



**COLLEGIATE  
STUDENT  
HANDBOOK 2023**

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**THE LETRAN STUDENT COUNCIL****STUDENT PUBLICATION****STUDENT SERVICES, FUNCTION HALLS & MULTI PURPOSE FACILITIES****APPENDICES**

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**MISSION**

We are COLEGIO DE SAN JUAN DE LETRAN  
We are a Catholic School  
Committed to a Dominican Preaching through Education  
Towards the integral formation of the Human Person  
in the noble tradition of knightly excellence  
with a special devotion to Mary  
according to the ideal of DEUS, PATRIA, LETRAN

**STUDENT MANAGEMENT:**

**1. General Directives**

1.1 All students must familiarize themselves with the contents of this handbook and should strictly comply with all the provisions herein. Ignorance of these provisions does not excuse any student from the prescribed corresponding sanction.

2. Subject to the corresponding duties and responsibilities as embodied in this student handbook and not infringing on the rights of others, Letran recognizes that the students have the rights to: (1) express their concerns on matters related to the quality of their education; (2) organize themselves; (3) free expression; and (4) due process.

- 2.1 Letran recognizes the hazards of smoking to health and declares the premises and the immediate environs “**cigarette and tobacco-free area.**”
- 2.2 All students should show courtesy and politeness to all members of the community as well as visitors in the campus.
- 2.3 Each student enrolled in Letran is issued an official identification card (ID), which is valid as long as he is a bona fide student of Letran. He/She must present this to the security guards when entering the building and to all Letran authorities when asked to do so. He/She should always have his ID displayed while inside the campus. (Any person in campus who refuses or fails to present his ID when requested to do so shall be considered an intruder and may be required to leave the premises.)
- 2.4 The loss of an ID card should be immediately reported to the Department of Student Affairs (DSA) that will authorize the student to have his lost ID replaced. The loss of an ID will require the student to present a duly notarized Affidavit of Loss before applying for a new ID. In case of recovery of a lost ID, the student must report to DSA to cancel his record of loss and surrender of the recovered ID. A student who is withdrawing his/her enrollment from Letran must surrender his/her ID to the Office of the Registrar as a pre-requisite for transfer credentials.
- 2.5 A student who fails to show his/her official Letran ID upon entering the campus may present his/her validated Registration Form (RF). In the absence of this, the student will give his/her name and ID number to the security officer for verification of enrollment. The security guard will give an infraction form to the student which will be submitted to the DSA.

3. Students who have transferred residence or changed their civil status should inform the Office of the Registrar in writing thirty (30) days from the date of transfer or marriage. Students are liable for any incorrect information in their ID, registration form, and other Letran documents. A letter sent to the written addressee will be considered delivered. (Any request for a change of address should be approved by the parent/guardian of the student.)

3.1 Upon admission to Letran, the student is regarded as an adult by its authorities. Hence, the obligation to keep parents/guardians informed of their academic standing and the impending consequences of excessive absences or failure lies with the student. Notices thereof that may be sent by Letran to parents/guardians are merely by way of courtesy. They do not relieve the students of the obligation to keep parent(s)/guardian(s) informed of their status and/or standing in Letran. Hence, ignorance of said student's status on the part of the parents/guardians shall not be imputed to the Letran authorities nor should the latter be held responsible for such ignorance.

3.2 For security reasons, all students should be out of the campus by 9:30 PM unless authorized by Letran executive officers (Department Directors / Academic Heads).

## 2. General References

### 2.1 Dominican Philosophy of Education

#### *Introduction*

Education is one of the priorities of the Dominican Province of the Philippines because it is among the most important means of evangelization and has been, historically and by God's providence, an integral element of the mission of the Dominicans in Philippines.

#### *Purpose of Education*

Education encompasses religious, personal and social goals. Education is an extension of the Church's mission of evangelization. As such, its purpose is to bring out the salvific dimensions of the arts, science, technology and culture. It aims at the synthesis of faith and culture, of faith and life. It seeks to deepen faith as it develops reason leading to an appreciation and living of Gospel values.

- For the society, education nurtures culture and serves as catalyst of change and development.
- For the person, education is meant to bring out his/her total and integral development. Ultimately, education enables the person to attain the purpose for which he/she was created, namely, union with God, communion with others, and harmony with creation.
- As a Dominican mission, education is a form of preaching ministry borne out and nourished by the pillars of the Dominican life: study, prayer, community life, and service.

### *Nature of the Learner*

The learner is God's creation, made to His image and likeness, therefore basically good. He/she was entrusted the task of being a steward of creation. Although wounded by sin, he/she has been redeemed and endowed with the grace to live a life in Christ. The learner is a person, an individual unique in himself/herself but with an inherently social nature. As a Filipino learner, he/she is characterized by a set of traits or *asal*: *dangal*, *damdamin*, *pakikipagkapwa*, and distinguished by a set of values: *utang na loob*, *palabra de honor*, *pakikisama*, *hiya*, *bayanihan*, etc., challenged existentially by the widespread poverty and injustice. The challenge for the Filipino learners to develop *kagandahang loob* by becoming more and more *makaDiyos*, *makatao*, *makabayan*, and *makakalikasan*. Moreover, he/she is challenged to cope with the demands of the times triggered by a global, highly technological, and materialistic culture.

### *Nature of Education*

Education is integral, concerned with the total formation of the human person in all dimensions.

Education is self-initiated and self-motivated process. It occurs in the learner and ends in the learner. The teacher is but a facilitator of learning.

Education is about learning to learn, to live, to love, and to leave a legacy.

## **Filipino Dominican Educational Apostolate Mission and Vision**

### **MISSION**

Inspired by the Mission of the Dominican Province of the Philippines (DPP), we, the brethren, with our cooperators engaged in the educational ministry, commit ourselves to promote education as a form of evangelization for the total and integral development of the person in the service of the church and society through an authentic Filipino Dominican way nourished by our study, prayer, and community life.

### **VISION**

We envision an effective and efficient system of collaboration of all DPP educational institutions in all areas of our academic endeavors aimed at enhancing the growth and development of each institution and in furtherance of evangelizing the mission of the province.

## 2.2 General Information on Academic Program Offerings

### *College of Business Administration and Accountancy*

- Bachelor of Science in Accountancy
- Bachelor of Science in Business Administration  
Major in Operations Management
- Bachelor of Science in Business Administration  
Major in Financial Management
- Bachelor of Science in Business Administration  
Major in Marketing Management
- Bachelor of Science in Business Administration  
Major in Human Resource Management
- Bachelor of Science in Business Administration  
Major in Business Economics
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Tourism Management
- Bachelor of Science in Food Technology
- Bachelor of Science in Nutrition and Dietetics
- Bachelor of Science in Accounting Information System

### *College of Education*

- Bachelor of Secondary Education Major in English
- Bachelor of Secondary Education Major in Mathematics
- Teacher Certificate Program

### *College of Liberal Arts and Sciences*

- Bachelor of Arts in Legal Management
- Bachelor of Arts in Political Science
- Bachelor of Science in Psychology
- Bachelor of Arts in Advertising
- Bachelor of Arts in Broadcasting
- Bachelor of Arts in Communication
- Bachelor of Arts in Journalism

### *College of Engineering*

- Bachelor of Science in Civil Engineering

- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Industrial Engineering

***Institute of Information Technology***

- Bachelor of Science in Information Technology with specialization in:
  - Systems Engineering
  - Software Development

**2.3 Admission Requirements**

A student who graduates from K-12 educational program authorized by the Department of Education (DepED) shall be eligible for admission to any degree program. However, a student who has not completed the Senior High School, but who has qualified in the Philippine Educational Placement Test (PEPT) may be eligible for admission. (MORPHE, Section 81, Article XVIII)

Applications for admission are entertained and submitted to the Marketing and Admissions Section. Applications for transfer and second degree shall be endorsed by the Office of the Dean. Applications of foreign students shall be cleared by the Office of the Registrar.

**2.3.1 FRESHMEN**

Freshmen are those who enter for the first time as First Year in college after graduating from Senior High School.

Graduates of Senior High School may be admitted as freshmen on the basis of the following:

**2.3.1.1** Proof of graduation from Senior High School

**2.3.1.2** Passed the Letran College Admission Test (LCAT)

**2.3.1.3** Met the required quota and other provisions of the chosen program

**2.3.1.4** Original certification of good moral character recently issued by the previous school and

**2.3.1.5** Have a general weighted average of at least 83% during his/her senior year in high school.

**2.3.1.6** All applicants for admission are required to take the Letran College Admission Test (LCAT), which covers English, Mathematics and Science and an Aptitude Battery Test. Further assessment may be required for some programs as considered necessary.



2.3.1.6.1 Entrance test is given by the Admission Office. Results will be released as scheduled by the Admission Office.

2.3.1.6.2 The following are the requirements in applying for the entrance test:

- 2.3.1.6.2.1 Completed application form
- 2.3.1.6.2.2 Photocopy of senior high school report card (Form 138/SF 9) of Grade 12
- 2.3.1.6.2.3 One (1) pc. recent, colored 2 x 2 pictures
- 2.3.1.6.2.4 Testing Fee (Php500.00)

**2.3.1.7** The following are the requirements for enrollment:

- 2.3.1.7.1 Letran College Admission Test (LCAT) results
- 2.3.1.7.2 Original senior high school report card (Form 138) with applicant's eligibility for admission to college duly signed by the school principal
- 2.3.1.7.3 Original Certificate of Good Moral Character with school seal
- 2.3.1.7.4 Original copy of authenticated birth certificate issued by the Philippine Statistics Authority (PSA)
- 2.3.1.7.5 Two (2) pcs. recent, colored 2x2 and 1x1 pictures
- 2.3.1.7.6 Collegiate Student's Enrollment Contract Form duly signed by the applicant and parent/guardian.
- 2.3.1.7.7 Non-refundable reservation fee
- 2.3.1.7.8 For foreign nationals: Alien Certificate of Registration (ACR) and Bureau of Immigration (BI) Special Study Permit
- 2.3.1.7.9 One (1) long brown envelope (Kraft/legal size) to contain all of the above

**2.3.1.8** An eligible applicant may defer enrollment for the succeeding semesters, provided he has valid reasons and has not enrolled in another college during the deferment period.

***NOTE:** Foreign students should see the Evaluator at the Office of the Registrar for information regarding additional requirements.*

## **2.3.2 ADMISSION REQUIREMENTS FOR GRADUATES OF VOCATIONAL PROGRAMS**

**2.3.2.1** Letran College Admission Test (LCAT) results

- 2.3.2.2 Original Transcript of Records and/or Certificate of eligibility to transfer
- 2.3.2.3 Original Certificate of Good Moral Character from TESDA accredited schools
- 2.3.2.4 Original copy of authenticated birth certificate issued by the Philippine Statistics Authority (PSA)
- 2.3.2.5 Two (2) pcs. recent, colored 2x2 and 1x1 pictures
- 2.3.2.6 Collegiate Student's Enrollment Contract duly signed by the applicant and parent/guardian.
- 2.3.2.7 Non-refundable reservation fee.
- 2.3.2.8 For foreign nationals: Alien Certificate of Registration (ACR) or BISpecial Study Permit.
- 2.3.2.9 One (1) long brown envelope (Kraft/legal size) to contain all of the above.

### **2.3.3 ADMISSION REQUIREMENTS FOR TRANSFEREES**

Transferees are those who have studied in a postsecondary or tertiary institution before applying for admission to the Letran.

- 2.3.3.1 Letran College Admission Test (LCAT) results
- 2.3.3.2 Original True Copy of Grades
- 2.3.3.3 Original Certificate of Good Moral Character
- 2.3.3.4 Two (2) pcs. recent, colored 2 x 2 and 1 x 1 pictures
- 2.3.3.5 Satisfactory Interview with the Dean
- 2.3.3.6 Certificate of eligibility to transfer (Honorable Dismissal)
- 2.3.3.7 Original copy of authenticated birth certificate issued by the National Statistics Office (NSO/PSA)
- 2.3.3.8 Collegiate Student's Enrollment Contract duly signed by the applicant and parent/guardian.
- 2.3.3.9 Non-refundable reservation fee
- 2.3.3.10 For foreign nationals: Alien Certificate of Registration (ACR) and/or BI Special Study Permit
- 2.3.3.11 One (1) long brown envelope (Kraft/legal size) to contain all of the above.

*NOTE: Transferees may opt to have the previous courses that they have already taken be credited consistent with the existing policies of the Letran.*

### **2.3.4 ADMISSION REQUIREMENTS FOR A SECOND DEGREE**

- 2.3.4.1 Original Certificate of Good Moral Character from the previous school

**2.3.4.2** Official Transcript of Records showing degree earned and date of graduation

**2.3.4.3** Certificate of eligibility to transfer (Honorable Dismissal)

**2.3.4.4** Two (2) pcs. recent, colored 2 x 2 pictures

**2.3.4.5** Accomplished Collegiate Student's Enrollment Contract

*NOTE: Graduates of Letran who wish to earn another degree from Letran must submit one (1) recent, colored picture, size 1x1 to the Office of the Registrar.*

## **2.3.5 FOREIGN STUDENTS**

### **2.3.5.1 QUALIFICATIONS FOR ADMISSION**

Foreign students are subject to the requirements of either new students or transferees, in addition to the requisite visas and/or special study permits from the (BI) and the Department of Foreign Affairs (DFA).

2.3.5.1.1 A non-immigrant applicant who graduated from a high school abroad may be admitted as a freshman.

2.3.5.1.2 Passed the Letran College Admission Test (LCAT).

2.3.5.1.3 Foreign students are admitted only at the first year level; no advanced college units will be credited.

### **2.3.5.2 GUIDELINES IN THE ISSUANCE OF A STUDENT VISA**

2.3.5.2.1 Student Visa issued at the country of origin or legal residence: The foreign student must communicate with the authorized school and must submit the following documents:

2.3.5.2.1.1 Five (5) copies of Student's Personal History Statement (PHS) duly signed by the student, both in English and his national alphabet accompanied by his personal seal, if any, and containing, among others, his/her left and right thumbprints and a 2" x 2" photograph on plain white background taken not more than six (6) months prior to submission;

2.3.5.2.1.2 The transcript of records/scholastic records duly authenticated by the Philippine Foreign Service Post (PFSP) located in the student applicant's country of origin or legal residence;

2.3.5.2.1.3 A notarized Affidavit of Support to include bank statements to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses;

2.3.5.2.1.4 A photocopy of the data page of the student's passport showing date and place of birth, and the birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

2.3.5.2.1.5 Letters of recommendation from a professor of English and from a former Principal or Official of the last school attended (school life).

