Students who get a GPA of 3.50 qualify for *First Honors* and those with GPA of 3.00-3.49 qualify for *Second Honors*.
- 7.3 The Honors List is prepared by the OUR and furnishes all College Deans a copy. The list is posted on the college bulletin board. Certificates of Recognition are sent to the respective colleges.

Section 8 SPECIAL AWARDS

8.1 Award given during the Commencement Ceremonies:

St. John Baptist de La Salle Award for Excellence in Leadership is awarded to graduating students for notable and meritorious performances, participation in academic competitions, leadership, and extra-curricular involvement during their stay at DLSU-D.

8.2 Awards given during the Baccalaureate Mass:

8.2.1 Cultural Award

Given to graduating students who have exhibited exemplary performances in the field of performing arts, thus, contributing immensely to the development of consciousness in culture and the arts.

8.2.2 Athletes of the Year

Awarded to graduating students who have consistently shown excellent performances as *Patriots* winning gold medals and accolades for DLSU-D.

8.2.3 Loyalty Award

Awarded to graduating students who finished elementary, secondary and tertiary education from any De La Salle school or De La Salle-supervised school.

8.2.4 Golden Scroll Award

It is a recognition by the CBAA to a graduating student who has maintained steady academic, co-curricular, and extra-curricular activities, and has shown solid character worthy of emulating by another.

8.2.5 Golden Armor Award

The highest award given to a CCJE graduating student who portrays meritorious academic, co-curricular, and extra-curricular standing and upholds the Lasallian values with wholehearted dedication and piety.

8.2.6 Golden Gear Award

The highest award given to a CEAT graduating student with good academic standing and has rendered significant contribution to the University.

8.2.7 Gawad Laya

The highest award given by the CLAC to a graduating student who has achieved academic excellence, pursued student interests through leadership, and committed to advocacies and community empowerment.

8.2.8 Golden Leaf Award

The highest award given by the CSCS to a graduating Biology or Mathematics student who has achieved the highest GPA and has significantly contributed services to the College while maintaining Lasallian values.

8.2.9 Golden Pin Award

The highest award given by the CSCS to a graduating Computer Science or Information Technology student who has achieved the highest GPA and significantly contributed services to the College while maintaining Lasallian values.

Section 9 RETENTION POLICY

The DLSU-D retention policy is summarized as follows:

- 9.1 A student who accumulates 24 academic units of failures at the end of the semester of any school year is considered ineligible to enroll in the succeeding semester. However, if there are only 30 academic units left before graduation, the student will still be allowed to enroll provided a de-loading of three (3) academic units is made to ensure a better academic performance during the semester.
- 9.2 The corresponding units of subjects retaken and then passed with a grade of 2.00 or better shall be deducted from the accumulated units of failures. The failing mark, however, will still appear on the official transcript of records.
- **9.3** Each college has its own retention policy specifying the grade or GPA requirements per program.

Section 10 GRADUATION REQUIREMENTS

The following requirements are observed for graduating students:

- **10.1** No student shall be recommended for graduation unless s/he has complied with all the requirements and other prerequisites prescribed for graduation. This means that the student has:
 - **10.1.1** passed all the subjects specified in the curriculum of his/her degree program; and
 - **10.1.2** formally applied for graduation.
- **10.2** All candidates for graduation should pay the necessary graduation fee and be cleared from all accountability from the Accounting Office before participating in the graduation ceremony.

Section 11 GRADUATING WITH HONORS

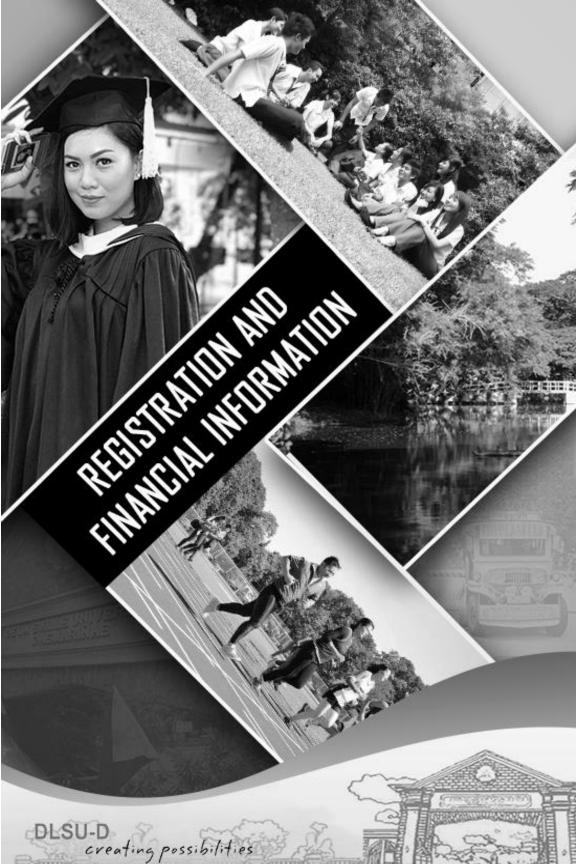
- **11.1** Students who have maintained the required academic standards may be recommended by the Honors and Awards Committee for graduating with honors.
 - **11.1.1** In order to graduate with honors, a student must not have a grade below 2.50 or its equivalent in all academic subjects taken inside and/or outside the University.
 - **11.1.2** A student must have earned seventy-five percent (75%) of total credits in the DLSU-D.
- **11.2** Grades in NSTP and INTRO subjects are not included in the computation of the GPA but these subjects should all be passed.
- 11.3 The GPA of a graduating student refers to the cumulative GPA. The following cumulative GPA requirements apply to students graduating with honors for degree courses:

Honors	Cumulative GPA
Summa Cum Laude	3.76 - 4.00
Magna Cum Laude	3.51 - 3.75
Cum Laude	3.26 - 3.50

For non-degree courses, graduating students who meet the requirements are given the following honors:

Honors	Cumulative GPA
With Excellent Distinction	3.76 - 4.00
With Marked Distinction	3.51 – 3.75
With Distinction	3.26 - 3.50

11.4 Grades in all academic subjects in the program enrolled in the DLSU-D shall be considered in the computation of the GPA.



Section 12 ENROLLMENT MATTERS

12.1 Enrollment Guidelines

12.1.1 Curriculum Flowchart

Students should maintain a curriculum flowchart where they record their grades at every end of the semester and/or special term.

12.1.2 Pre-requisite Subject/s

Enrolling pre-requisite subjects should be strictly followed. However, a student may be allowed to enroll a subject and its prerequisite simultaneously under the following conditions:

- **12.1.2.1** when the pre-requisite is a repeated subject
- **12.1.2.2** when the student is graduating at the end of the school term
- 12.1.2.3 when it is approved by the OUR

12.1.3 National Service Training Program

All freshmen are required to take six (6) units of NSTP which should be completed at the end of the first semester of their second curriculum year.

12.1.4 Physical Education

All freshmen are required to take eight (8) units of PE subjects which should be completed at the end of the second semester of their second curriculum year.

12.1.5 INTRO

All freshmen and transferees are required to complete INTRO 01 and INTRO 02 during the first and second semesters of their first academic year in campus.

12.1.6 Academic Load

Regular academic load per semester should not exceed the number of units prescribed in the approved curriculum. During the special term, a student can enroll up to a maximum load of nine (9) units.

12.1.7 Overload

Graduating students may be given an overload not exceeding six (6) units in excess of the normal load specified in the curriculum during the regular semester and three (3) units during the special term.

12.2 Enrollment Policies

12.2.1 General policy

- **12.2.1.1** A student is considered officially enrolled after s/he has made full or initial payment as determined by the Accounting Office.
- **12.2.1.2** A student cannot make any modification or new transaction if s/he has not completed transaction one, including the payment of fees.

12.2.2 Specific policy

- **12.2.2.1** Students are only allowed up to a third transaction to change their schedules. In excess of this, the student shall accomplish the *Enrollment Transaction Form* which is subject to the approval of the OUR.
- **12.2.2.2** A student with unpaid balance or old account is not allowed to enroll if s/he is not cleared by the Accounting Office.
- **12.2.2.3** A foreign student shall be put on hold and shall only be cleared upon presentation of his/her certificate of eligibility.

12.2.3 Adjustment (Adding/Dropping of Subjects)

- 12.2.3.1 Online adjustment of subjects is done only during the period specified by the OUR, after which dropping of subject should be done manually by the student concerned.
- **12.2.3.2** Manual dropping of subjects requires the use of *Form 002b* from the OUR with the corresponding payment at the Accounting Office. The form should be duly accomplished by the student and properly signed by the academic adviser and department chair for approval.

12.2.3.3 Encoding of subjects and the subsequent release of the certificate of registration reflecting the adjustment are done in the OUR.

12.2.4 Cross-Enrollment

- **12.2.4.1** A student is allowed to cross-enroll at another university only on the following conditions:
 - **12.2.4.1.1** The student is graduating during the current semester or special term.
 - **12.2.4.1.2** The subject to be cross-enrolled is not offered at DLSU-D and has the same description and number of units as that offered in another school.
 - **12.2.4.1.3** The university where the student will cross enroll should be of the same level (quality of education) with DLSU-D.
- **12.2.4.2** A student who wishes to cross-enroll at another academic institution should seek the endorsement of the College Dean and permission of the University Registrar. A properly accomplished cross-enrollment slip is required for the release of the necessary permit.

12.2.5 Withdrawal of Enrollment/Dropping of Subjects

Currently enrolled students who wish to withdraw enrollment or drop all subjects must get a dropping form from the OUR. Claims for refund conform to the CHED's memorandum where students will be charged based on the total assessment. The following rates are used:

Percentage	Lead time
10%	If the student drops during the 1st week of classes
20%	If the student drops during the 2 nd week of classes
100%	If the student drops after the 2 nd week of classes

12.2.6 Shifting

The filing of application for shifting is determined by the deadline set by the OUR and approval of the deans/associate deans concerned. A student is allowed to shift to another course at most three (3) times. The student who intends to shift to another course should:

- **12.2.6.1** Secure and fill out the *Shifting Form* and obtain record of GPA from the assigned Records Evaluator at the OUR.
- 12.2.6.2 Consult with his/her SWC Counselor.
- **12.2.6.3** Get permission from current College Dean/Associate Dean to shift to another course.
- **12.2.6.4** Proceed to the associate dean/dean of the college where the preferred course is offered for the evaluation of records and assigning of program code if a slot is available.
- 12.2.6.5 Proceed to the OUR for encoding.

Section 13 FINANCIAL INFORMATION

13.1 Student Transactions

Counters 11 & 12 are the transaction areas for the following:

- **13.1.1** Assessment of fees
- **13.1.2** Request for statement of account
- **13.1.3** Request for refund of excess payments
- 13.1.4 Student clearance

13.2 Enrollment / Payment of Fees

- **13.2.1** Students can pay at counters 14, 15 or 16, or at any accredited payment centers listed on the students' portal, or can be obtained from the Finance Office.
- 13.2.2 The term regular fees include tuition, laboratory, miscellaneous (registration, library, medical/dental, student service, athletic) and other fees to be paid by students in connection with their enrollment in the University.
- **13.2.3** A student may pay in full or in installment. If payment will be made in installment, the scheme will be:
 - 40% of total assessment upon enrollment
 - 30% of total assessment on or before the 1st day of the preliminary examination
 - 30% of total assessment or the balance on or before the 1st day of the midterm examination

For Special Term:

- 50% of total assessment upon enrollment
- 50% of total assessment on or before the 1st day of the midterm examination
- 13.2.4 A student who pays in full upon enrolment is entitled to a rebate of 4% on tuition fee only to be credited/forwarded to the next semester's enrolment.
- **13.2.5** A student who pays in installment basis should pay the outstanding balance before the midterm exam to avoid penalties.
- **13.2.6** A student is considered enrolled if s/he pays at least the down payment during enrollment.

- 13.2.7 A student may pay in cash or in check. If the check was returned by the bank for any reason, the student will no longer be allowed to pay in check and a penalty will be imposed.
- **13.2.8** Penalty for late payment of enrollment fees starts on the first day of classes.
- **13.2.9** Payment through checks will not be accepted for old account balances three (3) weeks before the final examination.

13.3 Blocking of Portal

Student portals will be blocked for those who are not able to pay their accountabilities two (2) weeks before the start of the final examination.

13.4 Withdrawal, Leave of Absence, and Dropping of Subjects with Refund

13.4.1 Claims for refund are made according to the memorandum from the CHED which states:

"When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. Within two weeks after the beginning of classes, anyone who has already paid pertinent tuition and other fees in full or for any length of time longer than one month maybe charged ten per cent of the total amount due for the term if he withdraws within the first week of classes regardless of whether or not he has actually attended classes. The student may be charged all the University fees in full if he withdraws anytime after the second week of classes. However, if the transfer or withdrawal is due to justifiable reasons, the student will be charged the pertinent fees only up to, and including, the last month of attendance." (Also refer to the Manual of Regulations for Private Schools Art. 13 Student Admissions, Sec. 66)

13.4.2 For the regular semester, the student will be charged based on the total assessment using the following rates:

10% if the student drops during the 1st week of classes 20% if the student drops during the 2nd week of classes 100% if the student drops after the 2nd week of classes

13.4.3 For the Special Term, the student will be charged 10% based on the total assessment if the student drops during the dropping period with refund.

13.4.4 The student must be cleared from all accountabilities before the application for LOA will be processed.

13.5 Student's Refund

- **13.5.1** Refund for excess payment for the semester, other than the rebates, will be processed only upon request. The following documents must be submitted: original registration form, original official receipts, and dropping form.
- **13.5.2** The student has to accomplish an Application for Refund Form available at counter 12 after the last day of midterm examination.
- **13.5.3** The refund shall be released one (1) month after application in the form of check or cash (from petty fund for amount below one thousand pesos (P 1,000).
- **13.5.4** Student's refund can be claimed at counter 13 upon presentation of a valid ID. An authorization letter is necessary if another person will claim the refund. Photocopies of the valid ID of the student and the representative must both be presented.

13.6 Tuition Fee Rebate and Surcharge

13.6.1 Rebate on tuition fee

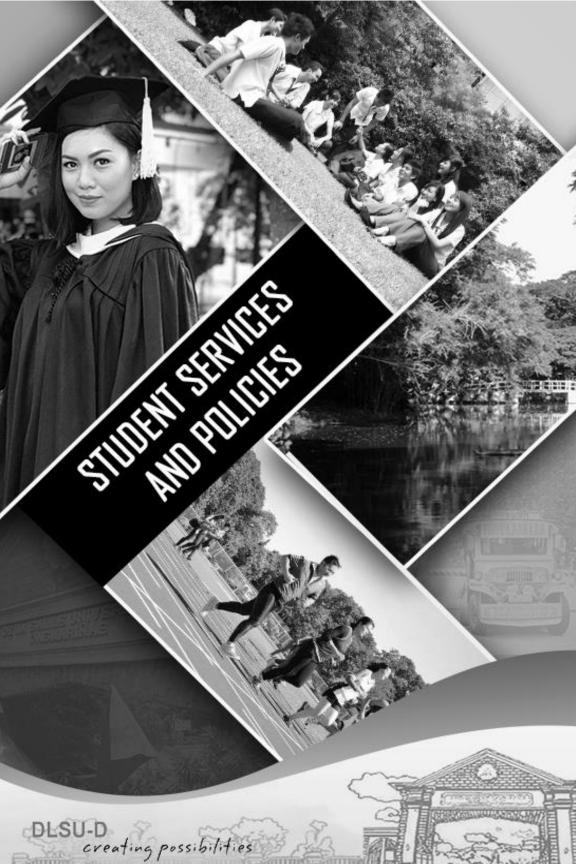
- **13.6.1.1** The effectivity of the implementation of rebate on tuition fee only of 4% that was approved by the multi-sectoral committee on 27 February 2013 is first semester of school year 2013-2014.
- 13.6.1.2 Rebates will only be given to those who paid in full the total enrollment fees, including additional transactions (adding/dropping with refund), on or before the last day of adding and dropping with refund.
- **13.6.1.3** Students who are under financial assistance are not entitled to any rebate.
- 13.6.1.8 Effective school year 2018-2019, rebates of freshman students will automatically be credited to the next semester's enrolment. They can be refunded upon graduation, or upon exit, from the University.

13.6.2 Surcharge fee

- 13.6.2.1 The effectivity of the implementation of 3% per month surcharge fee that was approved by the multi-sectoral committee on 27 February 2013 is first semester of school year 2013-2014
- 13.6.2.2 Surcharge will be applied on the total unpaid balance after the first day of the midterm exam which is computed as follows:
 - 3% after the 1st day of mid-term examination period up to the last day of final examination
 - 4% after the last day of final examination up to the last day of term break
 - 5% from the opening day of the new term (semester or summer) until full settlement of the account

Section 14 STUDENT CLEARANCE

- 14.1 Submission of a completed Student Clearance Form is a strict requirement to all enrolled and non-enrolled (graduates, non-graduates, and postgraduates) students upon filing of request for any official school records at the OUR as proof that a student is cleared from all his/her administrative accountabilities and other financial obligations to the University.
- 14.2 Beginning school year 2012-2013, the OUR has used a centralized clearance system for all graduates with undergraduate and graduate degrees. However, the old procedure is still being followed by graduates of March 2011 and below. The steps of this old procedure are outlined below:
 - **14.2.1** Student fills out the *Student Clearance Form* available at the OUR.
 - **14.2.2** Student proceeds to secure the signatures of the unit heads indicated in the form.
 - **14.2.3** Once completed, the student presents the clearance to the OUR so that the amount to be paid for the documents requested may be indicated.
 - **14.2.4** Student goes to the cashier to settle the fees and goes back to the OUR to present the official proof of payment/receipt.
 - **14.2.5** The clerk in-charge stamps the release date of the document requested on the duplicate copy of the clearance.



Section 15 OFFICE OF STUDENT SERVICES

DLSU-D upholds students' holistic development. While innovative classes and lectures strengthen academic excellence, the OSS supervises the extracurricular activities and various student development programs thru its different units: SWC, NSTP-INTRO, SDO, SDAO, ISO, THF, and SWAFO.

15.1 Student Wellness Center

15.1.1 The SWC which is headed by a director along with other duly licensed academically-prepared and professionally-trained counselors and psychologists. The SWC Director, the Guidance Counselors and Psychologists coordinate with the deans of seven (7) colleges in the implementation of the SWC programs (core and support and extension services) to ensure the most competent delivery of services to DLSU-D students. Guidance Counselors are housed in different college-based satellite offices.

15.1.2 Core services

15.1.2.1 Personal-social development

- 15.1.2.1.1 Counseling and psychotherapy is a responsive intervention program designed to meet the immediate personal, social, emotional, physical or psychological needs and concerns of individual students. Such needs may require counseling/therapy, crisis intervention, consultation, or referrals which may be done individually or in groups.
- 15.1.2.1.2 Information dissemination on various topics (fostering resiliency drug abuse awareness and prevention control; HIV-AIDS awareness; responsible relationship) thru: printed materials for bulletin board (Student Wellness Information Service SWISS), video, on-line posts and seminar-workshops.

15.1.2.1.3 Wealthy Hour - Growth Sessions on various topics such as boosting self-confidence, dealing with bullying, cultivating happiness, self-empowerment, overcoming sadness or depression, advocacy, life skills, and interests enhancement.

15.1.2.2 Career service

This is focused on career planning, development and education of students. This further involves systematic assessment of their attitudes, interests, personality, needs, values, skills, resources, and personal mission or goals towards developing career-ready students.

- Career Guidance and Counseling
- Transition Session for Shiftees with Special Needs
- Small Group Session for Career Planning
- Seniors' Convention

15.1.2.3 Academic development

This is designed to complement the academic services of the University to facilitate students' retention and completion. Such activities may be done individually or in group and include:

- Inventory
- Executive Skills Enhancement
- Consultations and Conferences
- Referrals

15.1.3 Support and extension service

15.1.3.1 Testing and inventory service

This is focused on psychological assessment/testing of students as the need arises. Complementing the other services, it aims to assist students in understanding, monitoring, managing, and planning their developments in terms of their goals, values, adjustments, abilities, interests and competencies, achievements and aptitudes.

15.1.3.2 Research, data management, and evaluation

This is a system support services to maintain, enhance and support the total operation of the program through coordination and provision of needed resources for research endeavors of counselors; management of all relevant student information; and development of appropriate evaluation tools to be used in assessing the SWC program.

15.1.3.3 Community service

This expresses SWC's desire to continue deepening pro-social behaviors among the students and within the ranks in partnership with other individuals and groups. This also strengthens and systemizes our responses to the calls from the margins of society. In doing so, each one is inspired to commit to causes larger than one's self.

15.1.3.4 Lasallian peer facilitators

Peer facilitators serve as a link between the guidance counselors and students. They refer students who need in-depth counseling and/or consultation. Further, they assist in actualizing various SWC-related activities like facilitating and organizing seminars, reaching out to students-at risk, conducting outreach program activities, among others.

15.1.4 Students with special concern

SWC follows a procedure in handling students with special issues/concerns arising from 15.1.2 – 15.1.3

- 15.1.4.1 Guidance counselor conducts a parent-counselor conference to seek parental consent for the student to undergo counseling intervention.
 - 15.1.4.1.1 If needed, the student is referred to a specialist for psychological, psychiatric assessment, psychotherapy and/or pharmacological intervention.
 - 15.1.4.1.2 The student then submits relevant documents to the SWC counselor handling the case.
- 15.1.4.2 Guidance counselor conducts follow-up sessions with the student until the counselor-client relationship is terminated.