23521 Letran issues a Notice of Acceptance (NOA) to the foreign student upon submission of the required documents.

23522 LETRAN submits the documents to the DFA.

23523 The DFA endorses the documents to the Philippine Foreign Service Post (PFSP) for the issuance of the corresponding visa.

23524 PFSP notifies the student-applicant with the instruction that he must appear in person before the consular Officer for an interview and that he must submit the required documents, as follows:

23525 The original copy of the school's Notice of Acceptance (NOA) containing a clear impression of the school's dry seal;

2.3.4.2.6 The police clearance issued by the national police authorities in the student's country of origin or legal residence duly authenticated by the Philippine Foreign Services Post having consular jurisdiction over the place.

2.3.4.2.7 A medical health certificate issued by an authorized physician, including but not limited to a standard size chest x-ray, an HIV clearance and a Hepatitis B clearance. The Consular Office shall not assume the task of determining the student's scholastic fitness for the program applied for and shall issue the student visa as soon as all the requirements are accomplished.

2.3.4.2.8 Upon arrival in Manila, the foreign student reports to the BI student desk for registration and to the accepting school and shall enroll in the school, which issued his NOA upon arrival in the Philippines. The school assists the foreign student in obtaining the Alien Certificate of Registration ACR and the Certificate of Residence for Temporary Students (CRTS).

**2.3.5.3 Conversion of Admission Status to that of a Student**

2.3.5.3.1 An alien admitted into the Philippines under any visa category may apply at the BI for the Change/Conversion of his admission status to that of a student under Section 9(f) of the Philippine Immigration Act of 1940, as amended pursuant to E.O. No.285 subject to the following guidelines:

2353.1.1. **DOCUMENTARY REQUIREMENTS** – The student shall submit the documentary requirements stated hereunder to the Student Desk of the BI through the designated school’s Liaison Officer:

2353.1.1.1 A written endorsement from the school for the change/conversion of the admission status of the alien to that of a student.

2353.1.1.2 An original copy of the NOA containing a clear impression of the school’s official dry seal.

2353.1.1.3 A proof of adequate financial support to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses.

2353.1.1.4 The scholastic records duly authenticated by the PFSP located in the student’s country of origin or legal residence.

2353.1.1.5 A Police Clearance Certificate issued by the National Police Authorities in the foreign student’s country of origin or residence duly authenticated by the PFSP having consular jurisdiction over the place for the student who resided in the Philippines for less than 59 days.

2.3.5.3.1.2 However, the student who resided in the Philippines for more than 59 days at the time he applies for the said change/conversion of his admission status to that of a student shall also be required to submit the National Bureau of Investigation (NBI) clearance.

2353.1.21 The Quarantine Medical Examination by the National Quarantine Office.

2353.1.22 A copy of the student’s Personal History Statement signed by the student including a 2” x 2” photograph recently taken.

2353.1.23 A photocopy of the photo, data and stamp of the latest arrival pages of the passport of the student. The passport itself shall be presented to the Office of the Registrar of Letran for verification.

2353.2 **PAYMENT OF FILING FEE AND OTHER FEES** –

The student applicant shall pay the filing fee, the Express Lane Fee plus the Legal Research fee.

23533 **ORDER OF APPROVAL AND IMPLEMENTATION** – The Student Desk, upon finding that the requirements are complete and in order, shall recommend to the Commissioner the issuance of an order changing/converting the admission status of the alien from tourist visa category to that of a student visa. Upon approval, the student shall pay the (necessary fees for) other Immigration fees (conversion fee, visa fee, and implementation fee). After payment, the Student Desk shall implement the approved conversion in the applicant’s passport.

23534 **ISSUANCE OF ACR AND CERTIFICATE OF RESIDENCE FOR TEMPORARY STUDENT (CRTS)** – The alien student now reports to the Alien Registration Division for the issuance of an ACR and the Certificate of Resident for Temporary Students CRTS upon payment of all corresponding immigration fees and other charges appertaining thereto.

23535 **INITIAL ONE (1) YEAR OF STAY AS STUDENT** – The alien whose admission status is changed/converted to that of a student shall be granted an initial one (1) year authorized stay as student.

## 2.4 Registration Guidelines

### 2.4.1 Classification of Students

A student enrolled in Letran may be classified as follows:

- 2.4.1.1 **New Student:** A student enrolled for the first time in the collegiate or graduate level in Letran.
- 2.4.1.2 **Old Student:** A student who has completed at least one term in Letran; even if he has not earned any credit unit.
- 2.4.1.3 **Freshman:** A new student enrolled in the first-year level of a collegiate program.
- 2.4.1.4 **Sophomore:** An old student who has already earned credit units equivalent to the sum total of units of the first curriculum year of his degree program.
- 2.4.1.5 **Junior/Third Year:** An old student who has already earned credits equivalent to the sum total of units of the first and second curriculum years of his degree program.
- 2.4.1.6 **Senior:** An old student who needs to complete only the equivalent of the sum total of credit units of the last curriculum year of his program in order to graduate.
- 2.4.1.7 **Regular Student.** A student who carries the semestral load as prescribed in the curriculum of his program.
- 2.4.1.8 **Irregular Student.** A student who does not carry the prescribed load in the curriculum.

## 2.4.2 Maximum Course Load

**2.4.2.1** The maximum student load is semestral load prescribed by the curriculum plus approved overload. It should, however, not exceed thirty (30) units.

**2.4.2.2** The minimum student load per semester is 50% of the load prescribed by the curriculum unless the lighter represents the following:

2.4.2.2.1 the total units a senior need to take to complete the requirements of his program;

2.4.2.2.2 the load which the Dean allows/recommends/approves because of the status of the student;

2.4.2.2.3 the load a working student may reasonably take.

## 2.4.3 Overload

**2.4.3.1** A non-graduating student may be allowed an additional load of three (3) units in excess of the prescribed load to acquire regular status.

**2.4.3.2** A graduating student may be allowed a maximum overload of six (6) units in the terminal semester provided that the total load will not exceed the maximum load of thirty (30) units.

**2.4.3.3** All students who wish to apply for overload must accomplish the request for overload available at the Office of the Registrar

## 2.4.4 Pre-Enrollment

All students are required to avail of the pre-enrollment to simplify and speed up the registration during the actual enrollment period. Pre-enrollment shall be governed by the following:

**2.4.4.1** Pre-enrollment must be done either manually or on-line

**2.4.4.2** Students who do not pre-enroll shall be considered late enrollees.

**2.4.4.3** Students shall not be allowed to pre-enroll more than the load prescribed in the curriculum.

**2.4.4.4** Students who pre-enroll should strictly follow the pre-requisite regulation.

**2.4.4.5** Pre-enrolled students should enroll on schedule. Should they fail to do so, they will forfeit their pre-enrolled schedules. The same will be cancelled. They will be classified as late enrollees.

## 2.4.5 Revision of Load (Adjustment)

**2.4.5.1** A student who has paid his fees during enrollment but wishes to revise his load due

to a failing grade in a prerequisite may do so at the Office of the Dean during the adjustment period. He must fill up the request form available at the Office of the Registrar.

**2.4.5.2** Failure to revise the load within the prescribed period shall mean payment of fees for dropped courses.

**2.4.5.3** A student enrolled in “dissolved” classes shall be issued a refund provided he does not officially replace the dissolved course with another during the adjustment period.

**2.4.5.4** No student shall be allowed to add courses after the "adjustment" period.

**2.4.5.5** Revision of load should not violate the following:

2.4.5.5.1 the prerequisite regulation

2.4.5.5.2 the paired lecture and laboratory course regulation

2.4.5.5.3 dropping of PE, NSTP or back courses regulation

#### 2.4.6 Registration in a Course

Any student who enrolls in any course and who subsequently pays its corresponding fees shall, as a rule, report to and attend the class in that course from the start of the classes. Failure to attend the class shall mean a grade of “UW”(Unauthorized Withdrawal) in the course unless he officially drops it at the Office of the Registrar before the scheduled mid- term exams and merits the grade of “AW” (Authorized Withdrawal).

#### 2.4.7 Petition Classes

A Petition class is a course opened upon the request of students.

Request for a Petition class may be approved for the following reasons:

1. There are still enrollees for course/s that are already closed.
2. There are students who need course/s no longer offered because of changes in the curriculum.
3. There are courses that cannot be cross enrolled as a matter of academic policy.

#### 2.4.8 Course Equivalence/Substitution

Returning students who started under the old curriculum and whose lacking courses are no longer offered may take substitute courses under the new curriculum subject to the approval of the Office of the Dean and the Office of the Registrar.

### 2.5 School Fees

#### 2.5.1 General Guidelines

**2.5.1.1** All students shall pay a non-refundable reservation fee.



**2.5.1.2** Students who are carrying a load of 12 units or less shall pay in cash basis only.

**2.5.1.3** A fine shall be charged for late registration.

**2.5.1.4** The policy on the refund of school fees shall be guided by the following provision of the Manual of Regulations for Private Higher Education for 2008:

*“A student who transfers or otherwise withdraws in writing, within two (2) weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer than one month may be charged twenty-five percent (25%) of the total amount due for the term if he withdraws within the first week of classes, or fifty percent (50%) if within the second week of classes regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws anytime after the second week of classes.*

## 2.5.2 Mode of Payment

School Fees shall be paid in the following terms:

**2.5.2.1** Cash Basis – Miscellaneous, supplementary and tuition fees in full will be collected from students upon enrollment.

**2.5.2.2** Installment Basis – Forty percent (40%) of tuition fee and the total amount of miscellaneous and other fees will be paid upon enrollment. The remaining sixty percent (60%) will be divided equally and each installment payment must be paid before the midterm and final examinations.

**2.5.2.1** Monthly Basis – Ten percent (10%) of tuition fee and total amount of miscellaneous and other fees will be paid upon enrollment. The remaining ninety percent (90%) will be divided equally and each installment payment will be paid monthly.

## 2.5.3 Scholarships and Discounts

Letran offers scholarships and discounts to qualified students in any of the following programs:

### **2.5.3.1 Rector’s Scholarship Program**

Letran provides an opportunity for the academically outstanding students to pursue their education through the Rector’s Scholarship Program. The Program is part of Letran’s commitment and dedication to academic excellence.

*Eligibility:*

Students completing their senior high school (Grade 12) and applying in the collegiate programs of the Colegio are eligible.

*Criteria/Qualifications*

Students who obtained the “with highest honors” rank in senior high school are qualified for the program, with no further need to take the qualifying examinations.

*Benefits and Privileges*

Rector’s scholars enjoy 100% discount on all fees except for selected miscellaneous and supplementary fees and various fees.

*Retention Policy*

To maintain their scholarship, for every semester, the Rector’s scholars must:

1. Maintain a weighted average (WA) of at least 95% with no grade lower than 88% in any quarter/ semester.
2. Be an officer or active member of any recognized organization in Letran;
3. Be an active member of the Letran and/ or Department’s community development programs
4. Be involved in academic research; and
5. Not be subjected to any disciplinary action

**6.3.1.1 Dean’s List**

Any college student of the Colegio, with meritorious performance in a given semester, qualifies for inclusion in the Dean’s List and discounts on tuition fee for the immediately succeeding semester.

*Criteria/ Qualifications*

Students should meet the following conditions:

1. Carry at least a regular load based on the approved curriculum: except when Practicum/ OJT/ Internship and/or Research are the ONLY regular course(s) to be enrolled for a term/semester. (per VPAA Memo 025-AY 2021-2022)
2. General weighted average (GWA) of at least 92% per semester/year;
3. Have no grade lower than 88 % in any course in the immediately preceding semester
4. Have no withdrawn/ dropped subject
5. Has not incurred a grade of INC; and
6. Have never been subjected to any disciplinary action prior to the current semester.

*Benefits and Privileges*

Students in the *Dean's List* shall receive tuition discounts corresponding to the weighted average (WA) for the semester/year, according to the following scheme:

	<b>WA</b>	<b>ALL YEAR LEVEL</b>
First honors	98-100	100% tuition fee discount
Second honors	95-97.99	70% tuition fee discount
Third honors	92-94.99	40% tuition fee discount

\*Grades in Religious Education (RelEd or Theology) and NSTP are not included in the computation of WA.

Notes:

- a. This discount is applicable effective AY 2022- 2023 (for incoming freshmen and their succeeding year level thereafter)
- b. For old students – 3<sup>rd</sup> year to 4<sup>th</sup> year during the AY 2022-2023, kindly refer to the 2018 Scholarship Manual

**2533. Blessed Jesus Villaverde Andres Academic Scholarship**

The Academic Scholarship Program aims to attract academically exceptional students to enroll in selected tertiary level flagship programs of the Colegio. These programs require government board examinations, and performance in these examinations is an important measure of the quality education that the Colegio offers and maintains.

*Eligibility:*

A student:

1. With the intent of enrolling in the following programs:
  - Psychology, Accountancy, Nutrition & Dietetics, Engineering, and Education
2. Graduated at least, “with high honors” rank from Senior High School
3. With a weighted average of at least 95% and above in (his/her) Grade 12.

*Benefits and Privileges*

Students (scholars) under the Blessed Jesus Villaverde Andres scholarship program will enjoy 100 % full discount on tuition, miscellaneous, supplemental fees, except for selected various fees which are course / subject related.

In addition, the scholars will enjoy the following:

1. Free books

2. Free four (4) sets of school uniform (excluding PE & NSTP Uniforms) for first year only
3. Board and Lodging (with 3 meals)

*Retention Policy*

To maintain the Blessed Jesus Villaverde Andres Academic scholarship, a student must:

1. Carry the regular load for the semester;
2. Maintain an average of 95% with no grade lower than 88% in any subject / semester
3. Have not dropped any subject;
4. Have not been subjected to any disciplinary action
5. Must not take a leave of absence

**2.5.3.4 Blessed Antonio Varona Ortega Athletic Scholarship**

The Blessed Antonio Varona Ortega Athletic Scholarship aims to mold individual athletes to become spiritually, morally, psychologically, intellectually, and physically healthy for active athletic competitions. It is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in sports.

*Eligibility*

All bona fide students of Letran who have a strong passion and aptitude for sports are eligible to apply to the program.

*Criteria/Qualifications*

To qualify, the student must:

1. Be at least 13-18 years of age for high school and 16 – 23 years of age for college.
2. Be physically and psychologically fit to play.
3. Pass the entrance examination, both academic and psychological, as administered by the Admissions Office/Guidance, Counseling, Testing, and Placement Office.
4. Be of good moral character and has never been subjected to any disciplinary action.
5. Must pass the try-outs administered by the coaches.
6. Must pass all academic subjects / courses of the previous school year.

*Benefits and Privileges*

Athletes will be given the following benefits / privileges:

- Team A athletes may enjoy zero payment on all fees- except selected supplemental fees and various fees which are course / subject related; 100% discount on tuition fees-except for selected miscellaneous, supplemental and course/subject related various fees.
- Team B athletes are given 50% discount on tuition fees only.

The athlete's socio-economic status, performance and budget allotment of the Department of Student Affairs shall be considered in recommending other discount schemes, such as:

1. Free Board and lodging
2. Free Meal
3. Medical Assistance
4. Other benefits to be arranged by the Athletics Moderator

*Retention Policy*

To maintain the scholarship, the athletes should:

1. Abide by the Colegio's student retention program as stipulated in the Student's Handbook
2. Pass at least 60% of his/her enrolled subjects/courses in order to remain in the Athletics Program
3. Not be sanctioned for any disciplinary action; in which case, they shall be automatically removed from the program
4. Abide by the Colegio's policies, as well as the policies, rules, and regulations implemented by the National Collegiate Athletic Association (NCAA)

No athlete is allowed to leave prematurely his/her enrollment and scholarship with the Colegio, unless there is written consent from the Athletics Moderator.

Any athlete found to violate any of the above provisions, will be given the necessary sanctions as stated in the Student Handbook and the policies imposed by the NCAA.

*Note: The Colegio shall continue to support the athlete to earn his/her degree, for a period of 2 semesters and a term (3<sup>rd</sup> term) after serving their playing eligibility.*

**2.5.3.5 San Juan Macias Student Assistantship**

The San Juan Macias Student Assistantship, which was named after the canonized Dominican cooperador-brother (1585 -1645) who had lived and died in Lima, Peru, aims to assist students in the tertiary level who are financially handicapped. Alongside pursuing a college education, this scholarship provides students with service opportunities as Student Assistants

*Eligibility and Criteria/Qualification*

The qualification of the Student Assistant shall be determined on the basis of the following:

1. Financial Need

A student is considered financially challenged when neither his/her parents nor his/her guardians have sufficient resources to finance his/her higher education, through a duly certified statement of annual income (income bracket, to be determined by the Financial Affairs Division).

2. Academic Requirement

- a. To be considered intellectually capable, the applicant must possess good academic standing (no grade below 80%) and with a weighted average (WA) of 83%
- b. The applicant must pass the Letran College Admission Test (LCAT)

3. General Ability to Perform Work Requirement

To qualify, the applicant must be:

- a. Of good moral character and integrity, *as certified by former principal, guidance counselor, parish priest/pastor;*
- b. Without derogatory records from the local police or local barangay;
- c. Physically fit to work as certified by duly licensed physician;
- d. Screened by the DSA for positive work attitude and ethics.

*Benefits and Privileges*

All Student Assistants (SAs) may enjoy 100% full discounts of tuition and miscellaneous fees equivalent to 21 units/21 hours only across all programs. Supplemental fees are not included in this benefit, and thus, will be personally shouldered by the student assistant. If the SA enrolled beyond 21 units, he / she must pay the excess units or render additional service to the Colegio, during semestral / summer break. Furthermore, student assistants who have no deficit hours from the previous semester and intended to render additional service during semestral / summer break, will receive an allowance.

*Retention Policy*

To maintain the scholarship, a student assistant must:

1. Carry a minimum of 15 units per semester.
2. On his/her final semester before graduation, a student-assistant may appeal to the SAP, to be allowed to carry less than 15 units.
3. Maintain a weighted average (WA) of at least 83% with no grade below 80% and complete all INC grades within the prescribed period.
4. Receive a performance appraisal rating of at least 83%
5. Not be subjected to any major disciplinary action.
6. Attend all assigned extra-curricular activities.
7. Be present regularly and observe punctuality in duty assignment.

### **2.5.3.6 Beato Fra Angelico Cultural Scholarship**

The Beato Fra Angelico Cultural Scholarship aims at providing significant training grounds for artistic students multiple opportunities to hone their talents here and abroad. Believes in *'no aspiring artist left policy'*. It is a vehicle in promoting Letran core values and advocacies in programs that develop the talents and skills through performing arts and uphold the Cultural heritage of Letran.

#### *Eligibility & Criteria*

##### **Letran Singing Ambassadors**

1. Bonafide student of Colegio de San Juan de Letran.
2. Musically gifted in singing
3. With previous experience in choir singing
4. Pass the audition conducted by the Conductor of the Chorale
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

##### **Letran Filipiniana Dance Company**

1. Bonafide student of Colegio de San Juan de Letran
2. Willing to promote Philippine culture, traditions, and beliefs through songs and dances
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Artistic Director of the Dance Company
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

### **Letran Band**

1. Bonafide student of Colegio de San Juan de Letran
2. Must know how to play musical instrument/s; must know how to read musical notes
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Band master
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

### **Letran Cheering Squad**

1. Bonafide students of Colegio de San Juan de Letran
2. Skillful in cheerleading
3. Must be physically fit (medical certificate)
4. Pass the audition conducted by the Coach
5. Pass the one semester probationary status
6. General Weighted Average of 80%
7. No failing grades
8. Abide by the rules and regulations of the Colegio

### *Benefits/Privileges*

Cultural Group members will be given the following benefits/privileges:

### **Letran Singing Ambassadors and Letran Filipiniana Dance Company**

1. May enjoy 50%, 70%, 100% discount on tuition fees only subject to the recommending approval of Scholarship Committee
2. Professional Training
3. Officially represent Letran
4. Costumes/ Uniform
5. Props/ Supplies
6. Medical Assistance for performance-related health needs
7. Budget for Seminar/ Workshop, Competition, Performances, Team Building

### **Letran Band and Letran Cheering Squad**

1. May enjoy 50%, 70%, 100% discount on tuition fees, miscellaneous, supplementary fees except for various fees which are course/subject related. This is subject to the



- recommending approval of Scholarship Committee
- 2. Professional Training
- 3. Officially represent Letran
- 4. Costumes/ Uniform
- 5. Props/ Supplies
- 6. Medical Assistance for performance-related health needs
- 7. Budget for Seminar/ Workshop, Competition, Performances, Team Building

*Retention Policies for Letran Singing Ambassadors and Letran Filipiniana Dance Company*

In order to maintain the scholarship, the student should:

- 1. Maintain a semestral average of at least 80% with no failing grades; INC grades must be completed within the prescribed period
- 2. Not have been subjected to any disciplinary action
- 3. Be favorably evaluated by the coaches and by the Scholarship Committee

*Retention Policies for Letran Band and Letran Cheering Squad*

In order to maintain the scholarship, the student should:

- 1. Passed at least 60% of their enrolled subjects/courses in order to maintain the scholarship. The students must pay all failed subjects.
- 2. Not have been subjected to any disciplinary action
- 3. Be favorably evaluated by the coaches and by the Scholarship Committee

**3. STUDENT EVALUATION**

3.1 The Grading System

Letran adopts the numerical grading system, described as follows:

GRADE	DESCRIPTION
95 – 100	Excellent
90 – 94	Very Good
85 – 89	Good
80 – 84	Satisfactory
75 – 79	Fair
Below 75	Failed
UW	Unauthorized Withdrawal (Failed)
AW	Authorized Withdrawal
INC	Incomplete

### 3.2 The Grade of Failure

*The grade of 74 and below is given:*

3.2.1 To students whose performance is poor and

3.2.2 To students whose preliminary grades are failing and who stop attending their classes after midterm examinations.

### 3.3 The Grade of Unauthorized Withdrawal

(UW)The grade of “UW” is given:

3.3.1 To a student who is officially enrolled in a course but failed to report in his/her class since the beginning of the term but has not officially withdrawn/dropped the course;

3.3.2 To students who stopped attending their classes any time without officially dropping the course;

3.3.3 To students who accumulated absences equivalent to 20% of the prescribed number of hours/school days in a semester.

3.3.4 The grade of “UW” shall be considered as a grade of “70” in the computation of the weighted average.

### 3.4 The Grade of Incomplete

3.4.1 The grade of “INC” shall be given only for the following reasons:

3.4.1.1 Failure to comply with the course requirement (e.g. Research Project)

3.4.1.2 Failure to take the final-exam.

3.4.1.3 Failure to comply with on-the-job training/practicum requirement.

3.4.1.4 Failure to attend a retreat or recollection.

3.4.2 A grade of “INC” for a course outside the program of study of a student shall not affect his/her scholastic privileges.

3.4.3 A grade of “INC” for a course within the program of study shall disqualify a student from his/her academic scholarship.

3.4.4 A grade of “INC” shall not be included in the computation of the weighted average for a particular semester.

3.4.5 No general weighted average shall be reflected in the grade report if majority of the courses for a particular semester are given a grade of “INC”.

3.4.6 The grade of “INC” must be completed within or until the end of the succeeding semester. If the student fails to complete the requirements within the prescribed period, the grade “INC” automatically becomes a grade of “70”.

3.4.7 Requirements for completion:

- Permit to complete form available at the Office of the Registrar
- Completion form signed by the professor concerned and endorsed by the Dean
- Payment of completion fee

3.5 Grade Computation

### **Collegiate Level**

#### **A. General Guidelines:**

1. The grading system in the collegiate level is criterion-referenced based and conforms with/adheres to the principles of Outcomes-Based Assessment (OBA).
2. Grades are generally determined using a set of specific criteria which revolves around the intended learning outcomes alongside with teaching-learning activities and assessment tasks.
3. The grading system recognizes the important role of both formative and summative assessment tasks which can be more specifically reflected in performance-based, authentic and portfolio assessment.
4. There are two specific grading periods in every semester – the Mid-term period and the Final period. Mid – term period covers the period from week 1 to week 9; while the Final period covers the period from week 10 to week 18.
5. Grades in each period shall be based on variety of sources and in consideration with assessment or performance tasks clearly indicated in the syllabus of instruction or in the learning/instructional plan.
6. Programs with licensure examinations follow more stringent policies and percentage distribution in the computation of grades. At the outset, said policies and percentage distribution should be presented and discussed with the students of the said programs.

**B. Percentage Distribution in the Computation of Grades**

3. Grading system follows a 60% - 40% distribution where 60% of the grade in each grading period is allotted for OBE related tasks, and 40% for the major exam (mid-term and final exams). The 60% component of the grade, is allotted proportionally among OBE related tasks which may be performance/assessment tasks, projects, participation/engagement in teaching-learning activities, or traditional assessment tasks in some cases as may be appropriate. Specific distribution of percentage that comprises the 60% is dependent upon the degree of emphasis placed in the various tasks used.

Of the 60%, 20% is allotted for the long test. The long test is given to prepare the student for the major examinations, mid-term and finals. It shall be administered NOT LATER than ONE (1) WEEK BEFORE the major examination. Results of such should be returned to the students the meeting AFTER the long test was administered. This is to give ample time for the faculty to evaluate topics that need to be clarified.

Long tests are NOT SOLELY CONFINED to the traditional paper and pen assessments.

4. The 40% component of the grade *is* allotted to the major exam, a summative assessment which may be done using the traditional paper and pen test or depending upon the nature of the course and the intended learning outcomes under consideration, may be substituted with a project-based assessment task.
5. In case the faculty opts to give a traditional test to get the 40% component of the grade, then it is a must that only Multiple Choice type of test can be developed which must consist of 20% knowledge and understanding - based items, and 80% situation-based items.
6. Final Grade (FG) is the average of Mid-term grade (MTG) and Pre-final grade (PFG) as indicated below:

$$FG = \frac{MTG + PFG}{2}$$

**C. Assessment Tool/Grading Criteria**

1. Traditional paper and pen test for major exam is limited only to the use of Multiple Choice type.

2. Traditional Essay tests whether restrictive or extended type may be considered as both an assessment task and assessment tool which is graded through the use of appropriate rubrics. Rubrics are designed or formulated in accordance with the intended learning outcomes which are processed through specific teaching-learning activities(TLA).

#### ***D. Formation - Oriented Religious Education (FORE)***

##### ***General Guidelines***

1. The student's performance in the Religious Education (RelEd) course is determined through portfolio assessment.
2. Portfolio assessment is conducted towards the end of the semester. Hence, a RelEd course/s under FORE, does not administer written long examinations and major examinations. Likewise, teachers are strongly discouraged to conduct objective and/or written examinations, instead assessment should focus on experiential that are process- and insights-oriented in nature.
3. During the midterm period, the faculty members may encode **IP (in-progress)** in the Letran Mabini Portal. During the final period, the faculty may only encode "Completed", "Not Completed", "Incomplete". **Completed (C)** means that the learning outcomes have been satisfactorily observed in the content of the students' portfolio. **Not completed (NC)** means that the student was not able to provide sufficient documentation that indicates the observation of the learning outcomes. When a student receives an NC remark, the course has to be re-enrolled. **Incomplete (INC)** means that the student partially submitted contents in the portfolio but was not subjected to evaluation due to late submission or lack of consultation with the faculty member. Existing policies and procedures for the completion of INC shall be followed. Specifically, completion should be processed within the immediately following semester. Otherwise, it will be converted to NC.
4. A student who receives an NC remark in any of the courses under FORE shall be disqualified in any Latin honors given during the commencement exercises as well as in other academic-related recognitions, such as Dean's List.
5. In the case of numerical equivalency, a **completed remark will be equal to 100** while **not completed remark is equal to 70**. The numerical equivalent is provided by the Office of the Registrar only to students transferring to another HEI and applying for the RelEd courses to be credited.
6. In order to receive completed as the final remark, the student needs to get at least 2 favorable evaluations from the panel of evaluators.
7. At the end of the semester, the faculty submits a summary of ratings of the panel of evaluators, instead of a grading sheet. The indicated remarks should match with the one encoded in the faculty member's Letran Mabini Account. In case of discrepancies, existing policies and procedures for change of grade

shall be followed.