15.2 NSTP and INTRO to La Salle Programs

15.2.1 The NSTP courses are offered by the NSTP-INTRO office. They aim at enhancing civic consciousness and defense preparedness among students by developing the ethics of services and patriotism while undergoing any of the two (2) program components (CWTS, ROTC).

15.2.1.1 NSTP components

- 15.2.2.1.1 CWTS deals with activities contributory to the general welfare and the betterment of the members of the community. It also helps in the enhancement of its social services especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morale.
- **15.2.2.1.2 ROTC** is designed to provide military training to tertiary level students to motivate, train, and mobilize them for national defense preparedness.

15.2.1.2 **NSTP** policy

- 15.2.1.2.1 NSTP takers are required to attend the orientation session for the purpose of choosing the NSTP component to enroll in. Shifting from one component to another is not allowed.
- 15.2.1.2.2 All freshmen enrolled in any baccalaureate and in any two (2) year technical-vocational or associate courses are required to complete the chosen NSTP component as a prerequisite for graduation.
- **15.2.1.2.3** A program component shall be completed for an academic period of two (2) semesters. It shall be credited to three (3) units per semester.
- **15.2.1.2.4** Students are advised to complete their NSTP requirement during their first curriculum year.

- 15.2.1.2.5 Graduates of CWTS belong to the National Service Reserve Corps and could be tapped by the State for literacy and civic welfare activities through the joint efforts of the Department of National Defense. Commission on Higher Education, and Technical Education and Development Authority, in cooperation with the Department of Interior and Local Social Government, Department of Welfare and Development, and other concerned agencies/association.
- **15.2.1.2.6** Graduates of the ROTC program shall be part of the National Service Reserve Corps and the Citizens Armed Force pursuant to RA 9163, subject to the requirements of the Department of National Defense.
- **15.2.2** INTRO to La Salle courses are also offered by the NSTP-INTRO office. The courses are designed to augment students' understanding of what Lasallian students should be towards a full discernment of their chosen career path.

15.2.2.1 INTRO components

15.2.2.1.1 INTRO 01 - Introduction to DLSU-D: The Authentic Lasallian Students.

This should be completed by all new students (freshmen and transferees) during the first semester of their first year in DLSU-D.

15.2.2.1.2 INTRO 02 - EDGE102: Career Awareness towards Success.

This should be completed by all new students (freshmen and transferees) during the second semester of their first year in DLSU-D.

15.2.2.2 INTRO policy

15.2.1.2.1 Students are required to complete sixteen (16) hours in order to finish the program and get a grade of passed.

- **15.2.1.2.2** A total of three and a half (3.5) hours of absence/tardiness will automatically mean a failed mark.
- 15.2.1.2.3 Absences due to sicknesses or other emergency reasons (sickness or death of an immediate family member/s, accident) should be duly certified by a doctor or a letter from the parent or guardian upon the approval or consideration of the facilitator. An additional task will be given to the student to pass the subject; thus, a period of one (1) week after the whole duration of INTRO class will be given to make up for any excused absence/tardiness.
- **15.2.1.2.4** Students are required to answer all worksheets and submit other requirements that may be given by the facilitator.
- 15.2.1.2.5 Students are given a period of one (1) week after the whole duration of the Intro class to make up for any absence/tardiness.

15.3 Sports Development Office

- **15.3.1** The SDO is tasked with promoting physical wellness in students by providing them with opportunities for developing themselves physically, especially in the field of sports.
- **15.3.2** Under the SDO are different varsity groups and opportunities for physical wellness like intramurals and other athletic meets and tournaments.
- **15.3.3** Following the SDO and CSA guidelines, selected (especially recruited athletes) members of the varsity team enjoy scholarship grants and other privileges as provided for in Student Scholarship Program (section 17) of this handbook.

15.4 Student Development and Activities Office

15.4.1 The SDAO conducts year-round projects and activities in coordination/partnership with other units/departments within/or outside the University to provide leadership and training opportunities for student leaders and students with leadership potentials. Opportunities to develop and enhance their talents, skills, abilities and other qualities necessary for them to succeed as individuals or as members or leaders of their own organizations.

15.4.2.1 Leadership training seminar

This seminar, entitled Program for Lasallian Student Leaders - PRO La Salle! is intended for all elected officers, particularly the presidents and vice presidents of the USG, CSGs, CSO, RSOs, PAG, auxiliary student groups and the THF. The seminar is expected to be echoed by the identified participants to their co-officers, committee members, organization members, as well as year and class level officers.

15.4.2.2 Introductory leadership training seminar

This training is intended for a select group of sophomore students who exhibits strong leadership potential. Specifically, it is aimed at introducing prospective student leaders to Lasallian leadership. Thus, the program is aptly called Basic University Training in Lasallian Leadership - BUTIL Lasalyano. Prospective participants are recommended by college deans and/or faculty advisers. The recommended students shall pass through an interview to be conducted by the SDAO Director who shall determine the official participants for this training.

15.4.2.3 Learning experiences

These learning experiences under the University Life Advancement Program - ULAP, come in various forms namely, skills training, enhancement sessions, fora, lecture, exposure, integration activities, and the like. The topics/subject matters of such activities are either part of an annual plan based on the training needs survey conducted by the SAO at the beginning of each school year, or determined to be pressing needs which call for immediate discussion/attention.

15.4.2.4 Organizational diagnosis/consultation

Any recognized student organization in DLSU-D that has organizational concerns may avail of this particular service. It proposes to help student organizations manage issues and problems. Likewise, this is a venue for consultation with student organizations before getting proposals approved by SDAO and OSS.

15.4.2.5 Training/Program design development

The SDAO collaborates with other units/organizations to develop training/program designs. Such designs, together with other needed materials, are made available to student groups for use in their respective organizations' growth and development.

15.4.2.5.1 SDAO-sponsored training

This is usually conducted for a specific group (e.g., presidents of CSGs and secretaries of the different interest clubs). In some cases, however, the office also conducts training for other student groups provided that they have to file their request for a specific training at the SDAO and the number of participants should not exceed 15 students.

15.4.2.5.2 Co-sponsored training

This kind of training is conducted by SDAO in collaboration with other organizations, units and/or offices of DLSU-D. The participants for this training come from the organization co-sponsoring the training.

15.4.2.5.3 Organization-sponsored training

The role of SDAO in this type of training is to provide the training consultant / conductor / documenter / facilitator. The sponsoring organization takes care of the participants, finance, and logistics.

15.4.3 Student Activities Office

15.4.3.1 SAO's general policy

The establishment and operation of recognized student organizations in the University are governed by Batas Pambansa Blg. 232 otherwise known as Education Act of 1982, specifically on student organizations and their activities on campuses.

15.4.3.2 General provision governing SAO

The authority to regulate the establishment and operations of all RSOs is vested upon the SDAO through the SAO.

- **15.4.3.3** The SDAO, through the SAO, with the approval of the OSS dean, has the authority to:
 - **15.4.3.3.1** formulate and evaluate policies and procedures for student activities upon consultation with concerned parties:
 - approve initiated and participated co/extra-curricular activities/ projects which may be organizational, collegewide, university-wide, and those which involve other schools, companies, institution, etc.:
 - 15.4.3.3 revoke the accreditation of a student organization to operate, for cause, upon consultation with the executive board of the CSO:
 - **15.4.3.3.4** renew the certificate of recognition of a student organization in consultation with the executive board of CSO.

In case of conflict within an organization or between two or more organizations/parties involved, and when no resolution on the issue at hand has been reached, the SAO may intervene and render a decision that is deemed appropriate.

To assist, SAO committees may be created to facilitate and serve as a training grounds for potential student leaders. Such shall be composed of bona fide members of RSO which shall be recommended by CSO executive board and appointed by SAO with

15.4.3.4 Activities and services

15.4.3.4.1 Accreditation and re-accreditation of student organizations

The SAO provides support to and direction for all RSOs on campus. The SAO Coordinator meets with students who want to create new student organizations. those who want to disband current groups on campus, those that need help with planning events, and those who are looking for additional assistance. The Office also assists students in understanding policies and procedures relevant to the governance and operations of student organizations.

15.4.3.4.2 Wellness Program for Lasallian Student Leaders - WISHING W.E.L.L.

Wishing W.E.L.L. is a recreational activity designed to provide relaxation, bonding, and develop camaraderie among student leaders and campus advisers. It also aims to promote active participation. Ultimately, this wellness program intends to strengthen connection and network with other groups to better serve their respective organizations.

15.4.3.4.3 Luntiang Parangal

This is the annual student awards program spearheaded by the SAO to recognize outstanding performances of student leaders, artists, writers, athletes, councils and organizations. This event also aims to showcase student models of leadership, commitment to excellence, cooperation, teamwork, and service to others.

15.4.3.4.4 Campus Advisers' General Assembly

CAGA is an assembly for welcoming campus advisers to the OSS family. This program aims to orient the advisers on the new and existing guidelines of SDAO pertaining to student activities. CAGA also serves as a venue for establishing a network of Lasallian campus advisers who understand and value their role in guiding and helping student leaders deliver quality services to students.

15.4.3.4.5 Lasallian Campus Advisers' Seminar Series

LACASS are learning sessions spearheaded by the SAO for the purpose of providing advisers with trainings that would help enhance their knowledge, attitudes and skills as advisers. Ultimately, this program aims to further deepen the advisers' commitment to serve their respective student organizations.

15.4.3.4.6 Consultation Services

The SAO through its Coordinator, welcomes student leaders and advisers who would like to visit SDAO for questions/assistance related to the organizations they are handling.

15.4.3.5 Nature and status of student organizations

15.4.3.5.1 Recognition

The CSO is the mother organization and monitoring unit of all existing RSOs in the university. Its primary purpose is to monitor the activities of the RSOs and to facilitate and coordinate activities that are beneficial to the RSOs and the DLSU-D community.

RSO refers to any organization of students duly recognized by the accreditation board and the CSO, operating in pursuant of the rules and regulations set forth by the SAO.

15.4.3.5.2 Classification

Co-curricular organizations support the academic development of its members. The main thrust is based on the objectives and nature of the academic program each organization aims to complement.

Interest organizations focus on the development of its members in a specific field of interest. Such interest shall be of significance to the member's development of ethics, skills and talents. The interests may be in the social, cultural, religious, literary, and recreational aspects.

The CSO uses the following terminologies to describe the status of RSOs on campus:

- Probationary. Status of newly recognized organizations. Status of an organization, which has not performed satisfactorily during a semester as evaluated by the CSO executive board and SAO.
- Regular Status. An RSO that has undergone the probationary status and has performed satisfactorily during a semester as evaluated by the CSO executive board and SAO.
- Regular Excellent Status. An RSO that has exceeded the regular status and has shown exemplary performance during a semester as evaluated by the CSO executive board and SAO.

15.4.3.6 Recognition of new student organization

15.4.3.6.1 The application period for recognition shall be within thirty (30) working days before the first day of the first semester and thirty (30) working days before the first day of the second semester. Recognition granted before the first semester is effective for the coming semester, while the one granted during the first semester

is effective for the second semester.

The following requirements must be submitted to SAO through the CSO:

 Letter of application addressed to the Director of SDAO through the SAO Coordinator.

For co-curricular organizations, the letter of application should be signed by the president and noted by the adviser of the organization and endorsed by the College Dean.

For interest organizations, the letter of application should be signed by the president and noted by the Adviser.

- A copy of the constitution and by-laws of the organization to be defended during the deliberation period. Such constitution and by-laws must not be contrary to the vision-mission of DLSU-D and the constitution of CSO.
- Roster of officers/founders should contain the following information:

position
name
program code
e-mail address
contact number
name of faculty adviser, his/her
academic rank, college and
department and contact
number

The above requirement should be prepared by the president and noted by the adviser.

- Recent certificate of good moral character of each officers/founders.
- Adviser's form (Form A) and adviser's Information Sheet to be filled out by the faculty adviser.
- List of proposed plan of activities to be undertaken for the upcoming semester with the corresponding timetable. This shall be defended during the deliberation period.
- Student Leader Information sheet to be filled out by each officer under the organization. Attached therein is a photocopy of their current registration form and previous semester's individual report of grades.
- Other requirements that may be required by SAO.

The **Accreditation Board** shall convene immediately after the deadline of the application. Upon submission of the application for recognition to the SAO, the president, an executive board officer, and adviser should be present during the deliberation.

The Accreditation Board is chaired by the SAO Coordinator with the following members: a designated representative from the CSO executive board, USG president or his/her designated representative, RSO president*, SDAO Director, and the OSS dean or his/her appointed representative.

*If the organization seeking for recognition is co-curricular or interest in nature, the RSO representative should be co-

curricular and interest, respectively.

- **15.4.3.6.2** The Accreditation Board shall be the sole body that will decide on all matters concerning the accreditation of new student organizations.
- **15.4.3.6.3** Organizations shall follow-up their application for recognition one (1) week after the deadline of submission.
- **15.4.3.6.4** Changes in the organizational structure must be reported immediately to SAO through CSO.

15.4.3.7 Re-accreditation of student organization

Submission of requirements for re-accreditation shall be done within fifteen (15) working days before the second semester and fifteen (15) working days before the first semester. The requirements must be submitted to SAO through the CSO. The requirements shall be the same as for application for recognition except for copy of constitution and by-laws, certificate of good moral character, and plan of activities which may not be submitted unless there have been changes.

15.4.3.8 **Revocation**

The certificate of recognition of any student organization already granted prior institutional recognition may be revoked any time if found to have violated its own statement of purpose and/or constitution and by-laws, or have consistently failed to comply with the policies of the University and other circulars/memoranda of SAO, SDAO and OSS.

Revocation of recognition may only be enforced after due process has been observed.

Other policies on revocation are contained in the CSO Constitution and by-laws.

15.4.3.9 Guidelines for student activities

15.4.3.9.1 Process for submission and approval of activity proposal

General Provision. These guidelines are hereby set for the following purposes:

- properly supervise and implement student activities
- ensure the safety and security of all students while doing the activity

Activity Period. It is implemented to give students a fair and ample opportunity to conduct student group activities and non-academic functions.

15.4.3.9.2 Recognized student activities

Integration of activities

- Before the start of the school year, student groups must evaluate their accomplished activities of the previous school year and be able to use the result of the said evaluation as basis for planning their activities for the incoming school year.
- Different groups must integrate their POA and must be able to present the same to the respective offices that manage them for approval.

CSO and Interest Organizations' POA shall be approved by the SAO coordinator.

POA of the different organizations under PAG shall be approved by the CAO coordinator.

The CSC's, PC's and Co-curricular organizations' POA of every college must be approved by the College Deans/Associate Deans

- Soft copies of the plan of activities must be submitted to SDAO on or before the deadline.
- The schedule of Integration Workshop is included in the PRO LASALLE! program.

*This activity is being done to encourage organizations to conduct tie-up activities and to identify appropriate venues for student activities.

15.4.3.9.3 Submission and approval of project proposals

- Projects or activities consolidated by the SDAO and included in the integrated POA are the ones which shall be allowed for execution; hence, the appropriate proposal forms and attachments shall be submitted to SDAO on or before the deadline of submission of project proposals.
- Lead time of proposal submission (oncampus) for SDAO is four (4) weeks and for OSS is three (3) weeks. Likewise, six (6) weeks of lead time for SDAO and five (5) weeks for OSS (off-campus).
- Follow-up of proposal may only be done two (2) days after submission to SDAO.
- For proposals with comments (e.g. incomplete requirements, corrections of errors/details/information), a maximum of two (2) working days, after the retrieval of proposal from the office, is given to complete and/or revise/finalize before this shall be submitted/returned to SDAO for approval.

- In case of changes of the approved activity (e.g. date, time or venue), the "in case of change" portion in the proposal form (1A, 1B, 2)must be filled out.
- Cancellation of an approved activity should be done at least one (1) week before the activity's schedule using the Activity Cancellation Form.
- No activity shall be approved during banned dates (one week before and during institutional examination days) except for valid reasons.

15.4.3.9.4 Venue reservation

The final output of integrated POA is submitted to the reservation office for preblocking of student council/organization activities. The council or organization is advised to accomplish the reservation form at least two (2) weeks before the date of activity. Other concerns and inquiries regarding reservation policies may be referred to the reservation officer.

15.4.3.9.5 Accomplished projects or activities

Accomplishment reports (hard copy), for strict compliance, must be submitted to SDAO within a maximum of five (5) working days after every activity.

Non-submission of accomplishment report shall receive a demerit.

15.4.3.9.6 The following are special requirements for specific kinds of activities:

On-campus Activities	Off-campus Activities
Fund-raising	Team Building/Workshop
Spiritual	Invitations
Seminar/Assembly/Orientation	Contests/Competitions
Team Building/Workshop	Outreach
Contests/Competitions	
Sports	
Outreach	
Income Generating	

15.4.3.10 Existing guidelines based on the nature of activities

15.4.3.10.1 For fund-raising activities that would entail sponsorship/donations, the following must be noted:

- Observe the guidelines of UAO on fund-raising activities;
- Include details such as mechanics, procedures, target sponsors;
- Include details on the expected expenses and profits;
- Include declaration of gross and net profit in the accomplishment form;
- Include other requirements as provided for in the fund-raising form;
- Copies of the financial statement should be submitted to UAO and SDAO after the activity.

15.4.3.10.2 For invitational activities such as offcampus competitions, conventions, trainings, etc.

- Invitation letter from the organizing party or brochure of the activity
- Letter of intent
- List of participants
- Itinerary
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS dean
- Resolution on budget allocation

15.4.3.10.3 For On-campus activities

- A brief description of the program/activity to be proposed
- List of participants
- Resolution on budget allocation
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental

consent forms addressed to the OSS Dean for the activity scheduled on weekends.

15.4.3.10.4 For On-campus contests or competitions

- A brief description of the program/activity to be proposed
- Mechanics, procedures, criteria
- Prizes
- Judges
- Resolution on budget allocation

15.4.3.10.5 For income generating

- A brief description of the program/activity to be proposed
- Include details such as mechanics and procedures
- Include details on the expected expenses and profits
- Include declaration of gross and net profit in the accomplishment form
- External sponsors and not allowed
- List of participants
- Resolution on budget allocation
- Letter of conformity of accompanying faculty

15.4.3.10.6 For on-campus outreach activities

- Initial dialogue/consultation with LCDC
- Observe LCDC outreach guidelines
- A brief description of the program/activity to be proposed
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

15.4.3.10.7 For joint activities

- Memorandum of agreement signed by parties involved
- Accomplished proposal form for each proponent and one set of attachments submitted altogether

15.4.3.10.8 For sports activities

- At least one school nurse must be secured by the college concerned during their games. Any cost that may be incurred in the request for nurse/s shall be shouldered by the college through their CSG trust fund.
- The presence of all of the following personnel during any game is a requisite:
- Faculty advisers/members following the 1:50 faculty to student ratio
- Nurse/s on-duty at the ULS
- Two standby vehicles with designated drivers for emergency transport to the University Medical Center
- Failure to satisfy any of the above shall mean non-approval or cancellation of any scheduled game by SDAO Director. Likewise, an authorized faculty or representative of the college dean may stop a game at any time at their discretion.

15.4.3.10.9 For off-campus and overnight activities

- Itinerary
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

15.4.3.10.10 For off-campus outreach activities

- Initial dialogue/consultation with LCDC
- Observe LCDC outreach guidelines
- A brief description of the program to be proposed Itinerary
- List of participants
- Letter of conformity of accompanying faculty
- Letter for the issuance of parental consent forms addressed to the OSS Dean
- Resolution on budget allocation

15.4.3.11 Accompanying Faculty

All approved activities shall be attended by the faculty adviser. However, if the faculty adviser, with a justifiable reason, is unable to attend, s/he must assist the council or organization in looking for/ in requesting for another full-time faculty member to accompany the group; thus, the replacement must be reported to SDAO and OSS two (2) working days before the actual date of activity.

The full-time faculty student ratio must be 1:50 for incampus weekend activities and 1:30 for off-campus activities.

15.4.3.12 Parental Consent Form

For sports related activities, it is for strict compliance that medical certificate and a photocopy of parent/guardian's valid ID must be included upon the submission of PCF of the participants.

Only a photocopy of parent/guardian's valid ID is required to be attached to the PCF for the non-sports related activities.

15.4.3.13 Faculty Adviser

DLSU-D believes in the importance of assisting and supporting its student organizations in their cocurricular and extra-curricular endeavors. The members of the academic community specifically the faculty are strongly encouraged to take an active role in the total development of the students by participating as advisers of student organizations.

The organization shall have no more than one (1) faculty adviser and, if qualified, shall be appointed by the OSS Dean.

The adviser must be a full-time faculty member of the university and has observed at least one-year residency.

- For co-curricular organizations, the adviser must be involved in the activities of the particular academic area.
- For interest clubs, the adviser should be knowledgeable in the particular field.

The adviser shall serve for one school year but may be renewed based on the recommendation of the organization. Before the period expires, the faculty adviser should be recommended by the organization to the OSS Dean to serve the remaining term.