### **Pre-assessment**

1. The faculty member makes an endorsement to the chairperson of the Religious Education on the readiness and completeness of the student's portfolio.
2. The chairperson coordinates with the members of the panel of evaluators of the students' portfolio, particularly on the schedule of their availability. **It is necessary that at least one of the evaluators is a member of the Dominican Order.** Upon agreement, an official communication is submitted to the office of the Dean for the final approval.
3. The office of the Dean issues an official letter of invitation to the panel of evaluators including the following information: student name, schedule, venue, and the link of the portfolio.

### **Intra- and post-assessment**

1. The faculty member calls in order to begin the evaluation process.
2. The duration of the evaluation should not be longer than 30 minutes. The student is given 10 minutes for the presentation and the remaining 20 minutes will be for the exploration of the portfolio.
3. The panel of evaluators provide an individual evaluation and brief narrative about the evaluation.
4. Faculty members provide feedback about the results of the evaluation during their scheduled consultation. It should be done prior to the encoding of the final remarks in the Letran Mabini Account.
5. As much as possible, the use of Matching Type Test is discouraged in any collegiate assessment process.
6. Rubrics are used as assessment tool to grade performance-based assessment tasks, authentic and portfolio assessment tasks, case studies and other related tasks.

### **3.6 ON DEPARTMENTAL EXAMINATIONS:**

- Departmental examination is a form of traditional summative assessment.
- The Deans determine which courses should be departmental in nature.
- Such departmental examinations ARE the MID-TERM and FINAL EXAMINATIONS of concerned students thereby representing 40% of their mid-term and pre-finalgrades.
- Deans should coordinate closely with each other in scheduling departmental exams so as to avoid conflicts.

- Should conflict in schedules arise, the following order of priorities shall be observed:
  1. Professional/Major courses
  2. General Education courses inclusive of NSTP
  3. Religious Education courses
  4. General Elective courses

**3.6 Attendance**

- 3.6.1 Regular attendance in class/es is a **MUST** for all officially enrolled students.
- 3.6.2 No student shall be given credit in any course unless he is officially enrolled in the course and attends classes regularly.
- 3.6.3 A student, who accumulates “unexcused” absences equivalent to 20% of the prescribed number of hours/school days in **PER COURSE**, shall be given a final grade of “UW”. Please refer to the table below:

UNITS PER COURSE (Lecture or Laboratory)	NO. OF ABSENCES Equivalent to 20% of the total number of meetings
1	2 absences
2	4 absences
3	7 absences
4	4 absences
5	3 absences

- 3.64 For an absence to be excused, the student who incurred such absence must present to the Instructor concerned a letter detailing his/ her valid reason/ explanation for being absent from class.
- 3.6.4.1 The letter must be noted and signed by the program chair.
- 3.6.4.2 An “excuse absence” does not relieve the student from satisfactorily complying with all the requirements to pass the course.
- 3.6.4.3 An “excused” absence shall still be counted as an absence.

### **3.7 Withdrawal/Dropping of Courses**

- 3.7.1 Withdrawal from and/ or dropping a course must be done not later than the deadline set by the Office of the Registrar.
- 3.7.2 Students who intend to withdraw from/ drop a course should follow the following procedures:
  - 3.7.2.1 Secure and accomplish a request form available at the Dean’s Office
  - 3.7.2.2 Secure endorsement from the course professor and the Dean
  - 3.7.2.3 Secure approval from the Registrar’s Office
  - 3.7.2.4 For encoding at the Information Technology Services Department (ITSD)
- 3.7.3 No student shall be allowed to drop a course where he/she was found cheating.
- 3.7.4 Dropping is allowed in back courses except in PE & NSTP course.
- 3.7.5 The request to withdraw or drop a course should not violate the following:
  - 3.7.5.1 The pre-requisite course regulation and
  - 3.7.5.2 The paired lecture and laboratory courses regulation

### **3.8 Final Examinations**

- 3.8.1 Final examination schedules shall be posted on the administrative bulletin board in each college two weeks before the examinations proper.
  - 3.8.1.1 The Program Chair/ Dean/ Chairperson shall be responsible in adjudicating all problems arising from final exam schedule.



- 3.8.1.2 Student whose final examination schedule is in conflict must notify the chairperson immediately.
- 3.8.2 Students must present his/ her examination permit to the proctor-in-charge
- 3.8.3 Students shall not be allowed to leave their respective assigned place during examination unless permission is given by the proctor-in-charge
- 3.8.4 Examination papers shall be distributed to the students only at the designated examination room.
- 3.8.5 Students who completed the exam should return their exam papers only to the proctor-in-charge.

#### 4. PRE- REQUISITE COURSE REGULATION

**4.1** Courses taken and completed without satisfying the prescribed prerequisites shall not be given credit.

**4.2** A student who receives a grade of “INC” (Incomplete) in a prerequisite course shall not be allowed to take its advanced courses. The student must first remove the grade of “INC” in the prerequisite course(s) before he is allowed to take any of its advanced courses.

**4.3 Advanced and Prerequisite Courses**  
As a general rule, a student shall not be permitted to take any advanced course until he has satisfactorily passed its prerequisite/s. However, a student may be allowed to simultaneously enroll prerequisite and advanced course/s under the following condition:

1. Prerequisite is a repeated course;
2. Student is graduating at the end of the term; and
3. Approved by the Dean or any authorized academic official.

**4.4 Paired Lecture and Laboratory Courses.**

A lecture course and its corresponding laboratory course (termed as “paired course”) must be taken simultaneously and must both be completed before the next paired course can be taken up.

*Cross Enrollment.* Cross enrollment is discouraged. However, for valid reasons as determined by the Office of the Dean and upon its recommendation, a student may be permitted to cross enroll in another institution.

A request for cross enrollment may be approved only under the following circumstances:

1. Desired courses are not offered by Letran;

1. Courses are offered, but their schedules conflict with the requesting student's other class schedules; and,
2. Student intends to spend the school term in his home province or region and enroll in courses offered by an institution there.

#### **4.5 Shifting to Another Program**

4.5.1 Shifting to another program in Letran is subject to the following conditions/ requirement:

4.5.1.1 A student enrolled in Letran who wishes to enroll in another program must seek the endorsement of his present Dean and the approval of the Dean of the new program.

4.5.1.2 He must be recommended by his current Academic Program Chair to the Dean for his/her endorsement and by the receiving Academic Program Chair for the approval of the new Dean, after the review of his records to determine admission status and course equivalence.

4.5.1.3 Upon the approval of the Dean, he/she is given clearance to take the shifter's exam administered by the Guidance, Counselling, Testing and Placement Department. The shifter's exam is not required if the desired program is under the same Department/College.

4.5.1.4 Application for shifting must be processed at least three (3) working days before the enrollment for next term.

4.5.1.5 To be eligible as a shifter, the student must be in good standing, and not on Not to be Re-admitted (NTBR) status.

4.5.2 Requirements for shifting

4.5.2.1 Application for shifting form available at the Office of the Dean, duly accomplished/processed

4.5.2.2 True Copy of Grades

4.5.2.3 Shifter's exam fee

4.5.3 A student is allowed to shift to another program only once.

#### 4.6 Leave of Absence

4.6.1 A student who plans to discontinue his studies must apply for a Leave of Absence (LOA) before the enrollment period set by the Office of the Registrar.

4.6.2. Maximum duration of LOA/s taken together is four (4) semesters or two (2) years.

4.6.4 A student who has applied for a LOA must file for reactivation one and a half (1 ½) months before the enrollment period to ensure that his readmission is in order.

#### 4.7 Residency Rule

A student who is enrolled in a four-year degree academic program should finish the degree within a maximum of six (6) years or 12 semesters. On the other hand, a student who is enrolled in a five-year degree academic program should finish the degree within a maximum of seven (7) years or 14 semesters. Failure to comply with this residency rule shall mean non-admission to the academic program.

#### 4.8 Re-enrollment/Re-admission

4.8.1 A student who discontinued his studies is qualified for re-admission when:

4.8.1.1 He/ She has an approved leave of absence and

4.8.1.2 He/ She applied and received approval for total withdrawal.

4.8.2 A student is not qualified for readmission when:

4.8.2.1 He/ She did not apply for leave of absence;

4.8.2.2 He/ She is in violation of the Residency Rule;

4.8.2.3 He/ She has been issued transfer credentials and has enrolled in another school;

4.8.2.4 His/ Her status has been declared NTBR or He/She was denied readmission for reason of academic deficiencies and

4.8.2.5 He/ She has been sanctioned with dismissal (non-readmission, exclusion or expulsion).

4.8.3 Requirements:

4.8.3.1 A 2"x2" colored picture

4.8.3.2 A copy of the approved leave of absence or approved total withdrawal

4.8.3.3 Certified True Copy of grades

#### 4.9 Correction of Names/Date or Place of Birth

##### 4.9.1 Requirements:

- 4.9.1.1 The original copy of authenticated birth certificate issued by the Philippine Statistics Authority (PSA) or the ACR
- 4.9.1.2 A personal Affidavit, if of legal age, or the affidavit of parents
- 4.9.1.3 A joint affidavit of two (2) disinterested parties

#### 4.10 Cancellation of Enrollment

This applies to new students, freshmen or transferees, who intend to discontinue their studies in Letran and seek admission in another school. Upon approval of their request/application, concerned students shall be given back their enrollment credentials.

- 4.10.1 A new student who wishes to discontinue his/her studies in order to seek admission into another school must notify the Registrar in writing within two weeks from the beginning of classes. The cancellation shall take effect only upon the approval of the application for the cancellation by the Registrar. Non-compliance with this requirement shall result in the forfeiture of the student's right to any refund of fees paid by him.

4.10.2 A student will not be able to cancel his enrollment without the written consent of his parents or guardian.

##### 4.10.3 Requirements:

- 4.10.3.1 The original copy of the Registration and Assessment Form (RAF)
- 4.10.3.2 Letter from parents or guardian
- 4.10.3.3 Medical certificate (If student fails to apply due to illness)
- 4.10.3.4 Clearance from the Treasurer's Office

#### 4.11 Requirements for Graduation

4.11.1 Graduation exercises shall be held at the end of the school year. Upon satisfactory compliance with all requirements prescribed in the program, a student may be conferred the degree and issued a diploma under the following conditions:

- 4.11.1.1 The student must apply for graduation at the Office of the Registrar even if he/ she does not intend to attend the graduation ceremonies.

4.11.1.2 The student must have been enrolled in Letran for at least four (4) semesters or two (2) years

4.11.1.3 The candidate must have spent the last academic year in residence in Letran.

4.11.1.4 All requirements of the program shall have been submitted on or before the deadline set by the Office of the Registrar.

4.11.1.5 The candidate must have settled all financial and property obligations to the Colegio.

#### 4.12 The National Service Training Program

4.12.1 Republic Act No. 9163 is an act establishing the NSTP for tertiary level students. The act aims to promote civic consciousness, to develop physical, moral, intellectual, and social well-being, and to inculcate nationalism and love of service to the nation.

4.12.2 The NSTP consists of the following service components:

4.12.2.1 Reserve Officers Training Corps (ROTC)

4.12.2.2 Civic Welfare Training Service (CWTS)

4.12.2.3 Literacy Training Service (LTS)

4.12.3 Students shall be required to complete one (1) of the NSTP components as requisite for graduation. No fee may be collected for any of the NSTP components except basic tuition fees. Group insurance for health and accident shall be provided to students enrolled in any of the NSTP components.

4.12.4 After completion of the NSTP, graduates shall be issued their corresponding serial number.

## 5. ACADEMIC POLICIES

### 5.1 Attendance Requirements

5.1.1 No student shall be allowed to attend a class if his/her name does not appear in the official class list. The official class list shall be issued three weeks after the opening of classes.

5.1.2 Attendance is counted from the first day of classes.

5.1.3 Classes missed for reason of late enrolment or illness is counted among the absences.

5.1.4 The school bell shall be sounded twice for each period. A long bell signals the start of the class. Two short bells shall be rung ten minutes before the end of the period.

5.1.5 A student shall be late if he/she arrives within fifteen minutes of the official time (after long bell). Three instances of tardiness are equivalent to one absence.

5.1.6 A student shall be marked absent if he reports beyond fifteen minutes of the official time of the class for record purposes. This shall not prevent him though from attending the class and participating in class activities.

5.1.6.1 Absences deemed excused shall allow students to take missed graded quizzes.

5.1.7 Students shall be required to wait for their professor in the classroom for at least ten minutes for every hour of classes if no prior instructions from the professor are given.

5.1.8 General or special assemblies, ceremonies or functions that require the attendance of a given section shall take the place of classes which otherwise Would have been held. Absence from such activity shall be recorded as absence from the period concerned.

5.1.8.1 Students are to attend institutional and special assemblies.

5.1.8.2 In case students have no classes, they should still attend institutional and special assemblies.

5.1.9 A student who incurs absences exceeding 20% of the total number of hours required in a given course shall be given a grade of UW (Unauthorized Withdrawal), which is a failing grade.

## **6. RETENTION POLICIES**

After each semester, students are assessed on their academic standing. In consideration of the deficiencies incurred and/or accumulated, the Office of the Dean shall take the following action:

### **6.1 Warning**

6.1.1 Students who incurred/or accumulate failures of five (5) to eight (8) units are given WRITTEN WARNING.

### **6.2 Probation**

6.2.1 Students who incur failures equivalent to nine (9) to twelve (12) units shall be

allowed to enroll ON PROBATION their failed courses (if offered) in the immediately following term in order to clear their academic deficiencies.

6.2.2 Enrollment on probation shall be covered by a memorandum of agreement (MOA). Said MOA shall spell out the conditions for enrollment in the Colegio.

6221 The Office of the Dean shall impose strict conditions upon students on probation, including restrictions on load, regular reporting to the program chair, etc.

6.2.1.1 Students shall remain on probation until their academic deficiencies are cleared, ordinarily not exceeding 1 academic year.

6.2.1.2 The Office of the Dean, with the approval of the Vice-President for Academic Affairs, may extend the probation period, only for outstanding reasons.

6.2.1.3 Failure to reduce the deficiencies within the period prescribed may mean non-admission in the succeeding school year.

6.2.1.4 The Office of the Dean, with the approval of the Vice-President for Academic Affairs shall issue a NOT-TO-BE-RE-ADMITTED (NTBR) document.

6.2.1.5 The students shall sign a formal document (WAIVER) in which they categorically waive their right to enroll in the next school year.

6.2.1.6 The students shall be issued their transfer credentials at the end of their last term.

6.2.3 Students, who incur failures equivalent to more than twelve (12) units, shall be DEBARRED from enrolling in the succeeding terms.

6231 If failures equivalent more than twelve (12) units are incurred in the first semester, the Colegio may ONLY allow the student to finish the academic year (excluding summer), subject to NTBR and WAIVER.

6232 If failures equivalent more than twelve (12) units are incurred in the second semester, the Colegio may ONLY allow the student to finish the academic year (i.e. summer), subject to NTBR and WAIVER.

6233 The students shall be issued their transfer credentials at the end of their last term.

6.2.4 Students who meet all the conditions of their probation regain their good standing.

6.2.5 Students, who are of senior standing i.e. who need to pass only all the courses of the last curriculum year or the equivalent load to complete the requirements of their programs, are not subject to NTBR status or debarment.

6.2.6 Failures shall include failing grades, unauthorized withdrawals (UW) and lapsed incomplete grades (INC/Failed).

6.2.7 Certain flagship programs of the Colegio may have their own Special Retention Policies, which shall supersede this general retention policy.

**6.3** For programs that require licensure examinations after graduation (e.g. Accountancy, Nutrition and Dietetics, Education, Engineering and Psychology), the following shall be strictly observed to be retained in the program;

6.3.1 Any student who has incurred failure in any course will be asked to shift to a non-licensure program without any prejudice to the 12-unit retention policy.

6.3.2 Maintain at least a final grade of 80% in all courses, and a general weighted average of 83% for all professional courses from first year to fourth year.

6.3.3 After second year, students will be required to take Qualifying Exams for them to be allowed to proceed to third year. If they failed in the said exams, they will be advised to shift to another program offered in Letran. Passing percentage in the qualifying exams is 75%

6.3.4 On their terminal semester, students should take and pass the pre-board examinations for them to receive their academic records for application in the licensure examinations. Passing percentage for the pre-board exams will be 75%.

#### **6.4 WRITTEN COMPREHENSIVE EXAMINATION (WCE)**

6.4.1 In the case of Accountancy, students shall take a written comprehensive examination (WCE) in all their accounting courses, which is administered as the final examination during the pre-final period of every semester. The coverage of this examination includes all topics discussed from the beginning of the term. The grade obtained in the examination will be the basis of computing the student's pre-final grade.

In general, students who fail to meet the selective retention requirements are advised to shift out of the BS Accountancy and BS ND program. However, conditional cases are accepted for students who still wish to continue the degree program. Hence, the following provisions will apply:

6.4.1.1 Students whose grades in any accounting courses between 80%-82% on their first take will be given a removal examination. Results of the removal exams will be incorporated as part of his final examination for the new computation of his final grades (50%-removal exam and 50%-final exam). Failure to receive a grade of 83% after considering the effects of the removal examination will lead to repeating the course until the grade of 83% are reached.



6.4.1.2 Students whose grades in any accounting courses between 75%-79% will automatically have to repeat the course until the grade requirement of 83% are acquired.

6.4.1.3 Students will only be allowed to repeat the course only once, provided the student maintains a grade of at least 83% in all of his accounting courses.

Any student who is found guilty of committing any major offense as defined by this Handbook will make him/her ineligible to re-enroll in the Program.

*(Effective and applicable only to the first-year engineering students starting this AY 2022 - 2023)*

6.4.2 In the case of engineering students, students shall take a written comprehensive examination in all their engineering courses, which is administered as the final examination during the pre-final period of every semester. The coverage of this examination includes all topics discussed from the beginning of the term. The grade obtained in this examination will be the basis for computing the students' final grades.

6.4.2.1 Students who will fail to obtain the grade requirements (80% for engineering courses and 83% for professional courses) to be retained in the engineering programs will be advised to accomplish the following, otherwise they will be requested to shift to another program.

6.4.2.2 Students whose grades in any professional engineering courses between 80% - 82% on their first take will be given removal examination. Results of the removal exams will be incorporated as part of the students' final examination for the new computation of their grades (50% - removal exam and 50% - final examination). If the students failed to receive a grade of 83% after considering the effects of the removal examination, the students will be advised to take a MOA (to enroll 18 units only on the succeeding semester), and must obtain a grade of 83% on all their professional courses in their succeeding semesters. Failure to do so would mean a 2nd MOA (to enroll 9 units only in the succeeding semester) If the students will not be able to meet the required grades enrolled in their current semester, they will be advised then to shift to another program.

6.4.2.3 Students whose grades in any professional engineering courses between 75% - 79% will be given a grade of INC. The completion of such course must be taken at most two weeks before the enrollment for the succeeding semester. The grade required to pass such a course must be 83%. If the grade obtained from this completion is between 80% - 82%, the students must follow the provision stated at 6.4.1.1, only this time, the grade must be obtained from 50% removal exam and 50%

completion exam. Students would follow the process stated at 6.4.1.1 if they failed to obtain a grade of 83% after considering the effects of the completion and the removal exams.

Any student who is found guilty of committing any major offense as defined by this Handbook will make him/her ineligible to re-enroll in the Program.

### **6.5 Qualifying Examination**

*Provisions are based on the Manual of Policies and Procedures of Qualifying examinations of the program.*

## **7. DISCONTINUANCE OF STUDIES**

### **7.1 Partial and Total Withdrawal (See 3.7 Dropping)**

A student who wishes to discontinue his/her studies shall apply for Partial or Total Withdrawal. Partial Withdrawal is dropping one or more but not all of the courses currently enrolled in a term. Total withdrawal means the student drops all his/her courses.

**7.2** AW (authorized withdrawal) is the grade given to officially dropped course/s. Failure to apply for withdrawal shall mean an UW (unauthorized withdrawal) grade for affected course/s. UWs are counted as failures.

**7.3** The withdrawal is subject to the following conditions:

7.3.1 The reason for application shall be acceptable in cases, such as illness requiring prolonged treatments, travel abroad and the like.

7.3.2 The application shall be filed before the mid-term exams.

7.3.3 In the case of total withdrawal, all outstanding accounts shall be settled with

Treasurer's Office.

7.3.4 The number of absences incurred at the time of filing should not exceed 20% of total contact hours prescribed. Otherwise, the application for withdrawal may not be approved and a grade of UW shall be issued for the subject/s affected. If the withdrawal is approved AW applies to all dropped subjects.

**7.4 Leave of Absence (See 4.6)**

7.4.1 Students who do not intend to enroll in the following semester or for an extended period of time shall be required to file a Leave of Absence at the Registrar's Office. The application for Leave of Absence shall indicate the reasons for the leave, the intended duration and a declaration that the student shall not enroll in any other school for the duration of the leave.

7.4.2 No leave of Absence shall be allowed for a period exceeding two schoolyears.

7.4.3 A student can only apply for Leave of Absence twice during his entire stay in Letran. In such cases, the total period covered by the approved leaves of absence shall not exceed four regular semesters.

**7.5 Absence without Leave**

7.5.1 Students who failed to file a leave of absence shall be required to take all additional or new courses if there are changes or revisions in the curriculum of their program.

**7.6 Transfer**

7.6.1 Students who intend to transfer to another school should apply for Transfer Credentials from the Registrar's Office.

7.6.2 The transfer credentials consist of Certificate Eligibility to Transfer, True Copy of Grades, and Certificate of Good Moral Character.

**8. HONORS, DISTINCTIONS AND AWARDS**

**8.1 Dean's Listers**

8.1.1 Superior performance shall be recognized through the publication of the Dean's List at the beginning of the succeeding semester. Certificates of outstanding academic performance shall be given to students who qualify for honors.

8.1.2 To qualify for the Dean's List, a student shall:

8.1.2.1 Carry at least a regular load based on the approved curriculum; except when Practicum/OJT/Internship and/or Research are the ONLY regular course(s) to be enrolled for a term/semester. (per VPAA Memo 025-AY 2021-2022)

8.1.2.2 Have no grade below 88% in any course in the immediately preceding semester and/or school year

8.1.2.3 Have not withdrawn any course enrolled

8.1.2.4 Have never been subjected to any disciplinary to the period prior to the current semester

8.1.3 Dean's Listers shall be recognized on the basis of their weighted semestral averages as follows:

First honors : 98-100

Second honors: 95 – 97.99

Third honors : 92 – 94.99

## **8.2 San Vicente Liem dela Paz Award**

The award carries the name of the foremost alumnus of the Colegio San Vicente Liem dela Paz. It is given to top three (3) highest GWA for non-graduating students per year level (1st and 2nd Levels) and to the top student with the highest GWA per program (3rd Level) in recognition of consistent academic excellence.

To qualify, the student must have:

8.2.1 A regular load based on his curriculum for the semester;

8.2.2 Have no grade below 88% in any course and in any level;

8.2.3 Have not withdrawn any course currently enrolled

8.2.4 Have a general weighted average (GWA) of at least 92% (inclusive of the grades from the 1st semester to the midterm of the current semester.

## **8.3 Beato Jesus Villaverde Andres, O.P. Award**

The award is named after the former Rector and President of Letran (1924 – 1927), Beato Jesus Villaverde Andres, O.P., who was beatified by Pope Benedict XVI in October 2007.

This award is conferred to student/s (team or individual) who have excelled in academic-related competitions both local and international

8.3.1 Either 1st place in any regional competition, or

8.3.2 at least 3rd place in any national competition, or

8.3.3 at least 3rd in Asia-wide competition, or

8.3.4 has represented the country in any international competition.

## **8.4 Graduation Honors**

8.4.1 Honors shall be given to a graduating student who exhibits exceptional academic performance and meets the following criteria:

8.4.1.1 Has completed in the Colegio at least 75% of the number of units required in his degree program;

8.4.1.2 Has enrolled the prescribed load at any given semester or has enrolled not less than 75% of the regular load per semester unless a lighter load

was for a justifiable reason as determined by the Dean;

- 84.13 Has no grade below 88%;
- 84.14 Has not withdrawn any enrolled course;
- 84.15 Has never been subjected to any disciplinary action and
- 84.16 Has not incurred a grade of INC

8.4.2 Graduates shall be awarded with the following honors:

- 84.21 **Summa Cum laude** – awarded to graduates with a general weighted average of 98 – 100%
- 84.22 **Magna Cum Laude** – awarded to graduates with a general weighted average of 95 – 97.99%
- 84.23 **Cum Laude** – awarded to graduates with a general weighted average of 92 – 94.99%

## 8.5 Academic Distinction

Academic distinction is given to graduates with a general average of at least 91% and no grade below 88%.

## 8.6 Loyalty Awards

Loyalty medals shall be awarded following the standards set below:

### 8.6.1 Gold Medal

- 8.6.1.1 Senior high school candidate has continuously studied in the Colegio from Kindergarten.
- 8.6.1.2 Candidate for bachelor's degree has continuously studied in Colegio from Primary School; at least from Grade 3.
- 8.6.1.3 Candidate for graduate degree has continuously studied in the Colegio from Intermediate School i.e. from Grade 5.

### 8.6.2 Silver Medal

- 8.6.2.1 Senior high candidate has continuously studied in the Colegio from Primary School; at least from Grade 3.
- 8.6.2.2 Candidate for bachelor's degree has continuously studied in Colegio from Junior High School i.e. Grade 7.
- 8.6.2.3 Candidate for graduate degree has continuously studied in the Colegio from Junior High School; at least from Grade 9.

## 9. STUDENT SCHOOL RECORDS

**9.1 Contents.** The school record of every student shall include all the documents submitted upon admission. This also includes the ratings/grades and corresponding credits in each course.

**9.2 Release of Records.** It is the duty of the Letran to release upon request/application of the school records of a student who has no outstanding property and/or financial obligations to Letran, or is not under penalty of suspension or expulsion.

**9.3 Withholding of Credentials.** The Letran, at its discretion may withhold the release of the academic records and/or transfer credentials of a student who has outstanding financial and/or property obligations to the Letran or is under the penalty of suspension or expulsion. Said school records shall be released upon settlement of the obligation, or after the penalty of suspension is served or expulsion is lifted.

**9.4 Tampered or Falsified School Records.** Any student guilty of tampering or falsifying school records shall be included in the list of “black listed records” and as a consequence, will not be issued his school records.

## 10. REQUEST OF SCHOOL RECORDS

Request of school records shall be governed by the following policies, requirements, and procedure;

### 10.1 TRANSCRIPT OF RECORDS

10.1.1 Transcript of records shall be requested by and issued to:

10.1.1.1 Students/graduate upon presentation of a valid ID

10.1.1.2 Parent/guardian, if student is a minor, upon presentation of valid ID

10.1.1.3 Authorized representative, upon presentation of written authorization of the student/graduate supported by his valid ID and a valid ID of authorized representative;

10.1.1.4 School where student/graduate transferred/enrolled upon receipt of the Letran transfer credential return slip

10.1.2 Requirements

10.1.2.1 Application/request form duly processed

10.1.2.2 Transcript fee

## 10.2 DIPLOMA

- 10.2.1 The diploma shall awarded to the graduates during the commencement exercises. No diploma shall be issued before the graduation rites
- 10.2.2 Second copy diploma may be issued upon a written or formal request of the graduate, stating reason for request
  - 10.2.2.1 Requirements
    - 10.2.2.1.1 Formal/Written request
    - 10.2.2.1.2 Diploma application/request form duly processed
    - 10.2.2.1.3 Diploma fee

## 10.3 TRANSFER CREDENTIALS

Transfer credentials are academic records an admitting school requires to process the application to transfer and/or admission into another degree/graduate program.

- 10.3.1 Students/graduates who intend to seek admission and enroll in another school should apply for Certificate of Eligibility to Transfer (Honorable Dismissal)
- 10.3.2 Requirements:
  - 10321 Application for Transfer Certificate duly processed
  - 10322 Transfer certificate fee
- 10.3.3 Upon request of the transfer certificate, a student/graduate may also apply for the following if required by the admitting school:
  - 10331 Certificate of good moral character
  - 10332 Transcript of records/certified true copy of grades/course description/F137A
- 10.3.4 Newly graduated students may apply for the transcript of records, at the earliest, one (1) week after graduation
- 10.3.5 Undergraduates and old graduates may apply anytime.