15.4.4 Cultural Arts Office

15.4.4.1 As a unit of the SDAO, the CAO is tasked with providing opportunities for students to develop themselves in the area of culture promotion and arts. Such is realized through the institutionally recognized PAG, namely:

15.4.4.1.1 Teatro Lasalliana

Teatro Lasalliana is a prominent student theater/dramatics group in the campus. It was established in 1988 and is composed of talented members from different colleges. The group promotes awareness and development of theater arts in the University. It subscribes to the belief that theater arts is a concerted and collective effort.

Yearly, Teatro Lasalliana comes up with minor and major stage plays as well as theater festivals. The members

also visit elementary and secondary schools for outreach programs and workshop sessions designed for potential artists.

15.4.4.1.2 The DLSU-D Chorale

This is a pioneer institutional performing arts organization under the CAO. The group is composed of students from the different colleges who strive to promote appreciation for choral music, uphold Filipino faith and culture, and aid its members in their personal formation towards becoming men and women who live by the Lasallian core values of faith, zeal for service and communion in mission.

Under the leadership of a professional choral trainer and conductor, the group musical produces presentations. performs in diverse institutional functions, choral festivals, competitions and other external events. It aims to inculcate discipline. responsibility. determination. cooperation, humility while enhancing the potential of its members through trainings. rehearsals, exposure activities and trainings various conducted throughout the year.

15.4.4.1.3 La Salle Filipiniana Dance Company – LSFDC

The LSFDC, established in 1993. specializes in Creative Folk and Ethnic reflecting Dances the historic Philippines. Among its well-applauded repertoire include singkil, salidsid. tiniklina. sayaw bangko, sa pandangguhan, and paunjalay. LSFDC is composed of members from various colleges, all raring and eager to know more of themselves, of others, and of our culture through Philippine dances. A technical dance instructor heads this group to provide members with the much needed training to prepare them for competitive exposures and dance competitions. Each year, LSFDC mounts major and minor productions in the campus.

15.4.4.1.4 Pointes 'n Flexes Dance Company - LPNFDC

LPNFDC The is an accredited institutional PAG under the supervision of the CAO. Members of this group are trained bv professional а choreographer specializing in jazz, hiphop, ballroom, ballet. modern, contemporary and interpretative dance. The group also performs belly dancing and gymnastics. LPNFDC represents DLSU-D in Inter-university activities and competitions. It renders minor shows and and maior productions in the University.

15.4.4.1.5 DLSU-D Symphonic Band

The DLSU-D Symphonic Band. formerly DLSU-D Brass Band. composed of a dynamic group of instrumentalists and band plavers. Since 1994. the band blows its in various institutional harmony activities and special functions in and off campus. The members of the group are given free trainings and workshops to further hone their skills in playing various musical instruments. Just like other performing arts group, the group renders free shows and minor and major productions within the University. also participates in off-campus exposures and competitions.

15.4.4.1.6 Lasallian Pop Band - LPB

The LPB is into OPM, pop, R&B, disco, fiasco, and jazz music. It used to be a unit under the DLSU-D Symphonic Band. Thus, it is considered the voungest member organization under the PAG. It was launched as an organization 2002 independent in during the Grand Alumni Homecoming. Since then, LPB has been a constant figure in various in/off-campus activities and events.

15.4.4.1.7 Visual and Performing Arts Production Unit - VPAPU

The VPAPU was established in 1996. It is a multifaceted arts organization specializing in events, production, stage management, lighting and set design and techniques. The group is also into visual, graphic and digital arts. Apart from staging its own events and projects, VPAPU manages the minor and major productions of the six other organizations under the PAG. By invitation, the group also provides technical and production assistance to other recognized student groups and offices/units within the university. Members of the said performing arts groups are entitled to scholarship grants.

15.4.4.2 Activities and services

15.4.4.2.1 Cultural awareness

The CAO aids in the promotion of culture and arts not only within the University but also in underprivileged communities. This program aims to enrich the spirits of "the least, the last and the lost" in society through the teaching of artistic skills and production

of shows for people to watch, appreciate and learn lessons from.

15.4.4.2.2 Recruitment

The office recruits applicants annually at the beginning of the school year to give students the chance to be part of the PAG of their choice. Applicants undergo screening and interview before they are accepted as probationary members of the PAG.

15.4.4.2.3 Artistic direction

The office shares its expertise in various facets of production such as production design, technical services, scriptwriting, direction, stage management, hosting services and other artistic and creative innovations.

15.4.4.2.4 Scholarship grants

The office provides scholarship to deserving members of the PAG (see section 17).

15.4.4.2.5 Cultural Arts Festival

The office prepares an annual month long celebration of Culture and Arts through cultural presentations, competitions and exhibits inside and outside the university.

15.4.4.2.6 PAG Synergy

The office designs an annual teambuilding activity done outside the campus. This aims to strengthen the bond between and among the members of the PAG and to bring out the artistic talent of each member through teambuilding activities.

15.4.4.2.7 Cultural presentations

The office, through the seven performing arts groups, holds major and minor productions, concerts and cultural shows to heighten cultural awareness and to provide venues for exposure and appreciation of the different art forms on campus.

15.4.4.2.8 Performances

The office grants performance requests from units/offices/department /organizations from within and outside the University to support their activities and projects and showcase the artistic talents of the seven PAGs.

15.4.4.2.9 Exposure trips

The office gives each performing arts group the opportunity to watch stage plays, concerts, exhibits, expositions and other performances and activities conducted outside the University. This aims to help the members of the performing arts group better appreciate their craft and to help them learn contemporary approaches, skills and techniques in performing arts which they could eventually apply to their future activities and projects.

15.4.4.2.10 Free workshops

The office, through the seven performing arts groups, provides free trainings and workshops to reach out to children and teens who are interested in and are willing to learn the various forms of art.

15.4.4 THE HERALDO FILIPINO

15.4.4.1 The HF is the official student publication of DLSU-D. It is guided by the principles of responsible campus journalism, motivated by the Lasallian virtues, and called upon to serve the DLSU-D community by establishing a pronounced transformation constructive to the progress of the entire society.

As the voice of the students, The HF strives to provide essential information and promote analytical and reliable thinking for the students' interest. As dedicated and vigilant Lasallians, HF observes the values of Religio, Mores, and Cultura in efficient harmony with progressive and conscientious judgment.

15.4.4.2 The HF commits itself to the unwavering pursuit of the development of the academic community and nation by upholding the principles of responsible student journalists. The University shall support its student publication by adhering to the concept of a free and responsible press, as stated in Section 2 of RA 7079 or the Campus Journalism Act of 1991, that upholds and protects the freedom of speech and of the press even at the campus level, and encourages critical and creative thinking of the Filipino youth (HF Editorial Policies, 2018).

15.4.4.3 Publications

- HERALDO FILIPINO broadsheet
- HERALDO FILIPINO Website digital platform
- La Salleño feature magazine
- Just Play sports magazine
- Palad literary digest
- Alipato art and photo folio
- Halalan student elections coverage
- Decreto investigative journalism

15.4.4.4 Editorial policies

The editorial policies of the HF are the rules, guiding standards, and principles with which the best quality of the publication and the ethical standards of journalism are guaranteed.

The editorial board of the HF is responsible for enforcing, amending, and revising the policies every 3 years, with exceptions to necessary amendments, as stated herein furtherance to Rule IV Sec 2 (c) of DECS Order No. 94 Series of 1992, which has the statement "...the editorial board shall freely determine its editorial policies."

15.4.4.5 Composition

- **15.4.4.5.1** The HF organizational structure is comprised of the editorial board and the editorial staff.
- 15.4.4.5.2 The editorial board is composed of five higher editors (Editor in Chief. Associate Editor, Managing Director, Editor, and Office Copy and Circulations Manager) in charge of overseeing the editorial and operational functions of the HF; and nine section editors (Writing: News Editor, Features Editor, Literary Editor, Sports Editor; Visuals: Art Director, Graphics and Layout Director, Chief Photographer, Chief Videographer: Digital: Manager) in charge of creating the content of the HF.
- 15.4.4.5.3 The editorial staff members of the HF are ranked from apprentice, junior staff, and senior staff, based on merit. Each staff member belongs to one of the nine sections of the HF: News, Features, Literary, Sports, Art, Graphics, Photo, Video, and Web.

15.4.4.6 Funding

15.4.4.6.1 The HF uses publication fees paid by undergraduate students during regular 95

semesters only. The HF collection fee can be found under the miscellaneous fees of each DLSU-D enrollee.

Such fees are collected by the Accounting Office and are considered to the HF trust fund under the care of the university. The release of such funds requires institutional accounting procedure.

15.4.4.6.2 When a necessary and urgent need arises, the provisions of RA 7079 (Campus Journalism Act of 1991) on publication shall apply.

15.4.4.7 Staff selection

Students who aspire to become members of HF must meet the requirements set by the editorial board such as:

- **15.4.4.7.1** Passing the competitive examination and interview by the editorial board.
- 15.4.4.7.2 Submitting photocopies of their report of grades in the semester or summer term prior to their application. Sample works are also encouraged if available.
- **15.4.4.7.3** Obtaining a GPA of at least 1.75 or higher, with no failing mark in any academic or non-academic subject.
- 15.4.4.7.4 Carrying a minimum load of 15 units per semester. However, students may be exempted from this rule if they are graduating students, shiftees or transferees where the 15 unit-requirement is not possible.
- 15.4.4.7.5 Guaranteeing that they are not under any disciplinary probation, or must not have been found guilty of any major offense, as certified by the SWAFO director.
- **15.4.4.7.6** Ensuring that the applicant is not an officer of the USG, ROTC, or other organizations in DLSU-D.

15.4.4.8 Editorial board and staff retention

Members of the editorial board and staff must:

- **15.4.4.8.1** Maintain a GPA of 1.75 or better with no failing mark in any academic or non-academic subject.
- **15.4.4.8.2** Carry a minimum load of 15 units per semester. However, this may be waived if they are graduating students, shiftees, or transferees where a 15-unit load is not possible.
- **15.4.4.8.3** Publish at least five (5) articles or visual works per semester.
- **15.4.4.8.4** Not be under any disciplinary probation or found guilty of any major offense as certified by the SWAFO Director.
- **15.4.4.8.5** Complete 250 residency hours.
- **15.4.4.8.6** Attain a score of 75% of above in the HF internal organizational evaluations.
- **15.4.4.8.7** Must not be an officer of the USG, ROTC, or other organizations, or member of any other media organization in DLSU-D.

15.4.4.9 Editorial board selection

- **15.4.4.9.1** Members of the editorial board are appointed based on merit by the editorial screening board.
- 15.4.4.9.2 Editorial board applicants must complete a rigorous examination and interview process, which will be assessed by the editorial screening board assigned to determine the criteria and credentials of applicants.
- 15.4.4.9.3 The editorial screening board shall be composed of all graduating or outgoing editors who are not applying for a second term and the publication adviser acting as chair. Previous

editors of the HF currently working as media practitioners may also be invited to sit on the panel upon the discretion of the incumbent editor-in-chief.

15.4.4.10 Printing

The HF , Vicissitude and all other collegiate, department and organizational student publications are printed by commercial printing presses chosen through the University bidding process.

15.4.4.11 Selection of publication adviser

- 15.4.4.11.1 Lasallian Core Values
- **15.4.4.11.2** High degree of accuracy and fluency in the Filipino and English language
- **15.4.4.11.3** Extensive experience in advising campus paper and/or background in journalism
- 15.4.4.11.4 A degree in Bachelor of Arts Communication or Journalism. In cases wherein the adviser has a degree other than the ones mentioned above, s/he may be hired provided that he/she has a sufficient experience in the field of journalism.

15.5 Vicissitude

15.5.1 Vicissitude is DLSU-D's collegiate official yearbook that features the school year's roster of graduates. The recognized Vicissitude Editorial Board, under the supervision of a coordinator, is generally concerned with the preparation and production of the official yearbook. They attend to the various phases of the production of the yearbook such as editing, laying out, proofreading, choosing the artwork, etc.

Vicissitude envisions itself as an invaluable Lasallian partner in preserving and upholding Lasallian pride, heritage and identity by producing high-quality DLSU-D yearbooks that are worth-keeping for generations to come.

15.5.2 General membership

Each member of Vicissitude must be a bona fide student of DLSU-D who is committed to the values of responsibility, creativity and service. A student who aspires to become a member must

- Submit a copy of an accomplished application form
- Copy of grades earned from the most recent semester (for upperclassmen)
- COR of the current semester
- Pass the interview and examination given.

15.5.3 Editorial board and staff

The Vicissitude editorial board and editorial staff are a group of students empowered and equipped to take responsibilities for the timely production (conceptualizing to printing) of the yearbook with the supervision of the Vicissitude coordinator.

The Vicissitude Editorial Board is composed of seven (7) members: Editor-in-Chief, Associate Editor, Managing Director, Marketing and Communications Director, Content Director, Photography Director, and Creative Director.

15.5.4 Benefits and privileges

- **15.5.4.1** Deserving Editorial Board/Staff members may be given any or all of the following benefits and privileges:
 - Free in-campus/off-campus trainings on leadership, writing and editing, photography, graphics and laying-out, and other fields relevant to yearbook production
 - Free pictorial by Vicissitude's official photographer/photo studio
 - Free yearbook copies (for Editorial Board/Staff members)
 - · Tuition discounts

In case that the graduating executive board/executive staff members did not accomplish the required duty hours, they shall pay the total amount of the graduation picture and yearbook.

- **15.5.4.2** Bases for the granting of any or all of the abovementioned benefits and privileges are as follows:
 - · Seniority
 - Performance evaluation (70% from the Vicissitude Coordinator and Graphics and Design Layout Artist, and 30% from the EB) with at least a Satisfactory rating
 - Academic performance (No failing grades);
 - · Completion of required duty hours
 - Availability of funds

15.6 International Student Office

- **15.6.1** The ISO is a unit directly under the supervision of the OSS Dean. Its main task is to ensure that all incoming and bonafide international students of the university have the proper visa and other requirements for studying.
- **15.6.2** The ISO is the office that handles specialized functions concerning foreign student which include the following:
 - **15.6.2.1** Monitors all foreign students enrolled in the university every semester;
 - **15.6.2.2** Inspects, verifies and monitors all legal and valid documents of foreign students;
 - 15.6.2.3 Facilitates the processing of Student Visa conversion, extension and Special Study Permit of incoming qualified applicants and eligible old students:
 - 15.6.2.4 Has the authority to hold students' portal should they fail to comply with the requirements of ISO and the Student Desk of the Bureau of Immigration;
 - **15.6.2.5** Issues the following:
 - Certificate of Eligibility to Enroll;
 - Waiver for Enrollment cancellation;
 - Final Notice of Enrollment cancellation;
 - Final Enrollment Cancellation;
 - Monthly monitoring card to ensure that they are attending their classes.
 - 15.6.2.6 Updates foreign students on new rules and regulations concerning their stay in the Philippines;
 - **15.6.2.7** Conducts advising on matters concerning status as students;
 - **15.6.2.8** Provides assistance to special transactions that the foreign students encounter with any DLSUD office;
 - **15.6.2.9** Provides assistance to and consultation with foreign students concerns;
 - **15.6.2.10** Conducts freshman orientation and general assembly for international students; and
 - **15.6.2.11** Assists ISA during meetings and activities.

15.6.3 International Student Association

Every international student, upon enrollment at DLSU-D, is an automatic member of the ISA. It is the official international students' organization in DLSU-D which is headed by eight (8) officers and a maximum of ten (10) support staff represented by all nationalities who will serve the organization for one academic year under a designated adviser. The ISA is directly under the OSS Dean. The functions are the following:

- **15.6.3.1** Spearhead activities for international students;
- 15.6.3.2 Promote cultural orientation, camaraderie, and synergy between and among foreign and Filipino students by conducting activities relevant and helpful to them, such as outreach programs, cultural shows and other programs;
- **15.6.3.3** Provide assistance to its members;
- **15.6.3.4** Render voluntary service to International Students Office operations.
- **15.6.4** Regular activities for the international students include new student orientation, general assembly, and year-end workshop. Optional activities include leadership training, cultural show, food festival, sports tournament, among others.

15.6.5 Foreign fee charges

All international students are charged with the following fees in US dollars:

- **15.6.5.1** Admission fee which is paid on a one-time basis during the first semester of their first school year in the university
- **15.6.5.2** Semestral fee which is paid twice a year for each semester during their entire stay in the University.

15.7 Student Welfare and Formation Office

It is very important for students to maintain a clean discipline record to be assured of their continued stay in DLSU-D. This section aims to orient the students of what SWAFO is all about, its mandate, the disciplinary proceedings, and the formation program. SWAFO embraces the following taglines/goals to reach out positively to students:

- Student Will Never Be A Foe With SWAFO;
- Strengthening Discipline. Exuding Compassion. Nothing But Service.
- SWAFO exercises S.M.A.R.T. (S.mile M.ake simple conversations, A.sk for student's name and ID card, R.efer the student to the office, T.hank the student.)
- **15.7.1** The SWAFO is in charge of the enforcement of student discipline policies, rules and regulations as stipulated in this Handbook. It is headed by a director who:
 - **15.7.1.1** implements University policies and regulations regarding discipline;
 - **15.7.1.2** maintains a record of all offenses or violations of students;
 - **15.7.1.3** coordinates with the Chief of Security in the implementation of the University policies rules and regulations;
 - **15.7.1.4** hears and decides on disciplinary cases of students;
 - **15.7.1.5** presents decided cases of violations submitted and appealed to the UDB;
 - **15.7.1.6** renders and promulgates decisions on discipline cases:
 - **15.7.1.7** supervises student formatores and staff; and
 - **15.7.1.8** issues student clearances and certificate of good moral character.
- **15.7.2** The SWAFO Director is aided by the Assistant to the Director and the Student Formatores whose main functions are to:
 - **15.7.2.1** maintain and promote peace and order in the campus;
 - **15.7.2.2** monitor activities of students and student groups on campus;
 - **15.7.2.3** accost students who are seen violating or suspected to be violating rules and regulations, and

- demand the presentation/confiscation of the student ID card;
- 15.7.2.4 conduct investigation of students who violate University rules and regulations while being always mindful of their rights;
- **15.7.2.5** prepare and submit required investigation report of discipline cases to the SWAFO Director;
- **15.7.2.6** invite students during their free time to the SWAFO for purposes relative to their violation;
- 15.7.2.7 coordinate with other offices and units of the University regarding student discipline and behavior; and
- **15.7.2.8** act as custodian of all surrendered lost and found items

15.7.3 Discipline procedure

SWAFO observes the following discipline procedures which strictly adhere to the standards set by law and jurisprudence;

- **15.7.3.1** Upon receipt of the complaint/report, the head of the Investigation Section shall carefully study and evaluate the same.
 - If the report has no justifiable grounds, the section head automatically recommends to the SWAFO Director the dismissal of the same.
 - If the report has justifiable grounds, the section head disseminates the case to the member of the investigation section.
- 15.7.3.2 The respondent student shall be given notice in writing, through the investigator, of the nature and cause of allegation against him/her. The said student shall then be required to answer the allegation in writing within three (3) school days upon receipt of the notice. During that time, the student shall also be allowed to present evidence on his behalf.

Failure/refusal on the part of the respondent student to submit his/her statement within the prescribed period without valid reason shall be

deemed as a waiver of his/her right to answer and defend his/her right against the allegation.

- **15.7.3.3** The respondent student shall be scheduled for preliminary investigation.
 - If the respondent student willfully and voluntarily admitted the allegation, the assigned investigator shall prepare and shall thereafter serve the formal charge;
 - If the student denies the allegation, the investigator has the right to conduct followup investigations if the statements of the respondent student is doubtful.
- 15.7.3.4 During follow up investigations, the investigator can gather additional pieces of evidence to clarify and verify the case at hand. Likewise, s/he can invite the informant/complainant and/ or his/her witnesses, if there are any, for questioning pertinent to the instant case. After follow-up investigations:
 - If the investigator finds the allegation not meritorious, he shall draft an investigation report addressed to the SWAFO Director containing the dismissal of the case.
 - If the investigator finds the allegation meritorious, he shall then prepare and serve the formal charge to the respondent student.
- **15.7.3.5** The investigator thereafter prepares the investigation report indicating his findings and recommendations. The same shall be submitted to the SWAFO director for proper hearing.
- **15.7.3.6** After submission of the investigation report, the SWAFO director can call on the Assistant to the Director and the investigator in charge to discuss the case at hand.
- 15.7.3.7 The SWAFO director shall conduct proper hearing in the presence of the respondent student. Thereafter, the Director shall render the decision on the disciplinary case at hand on the scheduled time and date. During the entirety of the disciplinary proceedings, the student reserves the right to be assisted by a counsel. However, the proceedings

shall not be invalidated by the absence of one.

15.7.3.8 The decision of the SWAFO director shall be final and executory unless the student appeals the said decision. The appeal shall be filed before the UDB within five (5) school days from the receipt of the decision.

Grounds for the consideration of appeals to the UDB:

- Grave abuse of discretion on the part of the SWAFO Director.
- The absence of due process

15.7.4 The University Discipline Board

15.7.4.1 The UDB may be convened to hear, deliberate, and decide cases on appeals submitted by student and on cases referred by the SWAFO director which need the decision of the board.