## 10.4 AUTHENTICATION OF SCHOOL RECORDS (CERTIFICATION, AUTHENTICATION AND VERIFICATION: CAV)

Authentication is the process by which school records are verified and certified by the Commission on Higher Education (CHED) or Department of Education (DepEd) or Technical Education and Skills Development Authority (TESDA) and authenticated by the Department of Foreign Affairs

(DFA). The application for authentication begins at the Office of the Registrar, which accepts the request/application and certifies the documents. The Liaison Officer will forward them to the CHED/DepEd/TESDA, which upon receipt of the application issues the Claim Slip to be presented to DFA.

**10.4.1 Authentication of Diploma and Official Transcript of Records**

104.1.1 Requirements:

- 104.1.1.1 Application for authentication (CAV) duly processed;
- 104.1.1.2 A clear copy of the official transcript of records;
- 104.1.1.3 A clear copy of the diploma,;
- 104.1.1.4 A clear copy of the Special Order No. (S.O.), and
- 104.1.1.5 Authentication (CAV) fee

**10.4.2 Authentication of Diploma only**

104.2.1 Requirements:

- 105.4.1 Application for authentication (CAV) duly processed;
- 105.4.2 A clear copy of the diploma;
- 105.4.3 A clear copy of the Special Order No. (S.O.), and
- 105.4.4 Authentication (CAV) fee

**10.4.3 Authentication of Official Transcript of Records only**

104.3.1 Requirements:

- 104.3.1.1 Application for authentication (CAV) duly processed
- 104.3.1.2 A clear copy of official transcript of records
- 104.3.1.3 Authentication (CAV) Fee

**10.5 MAILING OF TRANSCRIPT OF RECORDS ABROAD**

- 10.5.1 Students may request for their official transcript of records thru fax, e-mail or letter.
- 10.5.2 Request form from school/s where official transcript of records is needed must be attached.
- 10.5.3 Pertinent information like complete name used in Letran, program enrolled, year/s of attendance, degree earned and date of graduation must be indicated.
- 10.5.4 Official transcript of records shall be mailed to the given address ten(10) working days after receipt of payment of transcript and mailing fees.



## **11. SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES AND STUDENTS WITH SPECIAL NEEDS**

Services for Student with Special Needs and Persons with Disabilities are programs and activities designed to provide equal opportunities to Persons with Disabilities (PWDs), indigenous people, solo parents, etc (academic accommodations for learners with special needs).

The Colegio has provided physical facilities for orthopedic impaired students.

1. Special parking slots for persons with disability.
2. Ramps in all building entrance to accommodate wheelchairs
3. Elevators are available in each building (St. Thomas Bldg, St. Dominic De Guzman Building, St. Raymond of Peñafort, and St. Albert the Great Building)
4. Restrooms and drinking fountain are accessible at the ground floors of each building.

### **11.1 Department of Student Affairs (DSA)**

DSA provides the following services:

- Referral to other offices (e.g. Guidance, Counseling, Testing and Placement Department, Clinic, Auxiliary Services Department, etc)
- Clinic referrals for medical consultations or to other specialist as appropriate  
Communication with faculty/ and or staff regarding student needs
- Scholarship certification and student clearance (good moral certificate). The school does not offer academic program specifically designed for individuals with disabilities. However, all scholarships are offered to all qualified students with or without disabilities.
- Assistance in dialogue and consultation meetings

### **11.2 Guidance, Counseling, Testing and Placement Department**

The Guidance, Counseling, Testing and Placement Department is an integral component of the academic community, which is committed to bring forth professional, ethical, and evidence- based guidance and counseling services to all students including those with special needs and disabilities in the following aspects, but not limited to:

1. Physical Disabilities
2. Learning Disabilities
3. Emotional & Behavioral Difficulties

As advocates of mental health and wellness, the Guidance, Counseling, Testing and Placement Department firmly believes in providing equal opportunities for the students to reach their optimal development irrespective of their conditions and dispositions. Comprehensive guidance and counseling services are being tailored fit to those with special needs in order to facilitate harmonious adjustment, retention and transition in their stay in the Colegio. Thus, the following services are being offered by the Center to provide assistance to these students:

1. Counseling (Academic, Personal/Social & Career)
2. Consultation (Academic, Personal/Social & Career)
3. Pre-assessment and psychological testing
4. Referral to accredited external health services provider
5. Self and Skills Enhancement Seminars for special groups
6. Support group for students with special needs and disabilities

It is the student's responsibility to request and inquire with the Guidance, Counseling, Testing and Placement Department about the said program. The Department of Student Affairs and the Guidance, Counseling, Testing and Placement Department shall determine the appropriate documentation based on the criteria of disability and or special needs. The Guidance, Counseling, Testing and Placement Department, after screening and evaluating the documents, shall refer the students to the academic departments for consultation.

The special instructional and academic accommodation for students with disabilities and students with special needs is available with proper consultation and conference with students themselves together with their professors, parents/guardian, and other concerned professionals. The academic accommodation will be based from the assessment and recommendation of the Dean of the College where the student is enrolled.

For information, you may contact the different colleges:

College of Liberal Arts and Sciences	(02) 527-7693 loc 231
College of Education	(02) 527-7693 loc 351
College of Business Administration and Accountancy	(02) 527-7693 loc 221
College of Engineering and Information Technology	(02) 527-7693 loc 251

## STUDENT DISCIPLINE

### 1. Basis of Discipline

Rules, regulations and policies on discipline are geared towards maintaining an orderly, efficient, peaceful and effective school atmosphere. For a school system to function properly, the conduct of students shall conform to conditions which are conducive to learning (*Manual of Regulations for Private Higher Education, MORPHE*). These disciplinary precepts are measures imposed against erring students.

### 2. Prescriptive Period

All offenses committed by students shall prescribe in two (2) years. This shall be the basis in determining the graduation of offenses committed by the students in the same period.

### 3. Board of Discipline

**3.1** The Board of Discipline (the BOD) is a fact-finding and investigative body tasked to hear, investigate, and recommend sanctions for major offenses or any other offenses as may be determined by the Board.

**3.2** The composition of the Board shall be the Head of the Department of Student Affairs as ex-officio chair or his appointed representative and, two (2) faculty members.

**3.3** The tenured faculty members will be recommended by the Deans of the respective college in Letran and shall be endorsed by the Director of DSA to the Vice President for Academic Affairs.

**3.4** The tenured faculty members, together with the other members of the Board of Discipline shall be appointed by the Vice President for Academic Affairs.

### 4. Offenses and their Corresponding Sanctions

#### 4.1 Minor Offenses

Minor offenses are light infractions of rules and regulations that warrant the following sanctions:

First Offense	:	Written Warning
Second Offense	:	Written Warning with Community Service
Third Offense	:	Three (3) day Suspension

#### Description

- Written Warning-written notice to the erring student that commission of another offense will warrant a higher disciplinary sanction
- Written Warning with Community Service- notice given to the erring student who committed two offenses and must undergo the community service
- Suspension- an erring student is prohibited from his classes during the suspension period

*Note: The Department of Student Affairs shall determine the community service activities for students who commit second offense.*

#### Minor offenses include the following:

- 4.1.1 Failure to come in proper uniform
- 4.1.2 Wearing of earring/s and long hair for male students
- 4.1.3 Disruption or disturbing classes by making noise inside and outside the classroom.
- 4.1.4 Littering or throwing of trash within the school premises
- 4.1.5 Use of cellular phone during classes or Holy Mass and other official school activities
- 4.1.6 Misbehavior during official school activities inside and outside the campus
- 4.1.7 Provoking a fight
- 4.1.8 Unauthorized removal of official notices and posters
- 4.1.9 Smoking within the radius 50-linear meter from the school

#### 4.2 Major offenses

Major offenses are serious infractions of the rules and regulations which warrant a three (3) day suspension to a maximum penalty of “DISMISSAL”.

DISMISSAL- an erring student is terminated from the Colegio due to the proven fact

All students who committed major offense will undergo the Student Discipline Formation Program of Department of Student Affairs.

#### Major offenses include the following:

- 4.2.1 Slanderous or libelous posting of message or printed words, pictures or any form (e.g. Social Media) other than by spoken words or gestures.
  - 4.2.1.1 Posting of complaints on social media that may engage in personal attacks, name-calling or behavior that will malign any individual or Letran’s reputation

- 4.2.1.2 Misrepresentation in creating, posting or interacting online
- 4.2.1.3 Cybercrime Offenses. All offenses defined in Section 4, Art. II of RA 10175, Cybercrime Prevention Act
- 4.2.2 Providing school authorities with false information
- 4.2.3 Acts of defiance against persons-in-authority or its agents
- 4.2.4 Acts of lewdness or vulgar display of affection
- 4.2.5 Dissemination of malicious information
- 4.2.6 Smoking inside the campus
- 4.2.7 Conduct that adversely affect the honor of the school
- 4.2.8 Gross or deliberate discourtesy against persons-in-authority or its agents
- 4.2.9 Conduct unbecoming
- 4.2.10 Possession of pornographic materials
- 4.2.11 Misrepresentation such as using another student's identification card or school documents and invalid examination permit
- 4.2.12 Gambling in any form within the school premises
- 4.2.13 Soliciting or collection contributions or sale of tickets for any cause or purpose tithing the school premises without the approval of the school administration
- 4.2.14 Failure to undergo random drug testing
- 4.2.15 Commission of the third minor offense of any nature within a semester
- 4.2.16 Possession or drinking of intoxicating beverages inside the campus
- 4.2.17 Attending classes under the influence of intoxicating beverages
- 4.2.18 Participation in brawls
- 4.2.19 Assaulting another student
- 4.2.20 Inflicting physical injury to another student
- 4.2.21 Refusal to undergo random drug testing
- 4.2.22 Threat on another's life or property
- 4.2.23 Possession, selling or use of prohibited drugs or substances inside the campus or during official off-campus activities
- 4.2.24 Theft
- 4.2.25 Assault upon a person of authority or his agents
- 4.2.26 Proselytizing or attacking the traditionally accepted practices or beliefs of the Catholic Church
- 4.2.27 Instigating any activity leading to stoppage of classes, preventing students or faculty members or school authorities from attending classes or entering the school premises
- 4.2.28 Conviction before any court of law for criminal offense involving moral turpitude

- 4.2.29 Prostitution
- 4.2.30 Refusal to serve suspension after receipt of decision
- 4.2.31 Extortion
- 4.2.32 Attempting to bribe any person-in-authority or his agents
- 4.2.33 Hazing
- 4.2.34 Possession of firearms, deadly weapons and explosives inside the campus or during official off-campus activities
- 4.2.35 Submission/use of fake or spurious document as an academic/job requirement

**4.3 Other major offenses with serious sanctions:**

- 4.3.1 Vandalism or Destruction of school property
- 4.3.2 Cheating or academic dishonesty. The following acts shall be considered forms of cheating or academic dishonesty:
  - 4.3.2.1 Possession of notes during examination
  - 4.3.2.2 Involvement in dissemination of leakage
  - 4.3.2.3 Buying or selling of test papers or any portion thereof
  - 4.3.2.4 Copying from or allowing another to copy from one's examination paper
  - 4.3.2.5 Having somebody else to take the examination in his/her behalf
  - 4.3.2.6 Passing as one's work any assigned report, case analysis, reaction paper and the like when copied from another
  - 4.3.2.7 Asking another person to attend symposium, seminar, Seminar-Workshop Program SWP, exams, etc. in his/her behalf.
  - 4.3.2.8 Talking with another student during examinations without permission from the professor or proctor.
  - 4.3.2.9 Plagiarism or copying somebody's intellectual work without proper acknowledgement of the author
  - 4.3.2.10 Other similar acts that may be determined by the Board of Discipline

First offense: Failure in the requirement and minimum sanction of suspension of three days to a maximum sanction of dismissal depending on the gravity of the offense

- 4.4** Forgery, falsification, tampering or alteration of any official document of Letran.

First offense: Dismissal. In addition, students who forged, falsified, tampered, or altered any official document of Letran shall be blacklisted. Letran shall no longer issue a document, record, or certification in his favor. This applies even after the student has already transferred or graduated from the institution.

4.4.1 Sanctions to be imposed on offenses similar to the foregoing, and those not covered by these provisions, shall be recommended by the Board without prejudice to the rights of students to due process.

- 4.5** Letran strongly condemns any form of violence committed in the name of the fraternity or promoting establishing and perpetuating fraternal bonds. Hazing and all other forms and/or kinds of violence are banned.

4.5.1.1 Commission of a single fraternity related offense, whether said fraternity is recognized or not, such as membership, recruitment, participation in fraternity wars directly or indirectly, inside the campus

First Offense: Dismissal

- 4.6** Students who have been suspended for three (3) days or more as result of disciplinary action shall not be issued a certificate of good moral character.
- 4.7** Organizing/ participating in activities not recognized by the School.
- 4.8** For the use of the Dormitory, Dorm policy applies (see appendices)

### ***Grounds for Disciplinary Actions and Sanctions - Cybercrimes***

Cybercrime includes new crimes that are made possible because of the existence of information and communication technology (ICT). There are different cybercrimes such as offenses against the confidentiality, integrity and availability of computer data and systems, and traditional crimes facilitated in some way by ICT, which include computer- related offenses and content-related offenses.

*Offenses committed in cyberspace include the following:*

**A. Offenses against Persons**

**MAJOR OFFENSES**

- a.1 Misbehavior during the conduct of online classes.
- a.2 Inciting other students not to attend online learning platforms.
- a.3 Creating quarrels between students, whether visual or written, by spreading via social media.
- a.4 Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.
- a.5 Removing the teacher or students from the group that leads to blocking the course of the lesson
- a.6 **Stealing another's identity.** The use, misuse, transfer, possession, alteration or deletion of another's personally identifying information like their name, student number & program without their permission to commit fraud.
- a.7 Sharing photos and video recordings of educational materials to students and other entities outside the community of the Colegio without written permission from the professors.

**B. Offenses against Security, Safety and Health Major Offense**

- b.1 Smoking or possession of smoking paraphernalia while attending online classes

**C. Offenses against Property**

**Major Offense**

- c.1 Sharing of information, files and other data, or passwords belonging to other users on the network without prior approval.

**D. Offenses against Honesty and Integrity**

**Major Offense**

- d.1 Faking Attendance during the conduct of online classes.



**d.2** Participating in an online course where the student is not officially enrolled.

**d.3** *Committing computer-related forgery.* Unauthorized input, alteration, or deletion of computer data resulting to inauthentic data with the intent that it be considered or acted upon for legal purposes as if it were authentic, regardless whether the data is directly readable and intelligible.

- i. **Data Interference.** Unauthorized alteration, damaging, deletion or deterioration of computer data, electronic document, or electronic data message without the approval of the faculty (assignments, outputs or any related academic requirement).
- ii. Divulgence of other students' personal information, including home addresses and phone numbers.

**E. Offenses against Public Morals Major Offense**

**e.1** Wearing of inappropriate clothing (like sando, plunging necklines, & indecent prints, etc) while attending the online sessions

**F. Cybercrime Offenses Major Offense**

**f.1.** Playing games (except with the expressed permission from the teacher as part of the course/lesson)

**f.2** Posting of irrelevant links, comments, thoughts, graphics and images during the conduct of online class.

**f.3** Entering and using the account of a teacher or another student without consent.

**f.4** Engaging in audio and video communication with the rest of the students for non-educational purposes during the official period/ time.

**f.5** *Cyber libel.* Slanderous or libelous posting of message or printed words, pictures or any form in cyberspace.

- i. Posting of complaints on social media that may engage in personal attacks, name calling or behavior that will malign any individual or Letran's reputation.
- ii. Misrepresentation in creating, posting or interacting online

- iii. The use of information and communication technology (ICT) to commit a series of acts over a period designed to harass, annoy, attack, threaten, frighten, and/or verbally abuse any student, employee and other person.

**f.6 Cyber bullying.** The use of ICT by the student to annoy, humiliate, insult, offend, harass, alarm, stalk, abuse or otherwise attack in a deliberate and repeated manner via any digital platform another student, faculty, employees & administrators.

**f.7 Cyber espionage.** Obtaining information without the permission and knowledge of Letran or the holder of the information, using human sources or hacking into computer systems of the Colegio.

**f.8 Aiding or Abetting in the commission of cybercrime.** Any person who willfully abets or aids in the commission of any of the offenses enumerated in this handbook shall be liable.

## 5. Grievance Procedure and Due Process

**Grievance Procedure-** it is a means of dispute resolution that is used to address complaints by the students

**Due Process-** it is the right of the erring student to notice and fair investigation, conducted by the BOD prior to the imposition of sanction

### 5.1 Minor offenses

5.1.1 The apprehending person shall confiscate the identification card of the erring student/students

5.1.2 The ID, with the report of the offense (*see confiscated ID form and Offense form*), shall be submitted to DSA.

5.1.3 The director of DSA shall notify the student of the charges against him/her. Said erring student shall be required to process the confiscated ID within 24 hours after the commission of the offense

## 5.2 Major offenses

- 5.2.1 The aggrieved party shall submit a written complaint against the erring student to the Department of Student Affairs (DSA).
- 5.2.2 The DSA, to act on the complaint shall attempt to resolve the issues for possible mediation.
- 5.2.3 However, if the case is established with probable cause and warrants suspension or higher, the DSA shall observe due process by:
  - 5231 Issuance of show cause letter to the respondent with attached written complaint.
  - 5232 The respondent shall reply to the show cause letter within the time of 48 hours.
  - 5233 The DSA Director, upon the receipt of the written reply shall immediately convene to the Board of Discipline or endorse the case to the respective Deans of the erring students.
  - 5234 The director of DSA shall convene the Board of Discipline (or the Board) to act on the complaint within a maximum period of *15 schooldays*.
- 5.2.4 The BOD shall investigate, deliberate on the evidence presented by both parties and shall prepare a final report and recommendations on the case.
- 5.2.5 The BOD shall submit the recommendation report to the respective Dean of the erring students.
- 5.2.6 The Dean after careful evaluation of recommendation by the BOD shall prepare the Notice of Disciplinary Sanction with the date of implementation of suspension.

## 5.3 Preventive Suspension

A student charged for any offense may be placed under Preventive Suspension pending investigation, when his/her continued presence poses a serious and eminent threat to the other persons, the students, and personnel and to the Letran and its property.

The Dean issues the notice of preventive suspension upon the recommendation of the DSA Director. In no case shall the preventive suspension exceed a period of 15 school days.

*Procedure for Online Submission of Complaint*

1. The aggrieved party shall submit a formal complaint thru email against the erring student to the Department of Student Affairs (DSA) *formerly Office of Student Welfare and Development* email address, [studentaffairs@letran.edu.ph](mailto:studentaffairs@letran.edu.ph) with the following attachments:

Annex 1. Proof/Evidence of the accusations to the respondent/s (photos, print screen of postings, letters, emails, chat messages, tape recording or film)

Annex 2. Other electronic evidence which is relevant to the complaint (instant message histories, spreadsheets, internet browser histories, digital videos and audio files)

2. The DSA, to act on the complaint shall attempt to resolve the issues for possible mediation.
3. However, if the case is established with probable cause and warrants suspension or higher, the DSA shall observe due process by:
  - a. Issuance of show cause letter to the respondent by sending an email with attached written complaint of the complainant.
  - b. The respondent shall reply to the show cause letter within the time of 48 hours upon receipt to the Department of Student Affairs (DSA) email address, [studentaffairs@letran.edu.ph](mailto:studentaffairs@letran.edu.ph)
  - c. The DSA Director, upon the receipt of the written reply shall immediately convene to the Board of Discipline or endorse the case to the respective Deans of the erring student/s.
  - d. The Director of DSA shall convene the BOD (via google meet) to act on the complaint within a maximum period of 15 school days.
4. The BOD shall investigate, deliberate on the evidence presented by both parties and shall prepare a final report and recommendations on the case.
5. The BOD shall submit the recommendation report to the respective Dean of the erring students
6. The Dean, after careful evaluation of recommendation by the BOD, shall prepare the Notice of Disciplinary Sanction with the date of implementation of the sanction.

## 6. Random Drug Testing

Pursuant to Republic Act 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, Letran adopts the policy of random drug testing. The salient provision of RA 9165 is as follows:

“Students of Secondary and Tertiary schools – Students of secondary and tertiary schools shall pursuant to the related rule and regulations as contained in the school’s student handbook and with notice to parents shall undergo random drug testing: Provided, that all drug testing expenses whether in public or private schools under this Section shall be borne by the government” (par. C Sec. 36, Art III).

## 7. Student Identification

### **7.1 Identification Card**

7.1.1 An official ID shall be issued to all bona fide students of Letran

7.1.2 The ID, with the official Letran lace, shall be worn properly at all time inside the campus.

7.1.3 The ID shall remain free from any alteration or modification.

7.1.4 A student who lost his/her ID shall report the matter to DSA. He/She shall also be required to apply for a new identification card.

7.1.5 A student shall also apply for replacement of his/her ID in case of wear and tear.

7.1.6 The ID shall be required in all business transactions with the different offices in Letran

### **7.2 Uniform and Dress Code**

7.2.1 All students shall be required to wear the prescribed school uniform properly during class days.

7.2.2 The prescribed uniform for students is as follows:

7.2.2.1 Collegiate uniform

7.2.2.2 Hospitality Management (HM) and Tourism Management (TM) Uniform

7.2.2.3 Chef’s uniform

7.2.2.4 Hospitality Management (HM) and Tourism Management (TM) Gala Uniform

7.2.2.5 Food Technology Uniform

7.2.2.6 Nutrition and Dietetics Uniform

7.2.2.7 Psychology Uniform

7.2.2.8 Digital Arts & Information Technology Uniform

7.2.2.9 Engineering Uniform

- 7.2.3 Students who are working and undergoing on-the-job training shall be allowed to wear their office uniform or corporate attire upon the approval of DSA.
- 7.2.4 All students can only wear the Quadri College Shirts during Wednesday paired with pants.
- 7.2.5 Wearing of uniform shall not be required during non-class days. This should be manifested in the student's registration form. However, students shall be required to dress decently and properly all times.
  - 7.2.5.1 Female students are prohibited from wearing the following:
    - 7.2.5.1.1 Mini-skirts
    - 7.2.5.1.2 Walking shorts
    - 7.2.5.1.3 Sleeveless, backless, strapless and see-through blouses and skirts
    - 7.2.5.1.4 Skirts with slits reaching the upper thighs
    - 7.2.5.1.5 Flats and open sandals
  - 7.2.5.2 Male students shall be prohibited from wearing t-shirts without collar
  - 7.2.5.3 Both male and female students shall be prohibited from wearing the following:
    - 7.2.5.3.1 Tattered or torn pants
    - 7.2.5.3.2 T-shirt with indecent pictures and prints
    - 7.2.5.3.3 Similar garments inappropriate for school
  - 7.2.5.4 Other policies relevant to the foregoing shall be determined by the Department of Student Affairs.

### 7.2.5.5 Collegiate Uniform

<p style="text-align: center;"><b>REGULAR UNIFORM</b></p> <p><b>MALE</b></p> <ul style="list-style-type: none"> <li>• WHITE POLO WITH THREE PLEATS ON BOTH SIDES AND LOGO ON LEFT COLLAR.</li> <li>• BLACK SLACKS</li> <li>• BLACK LEATHER SHOES WITH SOCKS</li> </ul> <p><b>FEMALE</b></p> <ul style="list-style-type: none"> <li>• WHITE BLOUSE WITH RED PIPING, THREE PLEATS ON BOTH SIDES AND LOGO ON THE LEFT COLLAR.</li> <li>• DARK BLUE SKIRT (CUT IS AT LEAST 6 INCHES BELOW THE KNEES)</li> <li>• BLACK CLOSED SHOES WITH HEELS OF AT LEAST ONE INCH.</li> </ul>	<p style="text-align: center;"><b>WASH DAY UNIFORM</b></p> <p><b>MALE &amp; FEMALE</b> (LETTRAN BLUE COLLARED SHIRT DURING WEDNESDAY)</p> <ul style="list-style-type: none"> <li>• JEANS</li> <li>• CLOSED SHOES/ RUBBER SHOES</li> </ul>

<p style="text-align: center;"><b>ENGINEERING UNIFORM</b></p> <p><b>MALE</b></p> <ul style="list-style-type: none"> <li>• WHITE COLLARED POLO SHIRT WITH THREE BUTTONS.</li> <li>• A POCKET ON THE LEFT CHEST WITH THE LOGO OF LETRAN AND "LETRAN ENGINEERING" EMBROIDERED ONTO IT.</li> <li>• BLACK SLACKS.</li> </ul> <p><b>FEMALE</b></p> <ul style="list-style-type: none"> <li>• WHITE COLLARED POLO SHIRT WITH TWO BUTTONS.</li> <li>• A POCKET ON THE LEFT CHEST WITH THE LOGO OF LETRAN AND "LETRAN ENGINEERING" EMBROIDERED ONTO IT.</li> <li>• BLACK SLACKS.</li> </ul>	<p style="text-align: center;"><b>DIGITAL ARTS &amp; INFORMATION TECHNOLOGY UNIFORM</b></p> <ul style="list-style-type: none"> <li>• WHITE POLO WITH THICK BLUE PIPING ON THE SLEEVES BUTTON COVER, LOGO PLACED ON THE LEFT CHEST.</li> <li>• DARK BLUE SAILOR'S TIE</li> <li>• DARK BLUE SLACKS</li> <li>• BLACK LEATHER SHOES WITH BLACK SOCKS</li> </ul>



**HOTEL & RESTAURANT MANAGEMENT UNIFORM & TOURISM MANAGEMENT GALA UNIFORM**

**MALE**

- WHITE LONG SLEEVED POLO WITH RED OR BLUE NECKTIE
- DARK BLUE VEST WITH BREAST POCKET, WITH RED PIPING AND SIDE POCKETS WITH GRAY PIPING.
- BLACK LEATHER SHOES WITH BLACK SOCKS.

**FEMALE**

- WHITE RIBBON TIED BLOUSE
- DARK BLUE LONG SLEEVED SHORT JACKET
- BLUE BUTTON-DOWN CUMMERBUND
- PENCIL CUT DARK BLUE SKIRT
- BLACK HIGH-HEELED SHOES



**CHEF'S UNIFORM**

**WHITE CHEF'S TOQUE**

- WHITE TOP EMBROIDERED WITH NAME OVER LOGO ON THE LEFT CHEST, WITH THEN COVERED BUTTONS AND PIPING MATCHING THE CHEF'S PANTS WITH CHECKERED CUFFS.
- CHEF'S CHECKERED PANTS
- BLACK OR WHITE NON-SLIPPERY SHOES.



**PSYCHOLOGY UNIFORM**

- ALL WHITE
- TOP WITH CHINESE COLLAR AND SIDE BUTTONS (RIGHT SIDE BUTTONS FOR MALE AND LEFT SIDE BUTTONS FOR FEMALES)
- EMBROIDERED LOGO ON THE CHEST (LEFT SIDE LOGO FOR MALES AND RIGHT SIDE LOGO FOR FEMALES)
- SLIM CUT SLACKS
- BLACK CLOSED SHOES



**FOOD TECHNOLOGY UNIFORM**

**MALE**

- WHITE COTTON CHINESE COLLAR TOP BUTTONED DOWN ON THE LEFT SIDE.
- BLUE AND RED LINING ON THE UPPER RIGHT CHEST THAT IS EMBROIDERED WITH "LETRAN FOOD TECHNOLOGY" LOGO PATCH AN INCH BELOW IT.
- TWO POCKETS ON BOTH SIDES OF THE UNIFORM.
- BLACK SLACKS.
- CLOSED BLACK SHOES.

**FEMALE**

- WHITE COTTON CHINESE COLLAR TOP BUTTONED DOWN ON THE LEFT SIDE.
- BLUE AND RED LINING ON THE UPPER RIGHT CHEST THAT IS EMBROIDERED WITH "LETRAN FOOD TECHNOLOGY" AND LETRAN LOGO PATCH AN INCH BELOW IT.
- TWO POCKETS ON BOTH SIDES OF THE UNIFORM.
- BLACK SLACKS OR BLACK PENCIL CUT SKIRT WITH BACK SLIT.
- CLOSED BLACK SHOES. (OPTIONAL WHETHER FLATS OR WITH 2 INCHES HEELS)



**NUTRITION & DIETETICS UNIFORM**

**MALE**

- ALL WHITE
- TOP WITH CHINESE COLLAR AND SIDE BUTTONS (RIGHT SIDE)
- EMBROIDERED LOGO ON THE CHEST (LEFT SIDE)
- SLIM CUT SLACKS
- BLACK CLOSED SHOES

**FEMALE**

- ALL WHITE
- TOP WITH CHINESE COLLAR AND SIDE BUTTONS (LEFT SIDE)
- EMBROIDERED LOGO ON THE CHEST (RIGHT SIDE)
- PENCIL SKIRT
- BLACK CLOSED SHOES



7.3 Hair Policy

7.3.1 Male students are not allowed to wear long hair. The prescribed male haircut is that hair should not touch the collar of uniform. The use of hairclips, bands, ponytails, manbun are also prohibited. Unnatural colored hair, mohawks are not allowed. Also, wearing earrings and piercing for male is not allowed.