The UDB is composed of the:

- OSS Dean as chair. In his/her absence, the other members of the Board may elect from themselves a temporary chair
- Concerned collegiate dean/associate dean
- USG President or his/her representative
- Faculty Association president or his representative
- POLCA president or his/her representative
- Alumni Association president
- President of CSG or representative

15.7.4.2 Procedure for appeal

- An appeal shall be filed within five (5) school days after receipt of the decision. Such appeal (7 copies) must be filed to the OSS. The appeal shall contain a concise statement of the issues involved and the grounds relied upon for the appeal. It should be accompanied with a copy of the decision subject of the appeal.
- **15.7.4.2.2** A true copy of such documentary pieces of evidence shall be kept in SWAFO. One

school day after the letter of appeal was submitted to UDB, the SWAFO shall submit to the chair of UDB all original documents pertinent to the matter of the appeal for purposes of marking.

- 15.7.4.2.3 The OSS Dean convenes the board to determine the sufficiency of the grounds of the case subject of the appeal.
- 15.7.4.2.4 If the case subject of the appeal is without merit, or insufficient in grounds, or the questions raised therein are too insubstantial to require consideration, the board may dismiss the case subject of the appeal.
- 15.7.4.2.5 If the case subject of the appeal is sufficient in grounds or with merit, the board shall determine schedule/s of hearing.
- 15.7.4.2.6 The appellant and his parents/guardian are duly notified of the date/s of the hearing/s. If the parent/guardian cannot come, the same shall inform the board in writing within three (3) school days from receipt of the notice.
- 15.7.4.2.7 The board shall convene to hear the case subject of the appeal. In the event of the appellant's failure to appear during the hearing, the Board shall proceed ex-parte without prejudice to the appellant's appearance in subsequent hearings.
- 15.7.4.2.8 If hearing of witnesses of the appeal is indispensable, the Board may hear witnesses, in the absence of the appellant. However, the presence of the appellant is a must unless such right is waived in writing. The presence of the SWAFO director to present the case shall be indispensable.
- **15.7.4.2.9** Real, testimonial or documentary evidence shall be limited to the

allegations contained in the result of the investigation submitted by the SWAFO director. No new evidence can be entertained during the hearing.

- 15.7.4.2.10 The entire proceedings be shall documented and filed. The proceedings may likewise be audio/video recorded by Board. ΑII documents of proceedings shall be submitted to the chairperson, who shall have custody of such records. The parties may be furnished a copy of the minutes.
- 15.7.4.2.11 As far as practicability is concerned, hearing on any appeal shall not last beyond one (1) calendar month from the date of the initial hearing. Postponements shall only be allowed due to highly justifiable causes as decided on by the Board.
- 15.7.4.2.12 The board shall render a decision within ten (10) days from the date of the last hearing whether or not the parties submit their respective memoranda. The decision shall be in writing and shall state the reasons relied upon in arriving at such decisions. Copies thereof shall be sent to all parties and submitted to the VCAR, College Dean/s concerned, Department Chair/s concerned, the OUR, SWAFO, and CHED, if necessary.
- 15.7.4.2.13 The Board reserves the right to decide on the case subject of the appeal. Therefore, it may commute, reverse, affirm the decision of the SWAFO based on the documents presented.
- 15.7.4.2.14 Decision of the UDB shall be final and executory within fifteen (15) school days after the promulgation of the decision unless a motion for reconsideration is submitted to the Board with five (5) school days from receipt of the decision. Such motion for reconsideration shall be on the

ground that a new evidence has been discovered which was not presented before. A copy of which shall be furnished to the complainant and the appellant.

- 15.7.4.2.15 The filing of motion for reconsideration stalls the counting of the fifteen (15) school days from receipt of the said motion for reconsideration.
- **15.7.4.3** Each party shall only be allowed one postponement. Parties who wish to request postponement of hearing should be reminded of the following:
 - **15.7.4.3.1** Request for postponement shall only be on writing.
 - 15.7.4.3.2 Written request of postponement must be filed with the chair of the UDB at least three (3) school days before the scheduled date of hearing.
 - 15.7.4.3.3 The requesting party shall be notified in writing of the action taken thereon at least (2) days prior to the scheduled date of the hearing.
 - **15.7.4.3.4** Notice to the parent or guardian on record shall be deemed sufficient notice for the purpose.
 - 15.7.4.3.5 Written request of postponement filed beyond the prescribed period shall be denied and the parties shall be required to be present at the scheduled hearing.

15.7.5 Formation Program

The Formation Program is intended for students who have committed a major offense and were given a sanction of either suspension or alternative sanction (office work). This program aims to help students with violations recognize their mistakes and eventually learn from them.

15.7.5.1 Guidelines for the Formation Program Participants

- 15.7.5.1.1 Formation Program is a requirement to students who have committed a major offense, whether s/he is currently enrolled, has already transferred to another school or has already graduated from this University.
- **15.7.5.1.2** Only students who have served / finished their sanctions (either suspension or alternative sanction) shall be required to attend.
- 15.7.5.1.3 Students must visit the office and enlist themselves (names and contact numbers) for the seminar, through the SWAFO Secretary, from the first day of classes until before the date of the first meeting.
- **15.7.5.1.4** During the first meeting, students must submit the following:
 - COR to serve as reference for student's current class schedule
 - Certificate of Completion to be secured from SWAFO c/o the Secretary upon completion of sanction
- 15.7.5.1.5 The Formation Program is composed of five (5) sessions, which shall be held once a month. The first four (4) sessions shall be scheduled based on the common vacant time of the participants. The final session shall be held for one whole day and is usually scheduled after the final examination week.
- **15.7.5.1.6** All participants are expected to:
 - Complete all sessions of the program to become qualified to secure a Certificate of Good Moral Character.
 - Inform SWAFO, through the Education Section, ahead of time in case of a conflict with the scheduled session. A letter of explanation should be addressed

to the SWAFO Director, through the Education Section, subject for approval.

Note: Only those with approved letters shall be allowed to continue with the program. In the absence of the approved letter, failure to attend in one (1) session of the program shall mean forfeiture of the opportunity to complete the sessions within the said semester. Thus, the student would have to wait for the next set of meetings of the Formation Program, which shall be held the following semester.

- **15.7.5.1.7** Be punctual in attending all the sessions of the program. Tardiness, without a valid reason, might be considered an absence.
- **15.7.5.1.8** Relative to the second item in *15.7.5.1.6*, an attendee who submitted a letter of explanation and was approved by the SWAFO Director shall be given a special task.
- **15.7.5.1.9** Participants may only be allowed to be absent once.
- 15.7.5.1.10 In case the participant fails to attend the final session, s/he will be allowed to attend the final session of the next batch, provided, a letter of explanation on why s/he was not able to attend the said session should be submitted to the SWAFO director. S/he will be obliged to attend the first meeting of the said batch.
- **15.7.5.1.11** A student can only be given the chance to attend and complete the sessions of the Formation Program once.
- 15.7.5.1.12 In the event that a student commits any major offense after attending the program, his/her opportunity to secure a

Certificate of Good Moral Character shall be forfeited.

15.7.6 Peer Assistance Program

The SWAFO, in its constant aim to reach out to as many students as possible, and to inculcate in the minds of students the value of discipline, has its own student auxiliary group known as the Peer Assistance Program. It is composed of volunteer students coming from the different colleges who help SWAFO in promoting the importance of discipline, camaraderie and leadership among many students.

Section 16 AUXILIARY SERVICES

16.1 Health services

- 16.1.1 The university clinic delivers optimal medical care to all DLSU-D students. Such is provided by the clinic personnel under the supervision of the University Physician and the available facilities. Aside from the delivery of medical services, the clinic also acts as a referral facility if more specialized care is needed.
- **16.1.2** There are three (3) clinics located in three distinct areas of DLSU-D, namely: east campus (JFH 108), west campus (GMH 114), and at the ULS.
- **16.1.3** All new students are required to undergo a pre-admission health examination scheduled by the CSA at the start of the school year.

16.1.4 Referral system

- **16.1.4.1** All DLSU-D students are entitled to medical consultation at the university clinic during office hours.
- **16.1.4.2** The university clinic requires the university nurse to inquire into the nature of the patient's ailment and inform the university physician about it.
- 16.1.4.3 The university physician examines, diagnoses, and prescribes appropriate management of all primary cases observed. If the patient's condition would require the use of a specialized diagnostic facility or equipment, s/he is then referred to an appropriate clinic, laboratory, or specialist for further evaluation and/or management. Only the University Physician can refer patients to De La Salle University Medical Center.

16.1.5 Procedure for medical consultation

16.1.5.1 The student proceeds to any university clinic (JFH 108, GMH 114, and ULS) for medical consultation

- and west clinic for dental consultation.
- **16.1.5.2** The nurse on duty conducts interview, retrieves record and applies first aid treatment on the patient if necessary then endorses the student to the physician.
- **16.1.5.3** The physician examines, diagnoses and prescribes appropriate management for all primary cases seen at the university clinic.
 - **16.1.5.3.1** If treated on out-patient basis, the patient is provided with certification of medical condition.
 - 16.1.5.3.2 If further evaluation, managements or diagnostic procedures are needed in a hospital, or diagnostic clinic, the student's legal guardian should be informed of the plan.
 - 16.1.5.3.3 If the condition permits, the physician recommends number of days for convalescent or recovery period, isolation period for infectious illnesses based on the disease pathology such as incubation period and degree of communicability.
 - 16.1.5.3.4 If hospitalized or treated in a specialized institution, the student will be required a medical certificate from the attending private medical doctor if additional follow-up treatments, further re-evaluation are mandated.

Note: Recommendation and/or certification released by the university clinic should be used as a basis for faculty consideration of the student (see section 23.1.1).

16.2 Campus ministry

The CMO is called to animate and accompany the DLSU-D community towards an experience of *ecclesia*, i.e., being church in our campus. To respond to this calling, the CMO has the following ministries:

16.2.1 Worship (Leitourgia) Ministry aims to provide meaningful, relevant, inculturated and dynamic liturgical celebrations especially the Holy Eucharist. Working by the common

framework for Lasallian formation, it seeks to discover God's active presence in His word, in men and women, in the poor, in our nation, in history, and His people. An authentic Lasallian education is essentially a free and willing collaboration with God in building truly human communities that reflect the values of God's Kingdom as expressed in the Gospel.

Students are given opportunities to serve and participate actively in church life as:

Liturgical ministers: lector, commentator, prayer leader, altar server, music minister (choir), mass usher/usherette, mass collector, and liturgical artist.

16.2.2 The Research and Communication (Kerygma) Ministry proclaims the message of Christ to the community for a new evangelization.

Students are given opportunities to serve and become involved in the church life of DLSU-D by sharing their expertise especially in the field of communication as writers/contributors to the official newsletter publication of the CMO, the "Church WAVES".

16.2.3 The Fellowship (Koinonia) Ministry invites, empowers, and enables the members of the community to participate in the life of the church through community building and faith sharing in order to experience being church in campus in the spirit of faith, zeal for service and communion in mission.

Students are enabled to grow and mature in their faith through character building, living the Gospel values, becoming rooted in their culture and developing a Christian lifestyle in the spirit of faith, zeal and communion through discipleship sessions as:

Campus Peer Ministers - the community of student volunteers formed through a discipleship program offered by the office.

16.2.4 Vocation Promotion Ministry aims to accompany the members of the community to discern their vocation.

Students are given the opportunity to promote vocations as one of the:

Friends of St. Benilde – the community of prayer partners for the promotion of vocation.

16.2.5 Retreat and Recollection Ministry provides all students with spiritual formation through retreats and recollections as required activities. Its retreat and recollection programs respond to the goals of holistic formation and developmental growth of the students. Moments of prayer, reflection and sharing are provided so that the students may better understand who they are and find God's presence in their experiences.

Every retreat and recollection is a spiritual encounter with God meant to be a venue for silence, prayer, reflection and renewal.

Students are given the following retreat and recollection modules:

16.2.5.1 Kalooban: for first year students16.2.5.2 Ugnayan: for second year students16.2.5.3 Damayan: for third year students16.2.5.4 Tipanan: for graduating students

16.3 Dormitory facilities

16.3.1 Female dormitory facilities

The University has 11 dormitory buildings. The four-story building with 58 air-conditioned rooms can accommodate 278 female students. Each room is provided with private toilet and bath, beds with mattresses, closet, orbit fans, refrigerator, and study tables. Common reception, kitchen and dining hall are also provided.

The two other dormitory buildings divided into left and right wing have 15 rooms. Three (3) of these rooms can accommodate two (2) persons per room. The other 15 rooms can accommodate four (4) persons per room. The dormitory rooms are provided with mattresses and two orbit fans. Study tables are also provided.

Seven condominiums units with 63 rooms can accommodate three (3) persons per room. Each room has a private toilet and bath, three beds with mattresses, three chairs, one refrigerator, clothes cabinet, study table and a bookshelf.

16.3.2 Male dormitory facilities

The two (2) story building with air-conditioned rooms can accommodate 23 male students. Each room is provided with private toilet and bath, beds with mattresses, closet, and study tables. Common reception, kitchen, and dining hall are also provided.

16.4 Food services

There are several food service areas inside the campus that cater to the needs of the DLSU-D community. These food services encourage the community to practice "CLAYGO".

16.5 Recreation

The ULS provides facilities for basketball, volleyball, and table tennis for the students' recreational needs. An Olympic size swimming pool adjacent to the ULS is available for the use of all students, faculty members, and support staff. The track oval football field has been developed to meet the increasing need for sports/athletics facilities.

16.6 Bookstore

Two bookstores, situated at the east and west campuses, service the requirements of the members of the community for office supplies, textbooks, and other items, at reasonable prices. It is open from 8:00 am to 6:00 p.m. Mondays to Saturdays.

16.7 Library and information resources

- **16.7.1** The architectural design of the AEA-IRC is a replica of the Aguinaldo Shrine in Kawit, Cavite, the home of the first Philippine President General Emilio Aguinaldo.
- 16.7.2 The two adjacent buildings of AEA-IRC occupy 4,396 sq. meters in floor area with a seating capacity of 1,000 students at one time. It is fully air-conditioned which makes it conducive for study and research. The custom-designed pieces of furniture such as tables and chairs, are placed in different sections and reading areas to suit the requirement for academic libraries.
- 16.7.3 AEA-IRC has five (5) major units: Readers' Services, Technical Services, Educational Media Services, Archives and Special Collection and Electronic Resource Services. Facilities such as: (a) 7 discussion rooms, (b) the American Learning Resource Center (ALRC), (c) Learning Commons, (d) Graduate Studies and Faculty Section, (e) 2 Viewing Rooms with 89 seating capacity (each), (f) 125 computer terminals, and (g) Preview Area with 7 LCD TV.
- **16.7.4** The services provided by the AEA-IRC are the following:
 - **16.7.4.1** Mobile Information Assistant
 - 16.7.4.2 Aklatan Research Associate
 - 16.7.4.3 Online Resources Hands-On Training
 - 16.7.4.4 Audio/Video Resources Preview

- 16.7.4.5 Current Awareness Services
- **16.7.4.6** Document Conversion to PDF and File Transfer to CD- ROM
- 16.7.4.7 Video Conversion
- 16.7.4.8 Interlibrary Loan/Document Delivery
- 16.7.4.9 Library Resources Requests
- **16.7.4.10** Photocopying
- 16.7.4.11 Printing Services
- 16.7.4.12 Online Document Delivery
- 16.7.4.13 Referral Letter Request
- 16.7.4.14 Syllabus Request
- 16.7.5 In addition to its services, AEA-IRC has an OPAC which serves as the indices of the library collection both print and non-print. OPAC is also accessible from the AEA-IRC website i.e. www.dlsud.edu.ph/library
- **16.7.6** AEA-IRC also subscribes to online resources/databases such as Emerald, EBSCOHost, Explora, Gale, Philippine eJournals, PressReader, and ProQuest. It also has perpetual access to ProQuest, Filipiniana, Dissertations and eBooks.

16.7.7 AEA-IRC follows the following library hours

Regular	Monday to Friday	7:00 am - 7:00 pm
Semester	Saturday	7:00 am - 5:00 pm
	Monday to Friday (EMS)	6:30 am - 7:00 pm
Special Term	Monday-Thursday	8:00 am - 6:00 pm
and Semestral	Friday	8:00 am - 5:00 pm
Breaks	Saturday	8:00 am - 12:00 nn

Section 17 STUDENT SCHOLARSHIP PROGRAM

DLSU-D extends financial assistance to deserving undergraduate and graduate students. The scholarship program is funded by the general budget and supplemented by donations from agencies or foundations that have continually supported the program.

17.1 Internally Funded Scholarship

17.1.1 Financial Aid Grant and Student Assistantship Program

17.1.1.1 FAG grantees can avail of either 50% or 100% discount in tuition and laboratory fees but are required to render corresponding minimum number of service hours in assigned offices.

FAG	Year Level	Required service hours
50%	1 st or 2 nd	Minimum of 90 service hrs.
	3 ^{rd,} 4 ^{th,} 5 th	Minimum of 50 service hrs.
100%	1st or 2nd	Minimum of 180 service hrs.
	3 ^{rd,} 4 ^{th,} 5 th	Minimum of 100 service hrs.

17.1.1.2 SAP grantees can avail of full discount on tuition, laboratory, and miscellaneous fees but they are required to render 320 service hours in assigned offices. For the renewal of grant for the succeeding semester, grantees must maintain a GPA of at least 2.50.

17.1.1.3 Qualification of Applicants

- 17.1.1.3.1 Must be a Filipino citizen;
- 17.1.1.3.2 Must have a general average of 85% and above for incoming freshmen, and a general point average of 2.50 (80-82), without any failing grades both in academic and non-academic subjects during the semester, for upperclassmen;
- **17.1.1.3.3** Preferably a Catholic;
- **17.1.1.3.4** Course to be taken should be listed in the priority courses of DLSU-D.

17.1.1.4 Application Procedure

- **17.1.2.4.1** Applicants apply online and submit all the required documents at the CSA following a deadline.
- 17.1.2.4.2 The scholarship coordinator reviews the applicants' online data, home visitation report, evaluation form, and other submitted documents. Only the qualified applicants will be subsequently endorsed to the CSA Director.
- **17.1.2.4.3** The CSA Director accepts the list of qualified applicants and schedules a deliberation with the members of the scholarship committee.
- **17.1.2.4.4** The scholarship committee deliberates on the screened applications and subsequently endorses the results to the scholarship coordinator.
- **17.1.2.4.5** The scholarship coordinator releases the results following an announced schedule and procedure.
- 17.1.2.4.6 Grantees proceed to the CSA to present original registration form and claim notice of discount note to be subsequently presented to the accounting office for final assessment and/or payment.

17.1.2 Financial Aid for Student Trainees

- 17.1.2.1 To qualify, applicants must have no failing grade in any subject though no specific GPA is required. Relatives up to the second (2nd) degree of consanguinity or affinity of any contractual, part-time, full-time permanent and probationary employees of DLSU-D, are not allowed to apply for FAST. The number of grantees is based on the availability of funds.
- **17.1.2.2** Grantees are given tuition fee adjustment per semester. They are required to provide assistance in the execution of enrollment procedures and policies.

17.1.4 Tuition discounts for editors of the THF, athletes, ROTC officers, USG officers, Rondalla members, and PAG members

Up to 100% discount on tuition and laboratory fees may be given to the editors and deserving members of the editorial staff of THF, ROTC officers; SCE; Council of Student Organizations; USG officers; members of the varsity team; and PAG members, as recommended by the OSS Dean; and Rondalla members, as recommended by the COEd Dean, subject to the approval of the Scholarship Committee.

17.1.5 Entrance Scholarship

Entrance scholarships are extended to Rank One and Rank Two grade twelve completers from DepEd-recognized senior high schools who belong to a batch of at least 100 completers/students. Rank One grantees receive full discount on tuition fee while Rank Two receive 50% discount.

17.1.5.1 Application Procedure for Entrance Scholarship

- **17.1.5.1.1** Applicants apply online and submit application form and confirmation receipt at CSA on the scheduled date of application.
- 17.1.5.1.2 The scholarship coordinator reviews all the submitted application credentials and subsequently submits all qualified applicants to the CSA Director.
- 17.1.5.1.3 The CSA director endorses the application credentials of qualified applicants to the OUR for validation and subsequently to the AVCAS for approval.
- **17.1.5.1.4** The scholarship coordinator informs the grantees following an announced schedule and procedure.
- 17.1.5.1.5 Grantees proceed to the CSA to present original registration form and claim notice of discount to be subsequently presented to the accounting office for final assessment and/or payment.

17.1.5.2 Requirements for Entrance Scholarship

- **17.1.5.2.1** Printed application form and confirmation receipt
- 17.1.5.2.2 Principal's certification indicating the applicant's rank (1st or 2nd) and the number of completers in the batch
- **17.1.5.2.3** Photocopy of Form 138
- **17.1.5.2.4** Recommendation letter from the high school principal or guidance counselor
- **17.1.5.2.5** One (1) copy of latest 2"x2" colored picture
- **17.1.5.2.6** One (1) long folder with paper fastener

17.1.6 Academic Scholarship

- 17.1.6.1 Discount is given to upperclassmen whose GPA falls in the top 55 of particular semester. To qualify, the applicant must have no grade lower than 3.25. Also, the required number of units is 18, or the required number of units for the semester immediately before the application, whichever is lower. Ranking shall be based on the GPA up to the fourth decimal point. The number of decimal points may still be increased to break any tie. The following discounts shall be given.
- 17.1.6.2 Scholarships may be given to upperclassmen whose GPA falls in the top 55 of a particular semester. Ranking shall be based on the GPA up to the fourth decimal point. Such decimal place value may still be extended in case of a tie. The following discounts shall be given:

Тор	Discount
1 - 5	100% tuition fee discount
6 - 15	75% tuition fee discount
16 - 35	50% tuition fee discount
36 - 55	25% tuition fee discount

17.1.6.3 Application procedure for academic scholarship

17.1.6.3.1 Applicants apply online and submit application form and confirmation receipt at CSA on the scheduled date of application.

- 17.1.6.3.2 The CSA director endorses the application credentials of qualified applicants to the OUR for validation and, subsequently, to the AVCAS for approval.
- **17.1.6.3.3** The scholarship coordinator informs the grantees following an announced schedule and procedure.
- 17.1.6.3.4 Grantees proceed to the CSA to present original registration form and claim notice of discount to be subsequently presented to the accounting office for final assessment and/or payment.

17.1.7 Enhanced Brother President Scholarship Program

The EBPSP is created to provide scholarships to qualified children of DLSU-D employees. This scholarship covers the tuition fee discounts of three (3) dependent children of DLSU-D employees with the following scheme:

Availment	Discount
1st	100% tuition fee discount
2nd	75% tuition fee discount
3rd	50% tuition fee discount

17.1.8 May 1988 Scholarship for Legal Dependents

- 17.1.8.1 All legitimate children of staff who were regular employees as of May 31, 1988 are entitled to a scholarship equivalent to one hundred percent (100%) tuition fee discount in any degree or non-degree program at DLSU-D.
- 17.1.8.2 Grantees must finish the enrolled course following the regular curriculum program and within the normal number of school years required to finish the course. In case of failures, the DLSU-D employee concerned shall shoulder the expenses over the number of years beyond the normal curriculum, including summer session expenses.
- **17.1.9** Some sectors of the university that sponsor scholarships are POLCA, DLSU-D Alumni Association, USG, THF, and some college student councils.

17.2 Externally Funded Scholarship

- **17.2.1** Various scholarships sponsored by organizations sourced through the office of the VCMEAA are granted to economically deprived students subject to the approval of student scholarship committee.
- **17.2.2** List of Externally Funded Scholarship
 - 17.2.2.1 Endowment Fund
 - 17.2.2.2 Visitors and Brothers of the District of North Mexico
 - 17.2.2.3 Term Scholarship
 - 17.2.3.4 Government Agencies

Section 18 STUDENT GOVERNMENT

18.1 Functions of the USG

The USG is the highest student governing body in DLSU-D. It has the following functions:

- **18.1.1** It is the official representative of the students of DLSU-D in all activities held within and outside the University.
- **18.1.2** It serves as a mediator between the student body and any sector of the Lasallian community in resolving student-related disputes/differences in lieu of "where there are cases of differences".
- **18.1.3** It is an active agent in promoting national awareness and consciousness among the students of the University.
- **18.1.4** It believes that CSG, HF, CSO, PAG, SCE, collegiate and/or departmental organizations and publications, and other recognized student groups are significant partners in serving, empowering, and protecting the rights of the students.
- **18.1.5** It fosters an atmosphere where critical thinking prevails.
- **18.1.6** It enjoins the students to act as one in advancing their rights and welfare.
- **18.1.7** It regularly conducts consultation with students to properly guide their sentiments.

18.2 Composition of the USG

The USG is composed of the executive and legislative boards, each with distinct functions and membership.

- **18.2.1** The executive board is composed of eight (8) members, namely: president, vice president, secretary, treasurer, auditor, business manager, and two (2) public relations officers. These members shall be elected at large by *bona fide* students of DLSU-D.
- **18.2.2** The legislative board is composed of seven (7) members representing the presidents of the seven (7) college student councils. These members shall be elected by *bona fide* students of their respective college.
- **18.2.3** The term of office of all USG officers shall commence on the first day of July and end on the last day of June of the following year. All qualified officers are entitled for reelection.

18.3 College Student Government

- **18.3.1** The CSG is the student government in every college. It is composed of 8 members, namely: president, vice president, secretary, treasurer, auditor, business manager, and 2 public relations officers.
- **18.3.1** CSG is officially represented in USG by its president. The CSG president serves as a member of the impeachment committee of USG officers and that of CSG officers.

18.4 Qualifications of USG and CSG officers

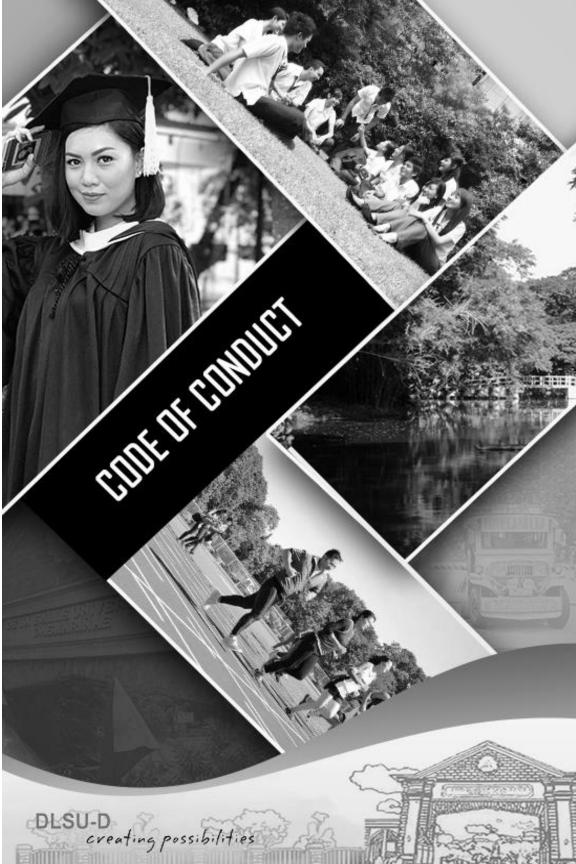
Aspiring USG and CSG officers must meet the following qualifications:

- **18.4.1** bona fide student of the University
- **18.4.2** carry a minimum load of 15 units. If the load for the semester is lower than 15 units, an appeal may be made to the SCE, certified by the college dean.
- **18.4.3** Have had at least one-year residency in the University upon assumption of office
- **18.4.4** not have been found guilty of any major offense
- **18.4.5** must not have a failing grade in any of the subjects enrolled during the semester immediately preceding the election.

18.5 Disqualification of USG and CSG officers

The following grounds disqualify a USG and CSG officer:

- **18.5.1** a failing grade in any subject enrolled during the semester before his term
- **18.5.2** a failing grade during his term of office
- 18.5.3 commission of a major offense
- **18.5.4** failure to enroll during his term
- **18.5.5** permanent physiological/psychological incapacity



SECTION 19 OFFENSES, VIOLATIONS AND INTERVENTIONS

Offenses are classified into minor, major, and traffic-related.

19.1 Minor Offenses

The following sanctions shall be imposed on student-violators based on the frequency of violation:

Violation	Sanction
First	Written warning (with verbal advice)
Second	First minor offense
Third	Second minor offense
Fourth	Third minor offense (equivalent to a major offense)

Below are the acts considered as minor offenses:

- **19.1.1** Behavior considered unbecoming of a young Christian adult, which includes, but not limited to:
 - **19.1.1.1** unnecessary shouting inside university buildings, hallways/corridors
 - 19.1.1.2 loitering along hallways/corridors
 - **19.1.1.3** sitting on the table, stairs, veranda and railings
 - 19.1.1.4 sliding on handrails of stairs
 - **19.1.1.5** use of vulgar or profane language
- 19.1.2 Wearing of clothes that are not allowed in campus, such as:
 - **19.1.2.1** jeans that are ripped more than 3 inches above the knee and with visible skin
 - **19.1.2.2** shorts (business style) that are more than 3 inches above the knee
 - **19.1.2.3** spaghetti straps, racer back, tube, unprescribed sleeveless blouses
 - **19.1.2.4** blouses and dresses with plunging neckline/backless
 - **19.1.2.5** midriffs, hanging blouses, off shoulder blouses and dresses
 - **19.1.2.6** skirts/dresses more than 2 inches above the knee
 - **19.1.2.7** overly tight clothing for male and female (including leggings and jeggings)
 - 19.1.2.8 haltered blouses/dresses and crop tops
 - **19.1.2.9** see-through clothes without proper inner garments
 - **19.1.2.10** t-shirts, blouses, and dresses with offensive prints/statements

- **19.1.2.11** all kinds of slippers (except during heavy rains) **19.1.2.12** cross-dressing
- **19.1.3** Improper use of facilities and equipment
 - **19.1.3.1** improper/Unauthorized use of classroom equipment (LCD monitor, projector, board, TV, aircon)
 - **19.1.3.2** eating/drinking inside the classroom unless permitted by the faculty—in-charge
- **19.1.4** Improper/non-wearing of school ID
- **19.1.5** Violation of class policies and procedures stated in the syllabus
- **19.1.6** Body piercing and more than a pair of earings for females
- **19.1.7** Tattoos particularly for CCJE, CEAT, CTHM and COEd students due to the nature of their courses
- **19.1.8** Proselytizing
- **19.1.9** Unauthorized posting/removal of streamers in reference to section 1.11.2
- **19.1.10** Failure of any enrolled international student to visit the International Student Unit in OSS once every three months for each school year
- 19.1.11 Use of gambling cards

19.2 Major Offenses

The major offenses committed by students warrant the imposition of the penalty of probation, suspension, non-readmission, exclusion, or expulsion as defined below:

Corrective Action	Description
Suspension*	As a penalty , suspension allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days.
	While under investigation, preventive suspension may be imposed where the erring student is prohibited from entering the university premises and from attending classes especially when the evidence of guilt is strong, and the responsible university official is morally convinced that the continued stay of the student would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institutions premises. The

	number of days that a student was preventively suspended for shall be counted as part of the possible sanction should s/he be found guilty afterwards in the disciplinary case.
Expulsion*	A penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines.
Probation*	An alternative to suspension or expulsion. In this way the student is warned that future misconduct will not be tolerated, but is permitted to continue his/her education, as long as the misconduct stops.
Non-readmission*	This allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated.
Exclusion*	This allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated.
Alternative Sanction	An optional sanction given by the University, at the discretion of the SWAFO Director, to a student who has committed a major offense with suspension as the original sanction. The details about the alternative sanction are discussed during the promulgation of the decision.

*Cited from: Manual of Regulations for Private Higher Education of 2008

The seriousness of the offense committed, taking into account the mitigating and aggravating circumstances which are present, shall determine the gravity of penalty or sanction to be imposed which ranges from a minimum of 1 - 5 as described on the next page:

Corrective Action	Description
1	Under probation for 1 year
2	Suspension of minimum of 3 days
	to maximum of 5 days
3	Suspension of minimum of 6 to
	maximum of 9 days
4	Suspension of: 10-12 days or
	non-readmission
5	Exclusion/Expulsion

Note: Maximum days of suspension should be observed if the student opts to render the alternative sanction

If the student is a candidate for graduation or is transferring to another school, but has neither served his/her sanction nor served the penalty, and there is no any other means to do so, withholding of diploma, TOR, and other school records/credentials for a period of one (1) year shall be imposed.

All students who commit major offenses must undergo an intervention program. (see section 15.7.5)

A major offense is classified as misconduct, dishonesty, and violent acts with corresponding sanctions:

19.2.1 Misconduct

Offense			Cor A	rec ctio		
		1	2	3	4	5
19.2.1.1	Unauthorized changing of computer	1	2			
	setup and default network setup					
19.2.1.2	Unofficial use of download and chat	1	2			
	tools or instant messengers through					
	the computer resource facility inside					
	the university					
19.2.1.3	Intentional posting or transmitting any	1	2			
	information or software which contains					
	a virus, worm, or other harmful					
	features					
19.2.1.4	Unauthorized use of routers	1	2			
19.2.1.5	Playing of web, network, or PC games	1	2	3	4	
	in any of the computer resource facility					

	inside the University					
19.2.1.6	Sending of unofficial mass e-mail that	1	2	3	4	
	causes complaints to DLSU-D mailing	·	_		•	
	list					
19.2.1.7	Sending of unsolicited e-mails with	1	2	3	4	
	large attachments to any DLSU-D					
	mailing list					
19.2.1.8	Copying large non-work related files	1	2	3	4	
	over the network					
19.2.1.9	Unauthorized sharing of folders other	1	2	3	4	
	than the default shared folder set by					
	the ICTC					
19.2.1.10	Using the university owned IT devices	1	2	3	4	
	as storage for mp3's and movies		_			
19.2.1.11	Installing unlicensed software in	1	2	3	4	
40.0.4.40	university-owned IT devices		_	_		
19.2.1.12	Usage of anonymous proxy to access		2	3	4	
19.2.1.13	regulated or restricted sites		2	3	4	
19.2.1.13	Installation of rouge access points		2	3	4	
19.2.1.14	without consulting the ICTC Installation of non-ICTC unauthorized		2	3	4	
19.2.1.14	test servers			3	4	
19.2.1.15	Cloning the University website or			3	4	5
13.2.1.13	system to attempt phishing				-	
19.2.1.16	Unauthorized access to any account or			3	4	5
	computer resource not belonging to				•	
	the user					
19.2.1.17	Selling of prohibited and/or regulated					5
	drugs					
19.2.1.18	Drug addiction and/or possession or			3	4	5
	use of prohibited and regulated drugs					
	(without valid prescription) within and					
	outside the premises of the university	L				
19.2.1.19	Provocation in any form that results in	1	2			
	heated verbal argument or physical					
	confrontation between students or					
19.2.1.20	group of students		2	2	1	
19.2.1.20	Acts of gross disrespect, in words or in deeds, which tend to insult or subject		2	3	4	
	to public ridicule or to contempt any					
	member of the faculty, administration,					
	support staff, other students, and					
	visitors within the university, during					
	violoto within the diliversity, during	<u> </u>				

	official off-campus activities/functions,				
	outside the university, or through				
	electronic means				
19.2.1.21	Unjust vexation/ discrimination/bullying	2	3	4	
19.2.1.21	(as defined by law), posting person-to-	_	3	4	
	, , , , , , , , , , , , , , , , , , , ,				
	person damnation/cursing, or ill-				
	wishing a person's present				
	physical/psychological state, ethnicity,				
	or cultural background, religion,				
	political beliefs, or the like. Using bad				
	and offending language in posting				
	messages. This provision also				
	includes cyberbullying.				_
19.2.1.22	Offering anything of value to any		3	4	5
	member of academic community in				
	exchange for any undue personal gain				
	or as a favor for the benefit of another				
19.2.1.23	Acts of lewdness	2	3	4	
19.2.1.24	Deliberate disruption of the academic	2	3	4	
	function or any university activity or				
	any other intentional act which tends				
	to create disorders, tumult, breach of				
	peace, or any serious disturbance				
	although not connected with any				
	academic function or school activity,				
	including entering a class or breaking				
	into any university function without the				
	permission of those concerned				
19.2.1.25	Publishing misleading information in	2	3	4	
	social media or in print				
19.2.1.26	Forging/falsifying any official university		3	4	5
	document/record				
19.2.1.27	Acts that malign the good name and	2	3	4	
	reputation of the University, its duly				
	constituted authorities, and other				
	members of the academic community				
	such as the malicious imputation of a				
	crime, offense, or impropriety, vice or				
	defect whether real or imaginary or of				
	any act, omission, condition status or				
	circumstances tending to discredit or				
	cause dishonor and contempt to the				
	good name or reputation of the				
	university				
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19.2.1.28	Unauthorized collection of money,			3	4	5
13.2.1.20	checks or other instruments used as			0	7	5
	equivalents of money, in connection					
	with any matter, property or transaction					
	pertaining to University					
19.2.1.29	Vandalism		2	3	4	
19.2.1.30	Littering		2	3		
19.2.1.31	Smoking and or using e-cigarettes/e-		2	3	4	
	vaporizers within the university					
	premises or approved off campus					
	activities					
19.2.1.32	Gambling in any form inside the		2	3	4	
	University premises and approved off-					
19.2.1.33	campus activity		2	3	4	
19.2.1.33	Participating in approved off-campus activity while in the state of		2	3	4	
	intoxication/under the influence of					
	liquor					
19.2.1.34	Possession of deadly weapon/s			3	4	5
19.2.1.35	Bringing, sending, sharing of obscene,		2	3	4	
	profane or pornographic materials					
	inside the University or during					
	approved off-campus activities;					
	through electronic means or; visiting					
	pornographic sites					
19.2.1.36	Entering or being in the University		2	3	4	
	premises while in a state of					
	intoxication/under the influence of					
19.2.1.37	liquor	1	2			
19.2.1.37	Public display of affection such as: kissing; necking; petting; embracing;	ı	2			
	sitting/lying somebody else's lap;					
	partner/couple staying in dark					
	inconspicuous places; partner/couple					
	staying in parked vehicles with lights					
	off and closed windows; arm/s on					
	hips/waist/shoulders of opposite sex;					
	any act which constitutes public					
	display of affection					
19.2.1.38	Final conviction before any court of			3	4	5
	any criminal offense involving moral					
	turpitude					
19.2.1.39	Habitual commission of minor offenses		2	3	4	

	(of the same nature)					
19.2.1.40	Violation of condition of being under	1	2			
	probation					
19.2.1.41	Major traffic violations	1	2	3	4	5
19.2.1.42	Commission of third minor offense	1	2			
19.2.1.43	Commission of 2nd and 3rd major		2	3	4	5
	offenses					
19.2.1.44	Any similar or analogous acts to any of	1	2	3	4	5
	the major offense					

19.2.2 Dishonesty

Offense		Corrective Action					
		1	2	3	4	5	
19.2.2.1	Tampering with any official school document		2	3	4		
19.2.2.2	Using someone else's ID card/COR. Lending of ID card/COR to someone else or to an outsider	1	2				
19.2.2.3	Giving false statements during investigation and/or official inquiry in order to secure favorable decision or avoid liability		2	3	4		
19.2.2.4	Stealing money or property, or any attempt thereof			3	4	5	
19.2.2.5	Acts of gross dishonesty		2	3	4		
19.2.2.6	Cheating in any form			3	4	5	
19.2.2.7	Plagiarism			3	4	5	
19.2.2.8	Any similar or analogous acts to any of the major offense	1	2	3	4	5	

19.2.3 Violent Acts

Offense		Corrective Action					
		1	2	3	4	5	
19.2.3.1	Forming fraternities/sororities or organizations which adhere to violent acts like hazing					5	
19.2.3.2	Violation of any of the provisions enshrined in the non-fraternity/sorority agreement					5	

19.2.3.3	Persuading students to violate their Non-Fraternity/Sorority Agreement by inviting them to be members of any fraternity/sorority or organization unrecognized by SDAO					5
19.2.3.4	Engaging in any of the acts prohibited in RA 8049. (Anti-Hazing Law)					5
19.2.3.5	Threatening to attack or assault a person or his honor inside the campus or within the immediate vicinity of the University or during approved off-campus activity verbally, in writing or through any electronic means		2	3	4	
19.2.3.6	Brawls inside/outside the campus			3	4	5
19.2.3.7	Physically attacking or assaulting any person inside or outside the campus, within the immediate vicinity of the University, or during official off-campus activities, whether or not the same resulted to physical injuries of the victim/s			3	4	5
19.2.3.8	Any similar or analogous acts to any of the major offense	1	2	3	4	5

19.3 T

raffic-related Offenses

- **19.3.1** The GSO implements and monitors the guidelines for traffic rules and regulations. It coordinates traffic-related offenses with with other units such as: SWAFO for decision and resolution and Accounting Office for payment.
 - **19.3.1.1** Only vehicles with the current school year's sticker are allowed to enter the campus.
 - **19.3.1.2** The guard-on-duty is authorized to inspect the vehicle compartments upon entry and exit from the campus.
 - **19.3.1.3** Road signs within the campus should be strictly followed.
 - 19.3.1.4 Vehicles shall observe the speed limit of 20 kph.
 - **19.3.1.5** Drivers should park their vehicles at the designated parking areas only.
 - **19.3.1.6** Family drivers should stay only in the designated drivers' lounge. Bodyguards are not allowed to roam around the campus. They should also follow school

policies and guidelines which include, but not limited to no smoking, no gambling, no drinking of liquor, no littering, no playing cards, no peddling, and no bringing of deadly weapons or firearms inside the campus.

19.3.2 Minor traffic violations

19.3.2.1 Offenses and sanctions for minor traffic violations

Offense	Sanction	
First	Warning + Php500 fine	
Second	Minor Offense + Php1000 fine	
Third	Cancellation at anytime and non-issuance of	
	vehicle sticker for 1 school year + Php2000 fine	

19.3.2.2 List of minor traffic violations

19.3.2.2.1 Inappropriate blowing of horns

19.3.2.2.2 Illegal parking

19.3.2.2.3 Driving without seatbelt

19.3.2.2.4 With disturbing vehicle alarm

19.3.2.2.5 Overloading

19.3.3 Major traffic violations

19.3.3.1 Offenses and sanctions for major traffic violations

Sanction		
Cancellation at any time and non-issuance of vehicle sticker		
for 1 school year + Php2000 fine		
Major administrative sanction as stipulated in section 19.2.		

19.3.3.2 List of major traffic violations

Violation	
19.3.3.2.1	Driving without license
19.3.3.2.2	Reckless driving
19.3.3.2.3	Driving under the influence of liquor or drugs
19.3.3.2.4	Vehicle with movable university-issued car
	sticker
19.3.3.2.5	Vehicle with obscene car sticker/s
19.3.3.2.6	Vehicle without registered plate number except
	those with conduction sticker
19.3.3.2.7	Driving motorcycles with no plate number and
	no official receipt
19.3.3.2.8	Playing loud music from vehicle

19.3.3.2.9	Heavily-tinted vehicle	
19.3.3.2.10	Vehicle loud muffler	
19.3.3.2.11	Smoke belching	
19.3.3.2.12	Over speeding	
19.3.3.2.13	Distracted driving such as using handheld	
	gadgets while driving	
19.3.3.2.14	Idling (more than 3 minutes)	
19.3.3.2.15	Disregarding road signs	
19.3.3.2.16	Obstruction of traffic which includes but not	
	limited to, lowered cars and parking along the	
	roadside	

Section 20 GRIEVANCE PROCEDURE

20.1 Mediation and Procedural Process

As befitting members of a Christian academic community, grievances against any member of the community shall be initially resolved through sincere dialogue and discussion. It is only when such initial discussion fails that one should resort to formal procedures for settling grievances. In compliance with procedural due process, the following shall be observed:

- **20.1.1** The right to a hearing, which includes the right to present one's case and submit evidence in support thereof;
- **20.1.2** The tribunal or body or any of its judges must act on its own independent consideration of the law and facts of the controversy, and not simply accept the views of a subordinate;
- **20.1.3** The tribunal must consider the evidence presented;
- **20.1.4** The decision must be based on the evidence presented at the hearing, or at least contained in the record and disclosed to the parties affected;
- **20.1.5** The evidence must be substantial. Substantial evidence means such reasonable evidence as a reasonable mind accepts as adequate to support a conclusion;
- **20.1.6** The decision must have something to support itself;
- 20.1.7 The board or body should, in all controversial questions, render its decision in such manner that the parties to the proceeding can know the various issues involved, and the reason for the decision rendered.

20.2 Definition of grievance

For purposes of this handbook, grievance is defined as any dispute between a student who stands as the aggrieved party and any member of the academic community who may be the subject of the complaint. A grievance shall be made in writing and duly signed by the complainant. The written complaint shall be forwarded to the concerned person/office for mediation.

20.2.1 A certain grievance can either be academic or conduct. A grievance is academic if the same roots from any dispute relative to learning or particular performance in academic subjects. On the other hand, grievance is conduct-related if it roots from the way a person behaves.

- 20.2.2 The complaint, answer, memorandum, recommendation and eventually the decision must all be in writing. Excerpts of all the proceedings shall be in writing and shall be signed by all parties concerned. All original records of proceedings shall be kept in the possession of the office or body hearing the complaint.
- **20.2.3** Grievance maybe against a faculty member, co-student, administrator, trainer, coach, support staff, outsourced personnel, or parent.

20.3 Complaint of a student against a faculty member

- 20.3.1 Grievance of a student against a faculty member shall be handled on a level-by-level basis following the order or hierarchy of the administration as follows: class adviser → Department Chair/Associate Dean → College Dean → OSS Dean → VCAR
- **20.3.2** The SGB is the body which shall have official jurisdiction on cases filed by a student against any person enumerated in 20.2.3 in the failure of administrative remedies to resolve the complaint.
- **20.3.3** The SGB is composed of the following:

Chair: OSS Dean

Members: College Dean of the complainant-student

College Dean of the student-respondent

Representative from the USG

Representative from the Faculty Association

Representative from the POLCA

- **20.3.4** The procedural requirements for filing and settling a complaint by level are as follow:
 - 20.3.4.1 Student files the written complaints as endorsed by the adviser. For academic matters, the student must file within the semester the cause of the complaint, unless it is about the final grade. In this case, a student may file a complaint until the second week after the grades have been released. For non-academic matters, the student may file within the semester the cause of the complaint, without

- prejudice to the prescription period given by national laws regarding the cause of the complaint.
- 20.3.4.2 The Faculty adviser conducts a one-on-one conference with the student/faculty/staff respondent, the purpose of which is to settle the matter amicably within five (5) school days from filing of written complaint by the students with the Class Adviser. If the faculty adviser fails to resolve the case, s/he refers it to the department chair for formal complaint.
- **20.3.4.3** Failure of the department chair to resolve the case within five (5) school days, s/he refers it to the dean of the college, who then creates an ad hoc committee to deliberate on and resolve the conflict within 5 school days.
- **20.3.4.4** If the decision on the case by the Department Chair/College Dean is not satisfactory to the student complainants, he may elevate the case to the SGB chaired by the OSS Dean.
- **20.3.4.5** The OSS Dean convenes the SGB, which then deliberates and decides on the case within seven (7) school days.

The decision of the SGB as chaired by the OSS Dean is appealable to the VCAR within five (5) school days from receipt of the decision.

- **20.3.3** The following are the guidelines during hearings and deliberation of the SGB:
 - **20.3.3.1** The OSS Dean acts as the chair and presiding officer during the hearing. S/he shall start the proceedings by reading the complaint and reply/ies filed before the SGB.
 - 20.3.3.2 Once a decision is made by the SGB, all parties are furnished with copies of the decision. In case the complainant is not satisfied with the board's decision, s/he may move for a reconsideration of the case with the board within forty eight (48) hours after receipt of the decision.
 - **20.3.3.3** If the complainant fails to file an appeal for reconsideration within forty eight (48) hours

after receipt thereof, the decision becomes final and executory.

20.4 Complaint of a student against another student

The SWAFO has jurisdiction on the matter provided the student submits a formal complaint before SWAFO. Provisions of section 15 shall govern this matter.

20.5 Complaint of a student against an administrator

Letter of complaint must be formally presented before the immediate head of the respondent-administrator (subject to the provisions of the Administrators' Manual).

20.6 Complaint of a student against a trainor

Letter of complaint must be formally presented before its immediate head.

20.7 Complaint of a student against a coach

Letter of complaint must be formally presented before the SDO Director (subject to the provisions of the contract signed by the trainer).

20.8 Complaint of a student against a staff

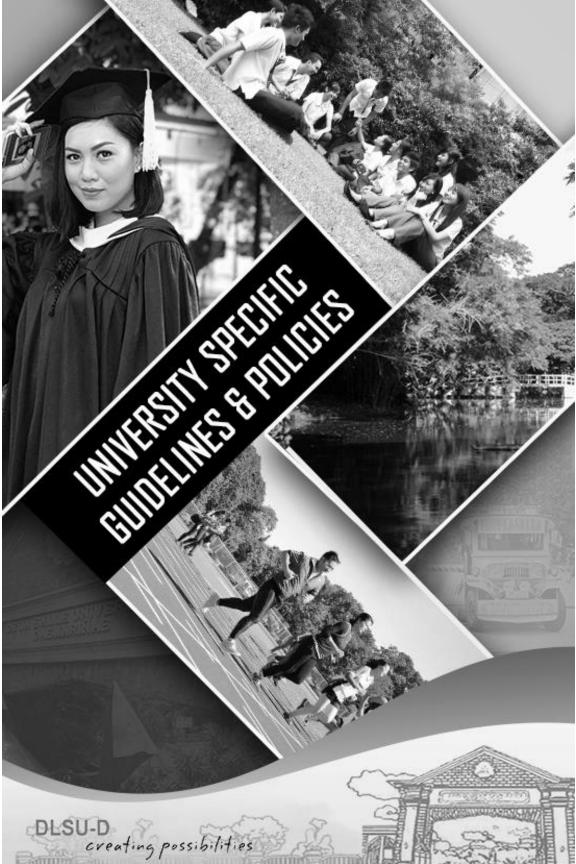
Letter of complaint must be formally presented before its immediate head/KABALIKAT President (subject to the provisions of the staff manual).

20.9 Complaint of a student against an outsourced personnel

Letter of complaint must be formally presented before its immediate head (subject to the provisions of the staff manual and the contract governing his/her conduct).

20.10 Complaint of a student against a parent

Letter of complaint must be formally presented before the POLCA President.



Section 21 GUIDELINES FOR ON/OFF – CAMPUS ACTIVITIES

21.1 Activity proposal

- 21.1.1 No on/off campus activities are allowed one week before and during examination week. Likewise, no such activities are allowed after final examination except for externally organized activities subject to approval by the VCAR and OSS Dean.
- **21.1.2** The submission of proposal for subsequent approval should be done by the activity organizer following the lead time before the date of the activity.

Activity	SDAO	OSS
On campus	Four (4) weeks	Three (3) weeks
Off campus	Six (6) weeks	Five (5) weeks

- **21.1.3** To seek approval for academic-related and extra-curricular activities, the activity organizer shall send a letter and properly accomplished proposal form with required attachments to the VCAR through the OSS Dean.
- **21.1.4** The approved letter/proposal form must be submitted to the OSS not later than two (2) weeks before the date of the activity in securing PCF.

21.2 Parental consent form

- 21.2.1 The PCF should be secured or claimed by a representative of the organizations / department / unit and should be disseminated to the participants to be signed by either parent / guardian. The accomplished PCF with required attachments must be submitted to OSS at least two (2) days before the actual date of the activity.
- **21.2.2** All approved off-campus activities should submit a notarized PCF two (2) days before the exact activity date to the OSS Dean.
- **21.2.3** All approved on-campus activities beyond 5:00 pm, Saturday, Sunday, and official holiday, shall be required to secure PCF.

21.2.4 Any student who fails to submit an accomplished PCF within the indicated time shall not be allowed to join the on/off – campus activity.

21.3 Accompanying Faculty/Adviser

- 21.3.1 All approved activities shall be attended by the faculty adviser. However, if the faculty adviser is unable to attend, s/he must assist the student organizations in requesting another full time faculty member to accompany the group, thus the replacement must be reported to SDAO and OSS two (2) days before the actual activity.
- **21.3.2** The ratio of faculty to student participants should be 1:30 for off campus activity and 1:50 for on campus activity.
- 21.4 No private / non accredited vehicles for off campus activities shall be allowed as official transportation. All reservations for transportation must be done with the reservation office under the GSO.
- **21.5** All money matters related to the approved activity should be coursed through the accounting office.
- 21.6 Financial report on the activity is subject-related to audit by the internal auditor must be submitted to the accounting office copy furnished the OSS Dean and the College Dean two (2) weeks, at most, after the activity.
- 21.7 Should there be cases of noncompliance with the guidelines mentioned above, a committee chaired by the OSS Dean shall be created to deliberate on the matter and render decisions.
- 21.8 The conduct of all local off-campus activities and international educational trips in DLSU-D are compliant to CHED memoranda No.63 s.2017 and No. 26 s.2015, respectively.

Section 22 GUIDELINES IN CONDUCTING OUTREACH PROGRAMS

These guidelines were formalized by the LCDC, community extension arm of the University, to have a systematic and effective conduct of any outreach activity set forth by the different sectors in the academic community. In order to facilitate the implementation of community service programs and/ or activities, as part of academic (data gathering, service to communities, research, etc.), or extra-curricular requirements, the following guidelines shall be observed by the concerned sector/s:

22.1 For student organizations (Student Councils, Program Councils, Interest Organization and other groups):

- **22.1.1** Requesting group/s shall confer with LCDC a month before the date of implementation of their proposed outreach activity.
- **22.1.2** Requesting group/s shall submit necessary documents for LCDC's perusal:
 - **22.1.2.1** Project proposal for outreach program (SDAO format)
 - 22.1.2.2 MOA for tie-up activities
 - 22.1.2.3 List of members
 - **22.1.2.4** Program
 - **22.1.2.5** Budget
 - **22.1.2.6** Conformity Form (for adviser/ substitute professor)
 - **22.1.2.7** Duly accomplished PCF for participating students
 - 22.1.2.8 Other documents as may be requested by LCDC
- **22.1.3** LCDC shall validate and approve submitted documents before endorsing it to SDAO for final approval.
- 22.1.4 Requesting group/s shall provide LCDC a copy of the SDAO approved documents a week before the date of implementation.
- 22.1.5 The concerned individual/s or group/s shall ensure the preparation of all necessary materials needed for the entire period of implementation. This shall include, but may not be limited to, food, monetary allowance, office supplies, first aid kit, etc.

- **22.1.6** The concerned individual/s or group/s shall undergo an orientation seminar set by LCDC three (3) days before the intended date of implementation or exposure.
- **22.1.7** The concerned individual/s or group/s shall submit an *After Activity Report* using LCDC format.
 - **22.1.7.1** For one day activity, submission will be three (3) days after the date of implementation.
 - **22.1.7.2** For Long-term/Series/Continued activities, a monthly report with individual reflections of the members involved will be submitted.
- **22.1.8** Only then will LCDC issue a certificate of involvement in community extension service.
- **22.1.9** Any sector/group who wishes to continue its community outreach program for the next semester or year may not be given a chance to implement such request if it has pending documents.
- 22.2 For new partnership and linkages with other communities and institutions, concerned sector/ group initiating the partnership must coordinate first with LCDC, prior to entering into formal agreement with concerned community/ institution.
 - **22.2.1** Initial dialogue with the new target community/ institution may be done by the requesting group.
 - **22.2.2** During consultation with LCDC, requesting group must submit necessary details about the new target community/ institution and LCDC will do the follow up on the requested activity.

22.3 Cancellation of activity

22.3.1 Cancellation of activities because of foreseen events may be done by requesting individual/s or group/s a week before the date of implementation. The concerned party shall advise

- LCDC in writing. In turn, LCDC shall inform the partner institution or community regarding the cancellation.
- **22.3.2** Cancellation of activities because of unforeseen events like typhoon, suspension of classes, etc., may be done by LCDC.
- **22.3.3** Failure to comply with all the requirements needed for the outreach program, i.e. submission of documents, non-attendance in the orientation seminar, and unavailability of the adviser or a substitute during the day of the outreach will mean cancellation of the requested activity.

22.4 Any individual or group may not be allowed to do community outreach activities if:

- **22.4.1** the requesting party fails to submit necessary and other pertinent documents on time.
- **22.4.2** there is no proper coordination with LCDC for changes made in the activity prior to its implementation.
- **22.4.3** the adviser or his/her faculty representative did not assist and accompany the requesting party during the implementation of activity.

Written information shall be forwarded by LCDC to OSS-SDAO regarding the above mentioned concerns.

22.5 As part of the academic requirements (research or data gathering in a particular subject):

- 22.5.1 A letter of request, duly signed by the adviser indicating the purpose or objective of the said activity, must be submitted to the LCDC director a month before the intended date of activity. Requesting group/s must leave important information (e.g., name/s and contact number/s) along with the letter.
- **22.5.2** A consultation with the director or the concerned project officer of the office follows after the submission of the letter of request.

- **22.5.3** When the request is approved, the requesting party shall submit other pertinent documents (e.g. concept paper, research proposal, etc.) to LCDC.
- **22.5.4** Upon submission of pertinent documents, LCDC shall be responsible for the initial coordination with the institution or community regarding the said request activity.
- 22.5.5 Requesting party will be responsible for the implementation of their activity and must submit necessary updates and reports (particularly the After Activity Report) to LCDC (with furnished copy for the community/ institution).
- **22.5.6** After the research or data gathering, the concerned party should furnish LCDC and the organization/community with a hard copy of the accomplished research/study.

Section 23 GUIDELINES FOR FACULTY CONSIDERATIONS

DLSU-D students are required to complete assessment tasks to demonstrate that they have achieved the learning outcomes of the units. If a student cannot complete an assessment task (examinations, seatwork, research paper, etc.) due to exceptional circumstances as defined in 23.1 and 23.2, s/he may be eligible for faculty consideration described in 23.3.

- **23.1** Administrators and faculty members are enjoined to manifest their understanding/cooperation/consideration to the following students, regardless of their year level and/or affiliation with any of the accredited clubs / organizations / student councils:
 - **23.1.1** Students designated as official representatives to:
 - 23.1.1.1 compete and/or participate in any academic, athletic, cultural contests/presentations within the University (e.g. intramurals, Lasallian Week, theatrical productions).
 - 23.1.1.2 compete and/or participate in any academic, athletic and cultural contests outside the campus to represent their college, in particular and the University in general, in local, regional, national or international competitions, congresses, conventions or conferences.

Students are considered official representatives when they are endorsed by the College/Associate Dean and/or the OSS Dean.

- 23.1.2 Students who meet a family emergencies (e.g. sickness or death of immediate family member), or critical medical emergency/ailment (see 16.1.5.3). Such instances require a verification (e.g. submission of death/medical certificates, notarized affidavit of guardian, etc.) and endorsement by the student's academic adviser and the College Dean or Associate Dean. Only family emergencies backed up by proof as indicated in the provision shall be honored.
- **23.2** Students concerned should not abuse the consideration extended to them. Students should see their teachers during consultation hours to discuss academic concerns and course requirements made during their absence.

- 23.3 Manifestations of support, understanding, cooperation or considerations shall come in the form of the following:
 - 23.3.1 When attendance or participation is warranted before the actual competition/presentation or family/medical emergency and a quiz or long examination has been scheduled, the faculty member concerned must give special quiz, special major examination (without the need to pay special examination fee) on the agreed schedule between the faculty and student within the university.
 - **23.3.2** Seatworks done in students' absence may be substituted by other requirements.
 - 23.3.3 Deadlines for submission of reaction papers, projects, research papers, and other requirements must be extended when they fall close to, or during, the dates of actual competition/ presentation or family/medical emergency. Seat works done in their absence may be substituted by other requirements.
 - 23.3.4 Deadlines for submission of reaction papers, projects, research papers, and other requirements must be extended for a week if the deadlines fall on the actual date of competition/ presentation or family/medical emergency.

Section 24 GUIDELINES FOR STUDENT ACCIDENT INSURANCE

24.1 Payment of insurance

- **24.1.1** All students are required to pay their respective insurance premiums per semester.
- **24.1.2** Students who pay the insurance premium during the 2nd semester are also insured during the summer term, even if they are not enrolled. Thus, the payment of insurance premium for the two semesters entitles a student to a 12-month coverage.

24.2 Coverage of insurance

- **24.2.1** The student accident insurance covers only accidents or injuries and excludes illnesses.
- **24.2.2** Specifically, the principal sum of the insurance covers death, loss of two limbs, loss of hands, all fingers and both hands, loss of feet, loss of one hand and one foot, and loss of sight on both eyes.

24.3 Insurance claims

- 24.3.1 A student is entitled to a medical reimbursement when, by reason of injury, the injured shall require a treatment by a legally qualified physician or surgeon, confinement in a hospital or the employment of a licensed or graduated nurse. The insurance company will pay the actual expenses incurred within the first fifty-two (52) weeks from the date of the accident for such treatment, hospital charges and nurse's fees but not to exceed the amount stipulated in the insurance policy as the result of any one accident. The students or their representatives should file their insurance claims within one (1) year from the date of accident or injury.
- **24.3.2** A student who meets an accident or sustains an injury should prepare and submit the following requirements at the University Clinic:
 - properly accomplished Accident Report form
 - medical certificate and hospital abstract or hospital records.
 - original official receipts of expenses, such as medicines and hospital bills
 - statement of account/ charge slips

- certificate of enrollment from the OUR
- photocopy of his/ her registration card
- photocopy of student's ID
- photocopy of police report, in case of vehicular accident

Additional requirements for death claims:

- original death certificate with registry number from the municipal office
- original copy of official receipt of funeral expenses
- original NSO birth certificate of claimant
- **24.3.3** Students are advised to follow-up the status of their insurance claims at the Accounting Office.

Section 25 IMPLEMENTING RULES AND GUIDELINES

NON-FRATERNITY/SORORITY PROVISIONS FOR DLSU-D UNDERGRADUATE STUDENTS

RULE I PRELIMINARY PROVISIONS

Section 1. Title. These rules shall be known as the "Implementing Rules and Guidelines on Non- Fraternity/Sorority Agreement for De La Salle University-Dasmariñas Undergraduate Students."

Section 2. Scope and Coverage. These rules shall cover all De La Salle University-Dasmariñas undergraduate students.

RULE II PROHIBITED ACTS

Section 3. The following are prohibited acts:

- a. Violation of any of the provisions enshrined in the Non-Fraternity/Sorority Agreement;
- b. Persuading students to violate the Non-Fraternity/Sorority Agreement;
- c. Forming fraternity/sorority or organization which adhere to violent acts like hazing;
- d. Membership in fraternity/sorority or organization which adhere to violent acts like hazing; and
- e. Engaging in any of the acts prohibited in RA 8049 (Anti-Hazing Law).

RULE III PENALTY

Section 4. The penalty of exclusion or expulsion shall be imposed to student/s found guilty for violating any of the preceding prohibited acts after affording his/her right to due process.

RULE IV JURISDICTION

Section 5. The Student Welfare and Formation Office (SWAFO) shall have the jurisdiction to investigate and try all cases involving fraternity/sorority and non-recognized organization incidents.

RULE V PROCEDURE IN HANDLING CASES

Section 6. Upon receipt of the report for violation of the said prohibited acts, the head of the Investigation Section of SWAFO carefully study and evaluates the report.

Section 7. The respondent student shall be notified, through the investigator, in writing of the nature and cause of allegation against him/her. The said student shall be required to answer the allegation in writing within three (3) school days upon receipt of the notice.

Section 8. The respondent student shall be scheduled for preliminary investigation.

- a. If the respondent student willfully and voluntarily admits the allegation, the assign investigator shall prepare and serve the formal charge.
- b. However, if the respondent student denies the allegation, the investigator has the right to conduct follow-up investigations if the statements of the respondent student seem doubtful.

Section 9. During follow-up investigations, the investigator gathers additional evidence to clarify and verify the case at hand. Likewise, he can invite the informant/complainant and/or witnesses, if there are any, for questioning pertinent to the case at hand. After follow-up investigations:

- a. If the investigator finds the allegation not meritorious, he shall made an investigation report for the dismissal of the case.
- b. However, if the investigator finds the allegation to be meritorious, he shall then prepare and serve the formal charge to the respondent student.

Section 10. The investigator then prepares the investigation report indicating his findings and recommendations. The same shall be submitted to the SWAFO Director.

Section 11. After submission of the investigation report, the investigator, the section head, the Assistant to the SWAFO Director and the SWAFO Director shall convene regarding the case at hand.

Section 12. The SWAFO Director shall render the decision to the respondent student on the scheduled time and date at the SWAFO.

RULE VI DECISION AND APPEAL

Section 13. The decision of the SWAFO Director shall be final and executory unless the student appeals the said decision. The appeal shall be filed before the University Discipline Board (UDB) within five (5) days from the receipt of the decision.

Section 14. Grounds for the consideration of appeal to the UDB are:

- a. grave abuse of discretion on the part of the SWAFO Director; or
- b. the absence of due process.

ANTI-BULLYING PROVISIONS FOR DLSU-D UNDERGRADUATE STUDENTS

RULE I PRELIMINARY PROVISIONS

Section 1. Title. These rules shall be known as the "Implementing Rules and Guidelines on Anti-Bullying for De La Salle University-Dasmariñas Undergraduate Students."

Section 2. Scope and Coverage. These rules shall cover all De La Salle University-Dasmariñas undergraduate students.

RULE II PROHIBITED ACTS

Section 3. The following are prohibited acts:

- a. Verbal/oral bullying;
- b. Written bullying;
- c. Cyber bullying;
- d. Physical bullying; and
- e. Combination of any of the aforementioned.

RULE III PENALTY

Section 4. The penalty of suspension or non-readmission shall be imposed to student/s found guilty for violating any of the preceding prohibited acts after affording his/her right to due process.

RULE IV JURISDICTION

Section 5. The Student Welfare and Formation Office (SWAFO) shall have the jurisdiction to investigate and try all cases involving bullying incidents.

RULE V PROCEDURE IN HANDLING CASES

Section 6. Upon receipt of the report for violation of the said prohibited acts, the head of the Investigation Section of SWAFO carefully studies and evaluates the report.

Section 7. The respondent student shall be notified, through the investigator, in writing of the nature and cause of allegation against him/her. The said student shall be required to answer the allegation in writing within three (3) school days upon receipt of the notice.

Section 8. The respondent student shall be scheduled for preliminary investigation.

- a. If the respondent student willfully and voluntarily admits the allegation, the assigned investigator shall prepare and serve the formal charge.
- b. However, if the respondent student denies the allegation, the investigator has the right to conduct follow-up investigations if the statements of the respondent student seem doubtful.

Section 9. During follow-up investigations, the investigator gathers additional evidence to clarify and verify the case at hand. Likewise, he can invite the informant/complainant and/or witnesses, if there are any, for questioning pertinent to the case at hand. After follow-up investigations:

- a. If the investigator finds the allegation not meritorious, he shall make an investigation report for the dismissal of the case.
- b. However, if the investigator finds the allegation to be meritorious, he shall then prepare and serve the formal charge to the respondent student.

Section 10. The investigator then prepares the investigation report indicating his findings and recommendations, the same shall be submitted to the SWAFO Director.

Section 11. After submission of the investigation report, the investigator, the section head, the Assistant to the SWAFO Director and the SWAFO Director shall convene regarding the case at hand.

Section 12. The SWAFO Director shall render the decision to the respondent student on the scheduled time and date at the SWAFO Office.

RULE VI DECISION AND APPEAL

Section 13. The decision of the SWAFO Director shall be final and executory unless the student appeals the said decision. The appeal shall be filed before the University Discipline Board (UDB) within five (5) days from the receipt of the decision.

Section 14. Grounds for the consideration of appeal to the UDB are:

- a. grave abuse of discretion on the part of the SWAFO Director; or
- b. the absence of a due process.

ANTI-VANDALISM PROVISIONS FOR DLSU-D UNDERGRADUATE STUDENTS

RULE I PRELIMINARY PROVISIONS

Section 1. Title. These rules shall be known as the "Implementing Rules and Guidelines on Anti-Vandalism for De La Salle University-Dasmariñas Undergraduate Students."

Section 2. Scope and Coverage. These rules shall cover all De La Salle University-Dasmariñas undergraduate students.

RULE II PROHIBITED ACTS

Section 3. The following are prohibited acts:

- a. Destruction of property belonging to fellow student/s;
- b. Destruction of property belonging to employees (staff, faculty and administrator);
- c. Destruction of property belonging to visitors; and
- d. Destruction of property belonging to the University.

RULE III PENALTY

Section 4. The penalty of suspension or non-readmission and payment of the actual amount or replacement or repair of the property that incurred damage shall be imposed on student/s found guilty for violating any of the preceding prohibited acts after affording his/her right to due process.

RULE IV JURISDICTION

Section 5. The Student Welfare and Formation Office (SWAFO) shall have the jurisdiction to investigate and try all cases involving vandalism incidents.

RULE V PROCEDURE IN HANDLING CASES

Section 6. Upon receipt of the report for violation of the said prohibited acts, the head of the Investigation Section of SWAFO carefully studies and evaluates the report.

Section 7. The respondent student shall be notified, through the investigator, in writing, of the nature and cause of allegation against him/her. The said student shall be required to answer the allegation in writing within three (3) school days upon receipt of the notice.

Section 8. The respondent student shall be scheduled for preliminary investigation.

- a. If the respondent student willfully and voluntarily admitted the allegation, the assigned investigator shall prepare and serve the formal charge.
- b. However, if the respondent student denies the allegation, the investigator has the right to conduct follow-up investigations if the statements of the respondent student seem doubtful.

Section 9. During follow-up investigations, the investigator gathers additional evidence to clarify and verify the case at hand. Likewise, he can invite the informant/complainant and/or witnesses, if there are any, for questioning pertinent to the case at hand. After follow-up investigations:

- a. If the investigator finds the allegation not meritorious, he shall make an investigation report for the dismissal of the case.
- b. However, if the investigator finds the allegation to be meritorious, he shall then prepare and serve the formal charge to the respondent student.

Section 10. The investigator then prepares the investigation report indicating his findings and recommendations, the same shall be submitted to the SWAFO Director.

Section 11. After submission of the investigation report, the investigator, the section head, the Assistant to the SWAFO Director and the SWAFO Director shall convene regarding the case at hand.

Section 12. The SWAFO Director shall render the decision to the respondent student on the scheduled time and date at the SWAFO Office.

RULE VI DECISION AND APPEAL

Section 13. The decision of the SWAFO Director shall be final and executory unless the student appeals the said decision. The appeal shall be filed before the University Discipline Board (UDB) within five (5) days from the receipt of the decision.

Section 14. Grounds for the consideration of appeal to the UDB are:

- a. grave abuse of discretion on the part of the SWAFO Director; or
- b. the absence of a due process.

ANTI-SEXUAL HARASSMENT PROVISIONS FOR DLSU-D UNDERGRADUATE STUDENTS

PART I - Preliminary Matters

Section 1.Title – This body of rules and regulations shall be known as the rules and regulations for the implementation of the Anti-Sexual Harassment Act of 1995 at De La Salle University-Dasmariñas or "rules" for short.

Section 2. Coverage – These rules shall govern incidents of sexual harassment inside the campus of De La Salle University-Dasmariñas, as well as incidents outside the campus premises and/or during the semestral or summer vacation, if such incidents adversely affect the good name or reputation of the Institution.

Rule 1 Policies

Section 1. State Policy- The state shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of all members and elements of the educational community, other workers, applicants for employment, those undergoing training, instruction or education. Toward this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

It is therefore, the duty of the employer or the head of the work-related, educational or training environment or institution to prescribe the guidelines in the workplace and educational or training institutions to prevent or deter the commission of acts of sexual harassment, and to provide the procedures for the resolution settlement or prosecution of said acts.

Section 2. School Policies and Objectives- The mission of this Institution is to foster an open learning and working environment. The ethical obligation to provide an environment that is free from sexual harassment and from fear that it may occur is implicit. The entire educational community suffers when sexual harassment is an unacceptable behavior and a violation of the law and shall not be tolerated nor condoned.

Violation of this policy shall result in disciplinary action up to, and including, expulsion or termination as the case may be.

All members of the educational community affected by a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident

PART II - Sexual Harassment

Rule 1 Preliminary Provisions

Section 1. Work, Education or Training-Related Sexual Harassment Defined Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether or not the demand, request or requirement for submission is accepted by the object of said act.

- a) In a work-related or employment environment, sexual harassment is committed when:
 - (1) The sexual favor is made as condition in the hiring or the employment, re-employment or continued employment of said individual or in granting said, individual, favorable compensation, terms conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee:
 - (2) The above would result in an intimidating, hostile or offensive environment for the employee;
 - (3) The above acts would impair the employee's rights or privileges under existing labor laws.
- b) In an education or training environment, sexual harassment is committed:
 - (1) against one who is under the care, custody or supervision of the offender;
 - (2) against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) when sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - (4) when the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get higher or raise by submitting to sexual advances.

- **Section 2.** Forms of Sexual Harassment Sexual harassment may consist of the following:
 - a) Persistent, unwanted attempts to change a professional or educational relationship to a personal one.
 - b) Unwelcome sexual flirtations and inappropriate put-downs of individual persons or classes of people. Examples include, but are not limited to, the following:
 - (1) Unwelcome sexual advances;
 - (2) Repeated sexual-oriented kidding, teasing, or flirting;
 - (3) Verbal abuse of a sexual nature;
 - (4) Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies;
 - (5) Derogatory or demeaning comments about women in general, whether sexual or not;
 - (6) Leering, whistling, touching, pinching, or brushing against another's body;
 - (7) Offensive crude language; and
 - (8) Displaying objects or pictures which are sexual in nature that would create an offensive work or living environment.

Section 3. Other Persons Liable – Any person who directs or induces another 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 also be liable under these rules.

Section 4. Basic Types of Sexual Harassment – The following are considered basic types of sexual harassment.

- a) "quid pro quo" sexual harassment occurs when submission to or rejection of unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature is used as the basis for employment decisions, giving of passing grades, granting of honors and scholarship, or the payment of a stipend allowance or other benefits, privileges, or considerations. Quid pro quo sexual harassment cases are hereby classified as grave.
- b) "Hostile or offensive" sexual harassment occurs when an unwelcome sexual conduct unreasonably interferes with a individual's job performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic job consequences.

Hostile or offensive sexual harassment cases are hereby classified as grave, less grave or light, depending on a reasonable man/woman standards adopted by the Committee.

Section 5. Sanctions – The following administrative sanctions shall be imposed on sexual harassment cases:

- a) For work-related incidents of sexual harassment:
 - (1) Suspension
 - (2) Dismissal
- b) For education or training-related acts of sexual harassment:
 - (1) Suspension
 - (2) Exclusion
 - (3) Expulsion

Sexual harassment offenses shall be classified as grave, less grave and light. Grave sexual harassment cases are those to which these rules attach the penalty of dismissal, or exclusion, or expulsion. Less grave sexual harassment cases are those to which these rules attach the penalty of suspension. Light sexual harassment cases are those to which these rules attach the penalty of reprimand and warning.

Section 6. Sanctions Not a Bar to Court Action. Administrative sanction shall not be a bar to prosecution in the proper courts of unlawful acts of sexual harassment.

PART III - Grievance Procedure

Rule 1 Committee on Investigation

Section 1. Committee on Investigation – A committee on Investigation is hereby created. The Committee shall conduct meetings with, as the case may be, officers and employees, teachers, instructors, professors, coaches, trainors, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

Section 2. Composition of Committee on Investigation – The Committee on Investigation shall be composed of the following:

- (1) In the case where the aggrieved party is a student and the offender is a faculty:
 - (a) The dean of Student Services shall act and preside as chairperson.
 - (b) The Student Welfare and Formation Office director shall act as the chair of the Investigating committee.
 - (c) The Dean of the college to which the aggrieved student and the offender faculty belong
 - (d) A Faculty Association representative
 - (e) University Student Council president or authorized representative

- (f) Parents Organization La Salle Cavite (POLCA) president or representative
- (2) In the case where the aggrieved party is a staff and the offender is a faculty member:
 - (a) Vice Chancellor for Finance and Administrative Services (VCFAS) shall act and preside as chairperson
 - (b) Human Resource Management Office director/head of the department to which the staff belongs
 - (c) KABALIKAT ng DLSU-D president
 - (d) A Faculty Association representative
 - (e) Dean of College/Department chair to which the offender faculty belongs
- (3) In cases where the aggrieved party is a faculty/support staff and the offender is an administrator:
 - Chair: A. President (if the respondent is VCAR/AVCAR/other heads directly under the office of the President.

Members:

- a. Vice Chancellor for Academics and Research
- b. FA representative
- c. Dean of the Faculty/head of the unit
- d. Senior faculty/senior staff acceptable to both parties
- Chair: B. Vice Chancellor for Academics and Research/Assistant Vice Chancellor for Academics and Research (if the respondent is the dean/chair/coordinator/director/ academic head/administrative heads).

Members:

- a. FA representative
- b. Senior dean/head/senior staff acceptable to both parties.
- (4) In cases where the aggrieved party is the student and the offender is a faculty member/support staff:

Chair: Dean of Student Services

Members:

- 1. Dean/Head of the respondent
- 2. University Student Council representative
- 3. Faculty Association representative/KABALIKAT Representative
- 4. Student Welfare and Formation Office director
- 5. POLCA representative

(5) In cases where the aggrieved party is the student and the offender is the administrator:

Chair:

 President (if the respondent is VCAR/AVCAR/other heads under the President)

Members:

- a. VCAR/AVCAR
- b. Dean of Student Services
- c. USC Representative
- d. College dean of the student
- VCAR/AVCAR (if the respondent is academic head/administrative head).

Members:

- a. Dean of Student Services
- b. USC Representative
- c. College dean of the student
- (6) In cases where the aggrieved party is an employee and the offender is the Vice Chancellor:

Chair: President

Members:

- 1. VCAR/AVCAR (if s/he is not the complainant)
- 2. Faculty Association/KABALIKAT/USC representative
- 3. Head to which the complainant belongs
- Senior faculty/Staff/Student Welfare and Formation Office director.

Rule 2 Due Process

Section 1. Right to Due Process – No disciplinary action shall be applied upon any erring member of the educational community except for cause and after due process shall have been observed.

In sexual harassment cases, the alleged offender must be afforded due process and as much confidentiality during the process.

Section 2. Procedural Due Process Standards. – The following procedural due process standards must be met in sexual harassment cases:

a. There must be an impartial body or investigation committee that shall acquire jurisdiction over the person of the alleged offender.

- b. The alleged offender must be informed in writing of the nature and cause of accusation against him and furnish him an affidavit of the complaint under oath.
- c. The alleged offender must be given the opportunity to defend himself.
- d. Decision must be rendered only upon lawful hearing.

Rule 3 Complaint and Reporting System

- **Section 1.** Complaint Defined A complaint is a sworn written statement under oath charging a person with a violation of sexual harassment a subscribed before the proper authority.
- **Section 2.** Who May File Any student or employee of the University may file a complaint of sexual harassment.
- **Section 3**. Where to File A complaint may be filed in the office of the chairperson where he belongs.
- **Section 4.** Sufficiency of Complaint A complaint is sufficient if it states the name(s) and address(es) of the respondent, the acts or commission of the offense, and the place where the offense was committed, and the name(s) of any witnesses, if any.
- **Section 5.** Proceedings for Investigation Upon receipt of the written complaint signed under oath by the offended party or by any person having direct knowledge of the commission of the act complained, the chairperson shall conduct a preliminary inquiry about the charge filed against the alleged offender. If after preliminary inquiry or examination, the chairperson believes that there is reasonable ground and *prima facie* case has been established, s/he shall immediately furnish the respondent a copy of the complaint together with other necessary documents. The respondent is given 48 hours to file an answer from the date of receipt hereof. In case the respondent fails or refuses to answer, the case may be pushed through under summary proceedings.
- **Section 6.** Resolution of the Case Judgment in the case will be made immediately after the deliberation and the parties will be informed within two (2) days. The chairperson shall forward it to the office of the President who will receive for affirmation, reversal of modification of the decision.
- **Section 7.** Appeal to the President Any party involved not satisfied with the decision rendered by the committee may appeal to the Office of the President stating the grounds therefore, within 48 hours from receipt of the decision. If neither party appeals the decision in the manner and within the period herein

above prescribed, the President makes the final decision and promulgates the same within two (2) days after receipt of the decision which is final and executory. In case the President fails to make a final decision whether to affirm, modify or reverse, the decision shall become final and executory.

Section 8. Liability of the Employer, Head of the Office of the Educational or Training Institution – The employer or head of office of the educational or training institution, if informed of such acts by the offended party and no immediate action is taken therein, shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment or training institution.

PART IV - Miscellaneous Provisions

Rule 1 Preventive Suspension

Section 1. Preventive Suspension of Accused in Sexual Harassment Cases-Any member of the educational community may be placed immediately under preventive suspension during the pendency if the case of the evidence of his guilt is strong and the school head is morally convinced that the continued stay of the accused during the period of investigation constitutes a destruction to the normal operations of the other members of the educational community. The chair shall make or submit recommendation to the dean/head of the Department to which the respondent belongs and shall inform the VCAR or VCFAS of the suspension. The concerned office shall be furnished a copy.

Section 2. Preventive Suspension of Student- The preventive suspension of a student exceeding twenty percent (20%) of the total number of class hours shall be submitted to the Office of the Commission on Higher Education (CHED) for those in the tertiary level, the Department of Education (DepEd) for those in the elementary or secondary level, or the Technical education and Skills Development Authority (TESDA), as the case may be.

Rule 2

Independent Action for Damages and Prescription

Section 1. Independent Action for Damages- Nothing in the Act or in these rules shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 2. Prescription Period- Any action arising from the violation of the provisions of the Act and these shall prescribe in three (3) years whether the student, faculty or employee is no longer enrolled or employed.

Section 26 ACCORD OF UNDERSTANDING

The ACCORD of UNDERSTANDING entered into by the De La Salle University-Dasmariñas and among students is hereby incorporated to form part and parcel of the Student Handbook.

Desirous of harmonizing the distinct view on the duties and responsibilities of all parties as regards the exercise of the fundamental rights to free expression and to peaceful assembly for the redress of legitimate grievances, and cognizant that these rights must be freely exercised by all citizens, particularly the students, in the campus, with utmost government and University authorities' tolerance, understanding and guarantee from any of unlawful interference and intrusion when done within the bounds and limits of the law

DO HEREBY ESTABLISH AND STIPULATE

Article I – Purpose and Coverage

Given the reality of the school campus in many schools as providing for the proper venue and suitable climate for the expression of the concerns and aspirations of all students on issues of national interest, this Accord seeks to protect students from any form of unlawful interference and intrusion in their activities particularly those conducted inside school campuses.

- The purpose of this Accord is to harmonize the views of the Commission on Human Rights, Commission on Higher Education (CHED), the Department of National Defense, and Students National Organization, under the umbrella of and as herein represented by the National Union of Students of the Philippines (NUSP), on the duties and responsibilities of the students in the free exercise of their rights to free expression and to peaceably assemble for redress of legitimate grievances.
- 2. This Accord shall encompass all bona fide students in all school campuses throughout the country who seek to exercise the democratic rights to free expression and to peaceful assembly, and other related rights. It likewise defines the concurrent duties and responsibilities of the respective parties hereto, as regards the exercise of these rights.

Article II – Definition of Terms

Unless the context otherwise requires, the following terms shall be defined as follows:

- Student assembly shall refer to any gathering, rally, demonstration, parade, or other forms of mass action, conducted by *bona fide* students in a peaceful manner inside school campuses, in a private property, in a public place or thoroughfare for the purpose of presenting/articulating a legitimate, lawful concern or grievance.
- Peaceful Assembly means that the assembly is peaceful when no actual criminal acts and/or organized acts of disorder or violence are committed by the demonstrators to indicate an intention on their part to sow public disorder, or defy public authority.
- 3. Detachment an organization unit of duly constituted authorities, whether military or police, assigned in a fixed place, for the enforcement of the law or the discharge of their duties in the maintenance of peace and order within a designated area of authority.
- 4. Military refers to the regular members of any of the major branches of service of the Armed Forces of the Philippines, namely: Philippine Army, Philippine Air Force, and Philippine Navy, who are responsible for the internal and external security of the Nation.
- 5. Police refers to members of local police authorities charged with the enforcement of the laws and the maintenance of public order.
- 6. Student refers to any person officially enrolled in any recognized educational institution in formal or non-formal education classes in secondary, collegiate, graduate, and postgraduate courses.
- 7. Student Organization refers to any organization of students, duly organized pursuant to law, rules or regulations, in the educational institution where it maintains membership.
- 8. Permit means any approved application for permission or authority from the school administration, or the local government authorities, as the case may require, to sponsor, hold or undertake an assembly, rally gathering or mass action of students in any place as authorized.
- 9. School Campus means the principal place of operation of an educational institution and all the contiguous areas and buildings, facilities and the perimeter structures erected thereon, and the premises thereof designated by the school authorities in appropriate school rules and regulations.

Article III - Declaration of Basic Rights

The basic constitutional rights of citizens, particularly students, including but not limited to, the following are hereby restated and affirmed.

- 1. Students have the right to peaceful assembly for the redress of legitimate grievances and to petition the school administration for the redress of legitimate student grievances.
- 2. Students have the right to due process, fair play in disciplinary proceedings, and to freedom from self-incrimination.

- 3. Students have the right to freedom from unwarranted or unlawful interference and intrusion while inside school campuses in the pursuit of their academic freedom.
- 4. Students have the right to freedom from any form of harassment or unreasonable restraint by teachers and school authorities.

Article IV - Duties and Responsibilities of Students

In the exercise of the rights to peaceful assembly, students should see to it that the following duties and responsibilities are complied with:

- 1. Students shall conduct mass actions peacefully and in an orderly manner and shall be responsible for maintaining order and discipline within their ranks.
- 2. Student leaders, organizers and participants should police their own ranks, and assure the lawful activities of the assembly.
- 3. Student leaders and organizers should take positive measures so that the assembly will not molest any person or unduly interfere with the rights of others who are participating in the public assembly.
- 4. Student leaders and organizers should respect the rights of others, particularly students, who decide not to participate in student assemblies.
- Student leaders, organizers and participants in student assemblies shall refrain from committing acts which unduly disrupt and prevent the holding of regular classes.

Article V – Implementing Guidelines

In implementing the provisions hereof, the following basic guidelines shall be followed:

A. As regards permit and notification

1. Student shall be required to apply three (3) working days in advance for the use of school facilities such as but not limited to, the auditorium, gymnasium and conference room, including the use of open spaces within the campus, provided no action is taken within the three-day period or in case of disapproval, an appeal may be taken to the Secretary of Commission on Higher Education.

B. As regards hearing of student cases arising from public assembly

 Any student shall be informed of the charge/s filed against him and be offered the opportunity to answer the same within a period of not less than five (5) working days from receipt of the charge/s. All formal investigations shall be conducted after due notice to the parties who shall be heard and may present

- evidence on their behalf, if any, and may avail of the assistance of counsel.
- 2. Any student shall have the right to be heard by an impartial body composed of three (3) members of the academic community to be selected by the school administration; another to be selected by as follows: one to be selected by school administration; another to be selected by the student party in interest; and the third to be appointed by the CHED. The Dean of Student Services shall not be a member of the said tribunal but shall convene the tribunal which shall elect its Chairperson from among the members. No case shall be allowed to drag to the prejudice of any party in litigation.
- 3. Either party shall have the right to appeal. The students shall have the right to appeal to the University Head or Board of Trustees within five (5) working days from receipt of the decision of the tribunal. Either party shall have the final appeal to the CHED with ten (10) working days. Otherwise, the decision shall be deemed final and executory.

C. As regards detachment/military personnel

- Law enforcement detachments of any type or form shall not be installed anywhere inside the school campuses. Within a reasonable period of time as may be determined by the monitoring body, existing ones currently located within the school campuses shall be retained to enforce law and order and to protect members of the educational community and school property against criminal elements.
- 2. Only properly uniformed police enforcers shall be allowed entry into school campuses to perform law enforcement functions. However, detectives following up suspects of common crimes may be allowed entry only upon prior coordination with school authorities and when armed with specific mission orders and notice, thereof given to duly authorized student representatives.
- 3. Any military or police personnel enrolled as regular students shall comply strictly with pertinent existing rules and regulations especially with respect to the possession and carrying of firearms.

D. As regards campus arrests

 No police authorities shall enter the school premises, whether on patrol or otherwise. Such police authorities shall not interfere with peaceful and orderly student protest actions inside school campuses; except in cases of hot pursuit, or in dealing with common crimes actually being committed or about to be committed, or upon the written request of duly authorized student representative/s and school authorities.

E. As regards searches and custodial investigations

- Searches or arrest of students shall be made in accordance with law. School authorities and duly authorized student representatives shall be notified of all lawful arrests and any student officer or school official may accompany an arrested student to the place of investigation/detention.
- 2. Only accredited school security guards, properly uniformed, are to be employed or assigned to school campuses. As a general rule, security guards are not vested with police powers, and therefore are not allowed to detain or interrogate students nor to disperse student assemblies. Upon effecting a citizen's arrest on a student for an offense, security guards shall forthwith immediately inform the duly authorized student representatives and school officials before turning over such student to the police authorities. Upon receipt of the information, the student representatives and/or school officials concerned shall have the right to accompany the arrested student to the place of detention and investigation.
- 3. No student shall be subjected to custodial investigation or any form of investigation without having received prior notice except in cases of "citizen arrest" or in *flagrante delicto* and no such investigation shall take place except in the presence of a counsel of student's choice, or counsel appointed by the official student council, union or student government.
- 4. In cases of school-related activities where students perform guard duties as part of their CMT requirements, only students of the same school shall be allowed to perform guard duties.
- 5. School security guards or police authorities shall exercise maximum tolerance in handling student protest actions.
- 6. Only properly identified law enforcers with names, ranks and respective units conspicuously displayed on their uniforms, shall be employed to deal with public assemblies.
- 7. The organizers of the assemblies shall exercise their right to make citizen's arrest of agent provocateurs or anybody inflicting injuries on participants or committing any other criminal or disruptive acts.

Article VI – Disciplinary Sanctions

- 1. Any law enforcer who violates the terms and conditions of this Accord shall be subjected to criminal/administrative prosecution & sanctions in accordance with law.
- Any student who violates the terms and conditions of this Accord shall likewise be subjected to disciplinary action by the school authorities or the Department of Education, or the Commission on Higher Education, and, if warranted, to criminal prosecution.

Article VII - National Accord Review Board

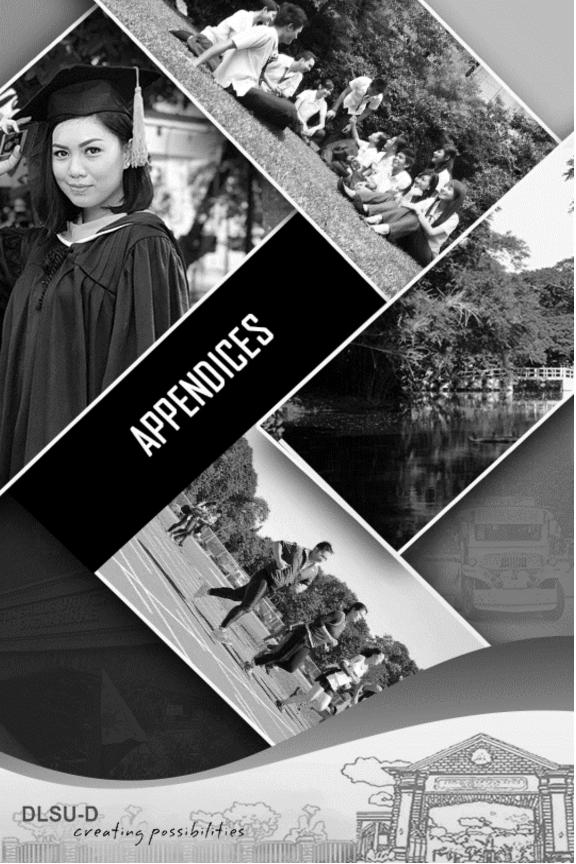
There is hereby created a National Accord Review Board (NARB) to be composed of the Chairperson of the Commission on Human Rights and signatories herein or their authorized representatives or their successors to office with the following functions:

- 1. To promulgate the implementing guidelines of this Accord;
- 2. To ensure faithful compliance with the provisions of this Accord;
- 3. To set-up a monitoring and reporting system;
- 4. To take cognizance of such cases as shall be brought to their attention arising from this Accord.

NCR and regional units are also hereby created to assist NARB in the performance of its functions, to be composed of the duly authorized representatives in the regions of the Commission on Human Rights, Commission on Higher Education, Department of National Defense, and National Union of Students of the Philippines.

The Chairperson of NARB shall be the Chairperson of the Commission on Human Rights.

The Regional Field Officers of the Commission on Human Rights are hereby designated as the Chairmen at the Regional level.



Campus Directory

Cavite trunk line - 046 481 1900 Manila trunk line - 02 779 5180

Local	User	Bldg / Room #
	Aklatang Emilio Aguinal	do
3099	Director,AEA	AEA New Bldg
3060	Secretary,AEA	AEA New Bldg
3165	Archives Section	AEA New Bldg
3062	Educational Media Services	AEA Old Bldg
3168	Electronic Resources Services	AEA Old Bldg
3169	Head, Electronic Resources Services	AEA Old Bldg
3171	Filipiniana Section	AEA New Bldg
3163	American Learning Resource Ctr	AEA New Bldg
3162	Luggage Counter	AEA New Bldg
3164	Periodicals Section	AEA New Bldg
3061	Reference Section	AEA New Bldg
3167	Social Sciences Section	AEA New Bldg
3059	Technical Section(Acquisition)	AEA New Bldg
3166	Technical Section	AEA New Bldg
3170	Thesis Section	AEA New Bldg
	Alumni Association	
3160	Alumni Audiovisual Room	SDH-3rd Flr
3159	Alumni Board Room	SDH-Ground Flr
3036	Clerk	SDH-Ground Flr
3156	Conference Room A & B	SDH-Ground Flr
3158	President, Alumni Association	SDH-Ground Flr
3157	Multi-Purpose Hall	SDH-2nd Flr
	Bahay Pag-asa	
3197	Office,Bahay Pag-asa	Bahay Pag-asa
	Buildings and Facilities O	ffice
3008	Director, BFO	MAH Bldg
3055	Head,FMO	MAH Bldg
3121	Unit Head,FMO Electrical/Mech	MAH Bldg
3210	Extension Line for FMO	MAH Bldg
3056	Secretary/Draftsman	MAH Bldg
	Campus Ministry Offic	е
3069	Director/Secretary	Chapel
3032	Coordinator,RRO	Chapel
3149	Chaplain's Office	AEA New Bldg
Center for Student Admission Office		
3204	Director	GMH
3029	Secretary,CSA	GMH
3030	Admission	GMH
3126	SSO	GMH Bldg.

Local	User	Bldg / Room #
	College of Business Adminis	stration
3023	Dean, CBA	CBA 101
3047	Secretary,CBA	CBA 101
3179	Associate Dean, CBA	CBA 101
3139	Dean, CBA Graduate Studies	GSB 105
3138	Secretary, CBA Grad Studies	GSB 105
3035	Chair, Accountancy Dept	BBA 305
3185	Chair, Allied Business Dept	BBA 205
3033	Chair, Business Mgnt Dept	CBA102
3116	Chair, Mktg Dept	BBA 201
3184	Livelihood & Enterprises Dev't Ctr	La Porteria
3277	CBA Evening Class	GSB 104
	College of Criminal Justice Ed	ducation
3216	Dean	FCH 116
3077	Secretary	FCH 116
	College of Education	
3284	Dean,COE	FCH 103
3143	Secretary,COE	FCH 103
3092	Director, COE Grad Studies	FCH 103
3085	Chair, Professional Educ Dept	FCH 102
3112	Chair,REED	FCH 104
3236	Coordinator,Balik-Aral Program	LDH Bldg
3125	Chair,PE Dept	ULS-2nd Flr
C	ollege of Engineering and Te	chnology
3049	Dean/Secretary	CTH 114
3074	Chair,Engineering Dept	CTH 114
3213	Chair,GMD	CTH 114
3208	Architecture Dept	CTH 114
	College of Liberal Art	S
3148	Dean,CLA	JFH 207
3072	Secretary, CLA	JFH 207
3188	CLA Graduate Studies	JFH 207
3135	Chair, Psych Dept	JFH 206
3108	Chair,CJD	JFH 104
3188	KFP	JFH 204
3071	Chair,LLD	JFH 209
3254	Coordinator,LLC	La Porteria
3070	Chair,SSD	SBC Bldg-2nd Flr
3075	Testing Laboratory, AB Psychology	JFH 307
3237	Laboratory AB Psychology	JFH 309
3265	95.9 Green FM	JFH 101

Local	User	Bldg / Room #
	College of Science	
3150	Dean	PCH 101
3073	Associate/Dean Secretary	PCH 101
3093	Chair, Biological Dept	COS 100A
3134	Chair,Computer Studies Dept	COS 100C
3087	Chair, Math Science Dept	COS 100D
3136	Physical Science Dept	COS 100B
3102	Lab.,Learning Resource	PCH 1401
3104	Laboratory, Research	PCH 310
3091	Stockroom, Biology	PCH 203
3076	Stockroom,Chemistry	PCH 303
3106	Stockroom, Physics	PCH 109
3269	COS Comp Lab@ICTC Bldg	ICTC bldg 208
C	College of Tourism and Hospita	
3089	Dean/SEcretary	Hotel De Oriente
3090	HRM Dept	Hotel De Oriente
3257	Tourism Dept	Hotel De Oriente
3080	Supervisor, Hotel Rafael	Campus Gourmet
3079	HRM Laboratory	Campus Gourmet
100	Reception, Hotel Rafael	Hotel Rafael
3289	Travel Bureau Office	CTHM 207
3227	CTHM Comp Lab	CTHM 212
Dormitory/Condominium		
3042	Matron	Guest House
3040	Corporate Room	Guest House
3267	Guest Room 1	Guest House
3144	FMIJ Convent	Guest House Bsmnt
	ronment Resource & Mgnt Ce	nter(ERMAC)
3124	Director	West Campus
3187	Pollution Control Officer	West Campus
	Faculty Association	
3098	Faculty Association	FCH 101
3107	DLSUD Dev't Coop	La Porteria
	Finance Office	
3007	ector,Treasury/Ancilliary Servi	GMH Bldg
3201	Secretary	GMH Bldg
3207	Controller	GMH Bldg
3026	Payable Section	GMH Bldg
3203	Payroll Section	GMH Bldg
3186	Property Section	GMH Bldg
3145	Disbursement Section	GMH Bldg
3287	Cashier	GMH Bldg
3038	Students Account Section	GMH Bldg
2000	House Keeping	5 DIGB
3083	Head, Hkeeping East Campus	Botanical Garden
3181	Head, Hkeeping West Campus	GDO
3101		000

Local	User	Bldg / Room #
	Human Resource Managemer	nt Office
3110	Director,HRMO	GMH
3110	Secretary, HRMO	GMH
3111	Staff Services	GMH
3024	Faculty Services	GMH
3024	Faculty Evaluator (Extension)	GMH
3191	Head, Faculty Services	GMH
	mation Communication Techr	
3233	Director	ICTC Bldg
3084	Secretary	ICTC Bldg
3225	ICTC Helpdesk	ICTC Bldg
3195	Technical Section	ICTC Bldg
3231	SADU	ICTC Bldg
3232	Web Unit	ICTC Bldg
3129	Head,ICT OU	ICTC Bldg
3230	Portal Inquiry	ICTC Bldg
3235	SADU	ICTC Bldg
3189	Database	ICTC Bldg
0	Operator	ICTC Bldg
	La Residencia San Migu	
3172	La Residencia, Reception	Residencia
	Marketing & Communication	Office
3202	Director	GMH bldg
3031	Secretary	GMH bldg
3031	Secretary	Givii i biug
Materia	ls Management and Ancillary	Services Office
3215	Director	West Campus
3266	Secretary	West Campus
3266	Venue Reservation	West Campus
3005	Head, Purchasing Dept	Admin bldg
3065	Clerk, Purschasing Dept	Admin bldg
3097	Fax Machine @ Purchasing Dept	Admin bldg
3123	Head, Warehouse Office	SAH 101
3264	Head, RCC	RCC bldg
400	Security Guard @ RCC	RCC bldg
3042	Head, Student Dormitory	Dormitory
3057	Animo Shop (re:School Uniform)	SAH 110
3120	Head, MRO & Univ Food Square	Square Canteen
	Museo De La Salle	
3151	Director/Secretary	Museo Grnd Flr
3152	Dining Room	Museo 2nd Flr

Local	User	Bldg / Room #
	Office of the Presiden	nt
3001	Br. Augustine L. Boquer FSC	AEA,Old Bldg
3016	Secretary	AEA,Old Bldg
3046	Director,PMO	AEA,Old Bldg
3046	Secretary,PMO	AEA,Old Bldg
3156	Compliance Dept	SDH-Ground Flr
3234	Fax machine	AEA,Old Bldg
3219	Quality Assurance Office	AEA,New Bldg
	Office of the Student Sen	vices
3272	Dean	GMH bldg
3018	Secretary	GMH bldg
3018	ISO	GMH bldg
3063	Heraldo Filipino	GMH bldg
3114	SWC CBA	GMH 117
3095	SWC COE	LDH 103C
3142	SWC CTHM	CTHM 209
3105	SWC CLA	JFH 103
3113	SWC CCJE	FCH 110
3114	SWC CEAT	GMH 117
3109	SWC COS	PCH 101 B
3054	SWC Director's Office	GMH 122
3196	Director, Sports Dev't Office	ULS-2nd Flr
3019	Director, Student Dev't & Activities	GMH bldg
3173	Director, Student Welfare & Formation	LA Porteria
3081	Sec.,Student Welfare & Formation	LA Porteria
3122	Vicissitude	GMH bldg
3211	Secretary, NSTP/CWTS	GDO bldg
3096	ROTC	GDO bldg
3052	President,USC	GMH bldg
	ice of the Vice Chancellor for	
	Research	
3013	VCAR	GMH bldg
3193	Secretary,VCAR	GHM bldg
3141	Cavite Studies Center Office	AEA, New bldg
3205	AVCR	GMH Bldg
3028	Secretary,AVCR	GHM bldg
3103	Director,URO	GMH bldg
3011	AVCAS	GMH bldg
3064	Sec,AVCAS	GMH bldg.
3126	SSO	GMH bldg
3280	CILP	CTHM 313
Offic	ce of the Vice Chancellor fo	r Finance &
Admin Services		
3012	VCFAS Office	GMH bldg
3022	Secretary, VCFAS	GMH bldg
3206	Director,GSO	GMH bldg
3021	Secretary,GSO	GMH bldg

Local	User	Bldg / Room #
	of the Vice Chancellor for Mi	
3003	VCMEAD Office	GMH bldg
3017	Secretary, VCMEAD	GMH bldg
3004	Admin Assist, VCMEAD	GMH bldg
3004	Univ Dev't Office	GMH bldg
3270	Dir,ULO	GMH Bldg
3192	Sec,Univ Linkages Office	GMH bldg
3161	Director, ARPO	SDH bldg
	ŕ	
3036	Secretary,ARPO	SDH bldg
3034	ULFO	Chapel
3068	LCDC	SBC bldg
2027	POLCA	FBH
3037	President/Secretary	FBH
2027	Registrar's Office	Challe I de
3027	University Registrar	GMH bldg
3025	Secretary,Registrar	GMH bldg
3025	Counter 1	GMH bldg
3282	Assistant Registrar	GMH bldg
3117	n-charge-Class Programming	GMH bldg
3117	Faculty Attendance Checker	GMH bldg
3200	ecords Verifier (Grade Sheet	GMH bldg
3086	Faculty Attendance Checker	JFH-UG
	Retreat and Conference Co	
400	RCC,Reception	RCC
3264	RCC Supervisor	RCC
	School Clinic	
3039	School Nurse, Main	GMH 114
3100	School Nurse, East Campus	JFH 108
3132	School Nurse,Ugnayang La Salle	ULS Grnd Flr
	Security Office	
3044	Guard Post, Dorm/Condo	Dormitory
3088	Guard Post, Magdalo Gate	Gate 1
3127	Guard Post, Gate 3 @Bundy	Gate 3
3082	Guard Post, Magpuri Gate	Gate 2
3279	Security Office	Gate 2
3067	National Bookstore	SBC bldg
3305	National Bookstore @ JHS	JHS Complex
3273	Animo Shop (Merchandise)	Square Canteen
3147	Milas Dinner	SBC bldg
	Transportation Dept	
3058	Head	East Campus
	Ugnayang La Salle	
3125	P.E Chair/Secretary	ULS
3125 3130		ULS ULS

Students' Uniform



MALE: white barong with the embroidered DLSU-D name, plain white t-shirt (v-neck) inside (tucked), and black slacks (straight or tapered cut), closed black leather shoes with black socks

FEMALE: white peach twill cotton blouse with embroidered DLSU-D name, emerald green slacks (semi-straight cut), and closed plain black shoes with at least one-inch heels

Conformé



DE LA SALLE UNIVERSITY-DASMARIÑAS

Dasmariñas City, Cavite

rived a copy of the Student erstand, seek clarifications if ulations of the University as nnected with the DLSU-D.
policies pertaining to student d or amended in the future in ssion as well as with the new ission on Higher Education
Parent's Name & Signature
Contact Number