7.3.2 Students should only wear black, or at most, shades of dark chocolate brown, very dark brown, dark chocolate brown with brown base hair color or medium brown.

Unless otherwise allowed by the Department of Student Affairs for specific reasons.



## **8. POLICY ON PRE-MARITAL PREGNANCY**

Letran upholds the value of life, marriage, and morality. Thus, in cases where an unmarried student gets pregnant, the student is advised to inform her respective Guidance Counselor, her Program Chair or Dean regarding the matter. Letran, in cooperation with the parents of the student shall extend guidance, spiritual directions, and assistance to the student.

To provide appropriate support for the student and to avoid possible discrimination from others, in upholding the moral beliefs of, due to her status, the student is to take a mandatory leave of absence from Letran upon disclosure of her status whether deliberation otherwise.

## **9. PROCEDURES ON CASES OF SEXUAL HARRASSMENT**

Pursuance to the provisions of Republic Act 7877 or the Anti-Sexual Harassment Act of 1995, the Letran adopts to the following definition of sexual harassment:

“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 demand, request or requirement for submission is accepted by the object of the said Act.”

“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 the 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.”

The victim of any act of harassment is advised to immediately inform his or her Guidance Counselor, Program Chair, Dean, any personnel from the Office of Student Welfare and Development, or to any official of Letran the student has confidence with.

### **9.1 Composition of the Committee on Decorum and Investigation**

If the complainant is a student and the respondent is an employee / Faculty

- |   |   |                         |
|---|---|-------------------------|
| 1. Administrator  | - | Chairman                |
| 2. Administrator  | - | Co-Chairman             |
| 3. Head of HRD  | - | Member                  |
| 4. Employee   | - | Member                  |
| 5. Faculty representative as the case maybe (permanent)- member |   |                         |
| 6. Legal Counsel  | - | Member (but non-voting) |

### **9.2 Complaint Procedure**

The complainant is a student (any level)

1. If the subject of the complaint is a faculty member, subject coordinator/area chairman, the written complaint shall be submitted to the academic heads.
2. If the subject of the complaint is a support staff, non-teaching faculty, or agency hired employees; a written complaint shall be submitted to the Vice President for Academic Affairs.
3. If the subject of the complaint is a support staff, non-teaching faculty, or agency hired employee; a written complaint shall be submitted to the Department Heads.
4. If the subject of the complaint is an administrator (other than the academic heads), the written complaint shall be submitted to the division head.

The person-in-charge of the investigation shall then act in accordance to the provisions of the Implementing Rules and Regulations of Republic Act 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.

*For other details of the grievance procedure, students may refer to the Letran Manual of Implementing Rules and Regulations of Republic Act 7877, otherwise known as the Anti-Sexual Harassment Act of 1995.*

## **STUDENT ORGANIZATIONS**

Letran recognizes the importance of developing creative and responsible student leaders who will eventually assume the helm in their chosen fields of endeavor. For this purpose, Letran seeks to encourage the formation of student groups that pursue clearly established common objectives and initiation of student-directed endeavors set up along social, cultural, religious, literary, educational or recreational lines.

1. **GENERAL POLICIES.** The establishment and operation of student organizations in Letran shall be governed by the following rules and regulations:

1.1 **Organization Classification.** Student organizations in Letran shall only be classified either Co-Curricular, and Extra-Curricular.

1.1.1 Co-Curricular Organizations—are organizations formed to represent each academic program offering of Letran. This classification of organization needs to apply application for recognition for it represents the student population per academic program.

1.1.2 Extra-Curricular Organizations—are organizations based on students' interest whose common objectives and directed endeavors are along social, cultural, religious, literary, educational or recreational lines. This classification of organization needs to apply for recognition to have the authority to operate.

1.2 **Authority to Operate.** Students desiring to establish, join and participate in student organizations on campus may do so as a right subject only to reasonable regulations promulgated by Letran through the Department of Student Affairs (DSA) in return for recognition by, affiliation with, and/or support from the DSA Director. It is also understood that organizations or publications of students that exist or operate outside the system of school recognition shall continue to be governed by law.

1.3 **Supervision of Organizational Activities.** Overall, it shall be the responsibility of the DSA Director to supervise and regulate the operations as well as the activities of all duly recognized student organizations, for the purpose of providing needed guidance for the maximum utilization of their human potentials/resources and efforts toward the attainment of goals and objectives of the organizations as envisioned in their approved constitution and by-laws.

Specifically, the academic program and area chairman shall directly supervise co-curricular organizations. The duly authorized adviser shall directly supervise extra-curricular organizations.

The DSA Director shall meet with each student organization at least once every semester to discuss, among others, current projects, plans, pressing problems, and to assist the organization attain its objectives in accordance with the policies of Letran.

All student organizations are encouraged to be creative in the planning and implementation of activities that promote the professional, social, cultural and spiritual welfare of other members.

The DSA Director reserves the right to disapprove any activity, upon consultation with the organization concerned, if such activity violates any institutional policy and/or rules and regulations set forth by the DSA Director.

In cases of conflict within the organization, or between two or more organizations, and when no resolution to the issue at hand can be reached, the DSA Director may intervene and render a decision deemed appropriate. Any decision of the DSA Director so reached is considered final.

**14 Application.** Any group of 50 students may apply to the DSA Director to form student organization. Such an application may be filed with the Department of Student Affairs before the first semester of the current school year but not later than one week after the mid- term examinations of the first semester.

14.1 The following supporting documents, accomplished in duplicate, must be presented at the time of application. (1) Recommended Faculty Adviser (at least 3) preferably Full-Time Faculty. (2) Logo of the organization (3) Constitution and By-Laws (duly ratified by the forming members) (4) List of officers with their respective Personal Data Sheet/ Officer Information Sheet. 5) List of members (at least 50 in total) (6) Operational Plan which contains proposed activities for entire school year, including tentative dates of implementation and brief descriptions of each activity and must be aligned with the objectives of DSA.

14.2 The DSA Director will deliberate upon the application in consultation with the Vice-President for Academic Affairs (VPAA) of Letran. It will be ensured that the applicant organization's constitution, by-laws, and proposed activities are in accordance with Letran's policies, and do not conflict or overlap with those of existing student organizations. The applicant organization shall be informed of the approval of its application within one month from date of submission of requirements.

14.3 At no time in the organization's existence will there be fewer than 50 members in the said organization. The DSA Director on a case-to-case basis will deliberate upon any violation of this rule.

**15 Constitution and By-Laws.** Each student organization shall have a constitution and by-laws, which shall be approved by the DSA Director and VPAA. No student organization shall be allowed to function without prior approval herein required.

**16 Certification of Recognition.** The recognition of student organizations shall be precondition for its operation in Letran. A corresponding Certificate of Recognition shall be

issued by the Department of Student Affairs upon the recommendation of the DSA Director and approval of the VPAA, to a student organization upon full compliance with the requirements herein prescribed; however, such certificate shall be effective for one school year only and will have to be renewed each succeeding school year that the organization is in existence.

1.7 Any student organization which has been granted institutional recognition and which violates its own statement of purpose/constitution, by-laws or fails to comply with Letran's rules, regulations and policies, is liable to have its certificate of recognition revoked, after an investigation to be conducted by the DSA Director.

2. **QUALIFICATIONS FOR MEMBERSHIP.** Only bona fide students who comply with the following requirements are allowed to join student organizations:

Co-Curricular Student Organization Membership:

\*All officially enrolled students in the academic program shall be considered an automatic member of the organization.

Extra-Curricular Student Organization Membership:

\* They should be full-time students carrying an academic load of at least 12 units with the exception of graduating students who may enroll fewer than 12 units on their last term.

\* They should not be under any academic and/or disciplinary probation.

3. **QUALIFICATIONS FOR OFFICERSHIP.** Members of student organizations are encouraged to become officers of their organizations. The following guidelines are to be followed by officers of any student organization:

3.1 Only bona fide students who fulfill the following requirements are allowed to become officers of student organizations.

3.1.1 They should be full-time students carrying a minimum academic load of 12 units, with the exception of graduating students, who may enroll in fewer units than 12 units in their final semester.

3.1.2 They should not be under any academic and/or disciplinary probation.

3.1.3 Grade requirements will be based on the provisions indicated in the organization's constitution and by-laws.

3.2 All officers of student organizations are expected to serve the full two semesters of their office. Students, who cannot complete their service except in meritorious cases as rules upon by the DSA Director, will not be allowed to stand for office.

33 A student may occupy a major position, whether elective or appointive, in only one organization.

34 Failure to maintain the above-mentioned requirements while serving, as an officer would mean that the student has to vacate his/her designated post.

4. **FACULTY ADVISER.** Letran believes in the importance of assisting and supporting its student organizations in their extra-curricular endeavors. It strongly encourages the other members of the academic community, especially the faculty, to take an active role in the total development of these students by participating as advisers of student organizations. In doing so, they will be able to provide professional and moral guidance as well as facilitate the students' personal growth and maturity. The interaction between the faculty advisers and the student leaders will also create an atmosphere of mutual respect and appreciation of each other's role in the community.

Each student organization shall have no more than one (1) faculty adviser. The DSA Director appoints the faculty adviser upon the recommendation of the organization concerned. The term of appointment of faculty members is for one school year and may be renewed. If, before the period is up, the faculty adviser withdraws, a new faculty adviser should be recommended by the organization to the DSA Director to serve the remaining term after which he/she may be reappointed.

4.1 The selection of a faculty adviser shall be based on the following qualifications:

4.1.1 He/she should be a full-time faculty member of Letran.

4.1.2 If the organization would like to have an adviser who is not a full-time member, then this may be allowed on a case-to-case basis.

4.1.3 For co-curricular organization, the adviser should be connected with the particular academic area.

4.1.4 For extra-curricular organization, the adviser should be knowledgeable in that particular field.

4.1.5 The adviser must sign the additional assignment form per semester as his/her acceptance to the position.

4.2 Faculty advisers are to accompany the students in all Colegio-sanctioned activities whether within or outside the campus.

## **5. GUIDELINES IN HOLDING ACTIVITIES WITHIN OR OUTSIDE THE CAMPUS**

5.1 All applications to hold activities **within the campus** shall be **APPROVED** by the **VPAA** at least **5 (five) days** before the scheduled date of the activity. All applications to hold activities **outside the campus** shall be **APPROVED** by the **VPAA** at least **10 (ten) days** before the scheduled date of the activity. The deadline must be strictly followed;

otherwise, the application may be rejected/disapproved.

52 All off-campus activities shall follow the guidelines according to the *CHED Memorandum Order No. 63; Series of 2017: Policies and Guidelines on Local Off- Campus (see attachment)*

53 The request of facilities shall be done through on-line service requisition of the Auxiliary Services Department with attachment of the APPROVED application form.

54 **Activity Ban.** No activity shall be scheduled two weeks before and during the major examinations unless endorsed by the academic department and approved by the VPAA which on a case to case basis.

55 Applicant/proponents of the activity shall not finalize any arrangement with outsiders – like guest/s, speakers, resource person/s, resort or plant facilities, transportation companies, etc. until after the application is approved. Violation of this rule shall be ground for disapproval of the application.

Applications, in the appropriate form, shall be accompanied by the following documents.

For In Campus Activity:

- Letter of intent addressed to DSA Director regarding activity noted by the Adviser and College Dean
- Detailed program flow
- Detailed budget proposal
- Resume/ Curriculum Vitae of the Speaker (for seminar)

For Off Campus Activity:

- Letter of invitation
- Letter of intent addressed to DSA Director regarding activity noted by the Adviser and College Dean
- Detailed program flow
- Detailed budget proposal
- Notarized Letter to Parents

5.6 Application for Fund Raising Activity. All recognized student organizations may be allowed to raise funds once every semester unless approved by the finance office. No fund raising activity shall be scheduled two (2) weeks before any major examinations for each semester. A detailed projected expected income to finance the activity, like individual contributions, ticket sales, donations, etc. Ticket selling and collecting (after permit is approved), shall be done by the proponents and themselves. No faculty member is allowed to do this. The projected amount of funding to be raised must be just enough to cover the expenses.

- If the tickets are intended to be sold, within or off-campus, ticket preparation



- shall be allowed only after approval of the activity. Ticket format must be submitted for the approval of the DSA Director before printing and eventual distribution. All obligations and responsibilities in connection with or in relation to the tickets disposition shall pertain exclusively to the officers and organizers of the activity. **NO RESPONSIBILITY OR OBLIGATION WHATSOEVER** shall pertain to the Letran.

Note: Ticket sales shall be enough only to cover, fully or wholly expenses for the activity and **MUST NOT BE INTENDED FOR PROFIT**, unless for fund-raising activities. All proceeds from ticket sales shall be subject to accounting.

5.7 Upon receipt of an approved application, proponents shall submit the complete list of the participants with the signature of the DSA Director.

5.8 Notices, announcements, advertisements of the activity and the like should have a prior approval from the Alumni and Public Relations Department before they are posted on the bulletin board.

5.9 After holding the approved activity, the organizers must submit an **Accomplishment Report five (5) working days** after the activity which includes:

- Narrative Report of the activity
- Attendance of participants.
- 10 copies of evaluation forms.
- Summary evaluation with un-edited comments
- Photos from the activity (at least 6 photos)
- List of recommendations

5.10 **SURPLUS INCOME.** Should there be any surplus in the income over expenses pertaining to the activity, disposition of the same shall only be under the approval of the DSA Director.

5.11 The DSA Director shall thereafter conduct a post activity evaluation. Any irregularity or anomaly found shall be grounds for severe disciplinary action on the officers, organizers, proponents and those directly responsible.

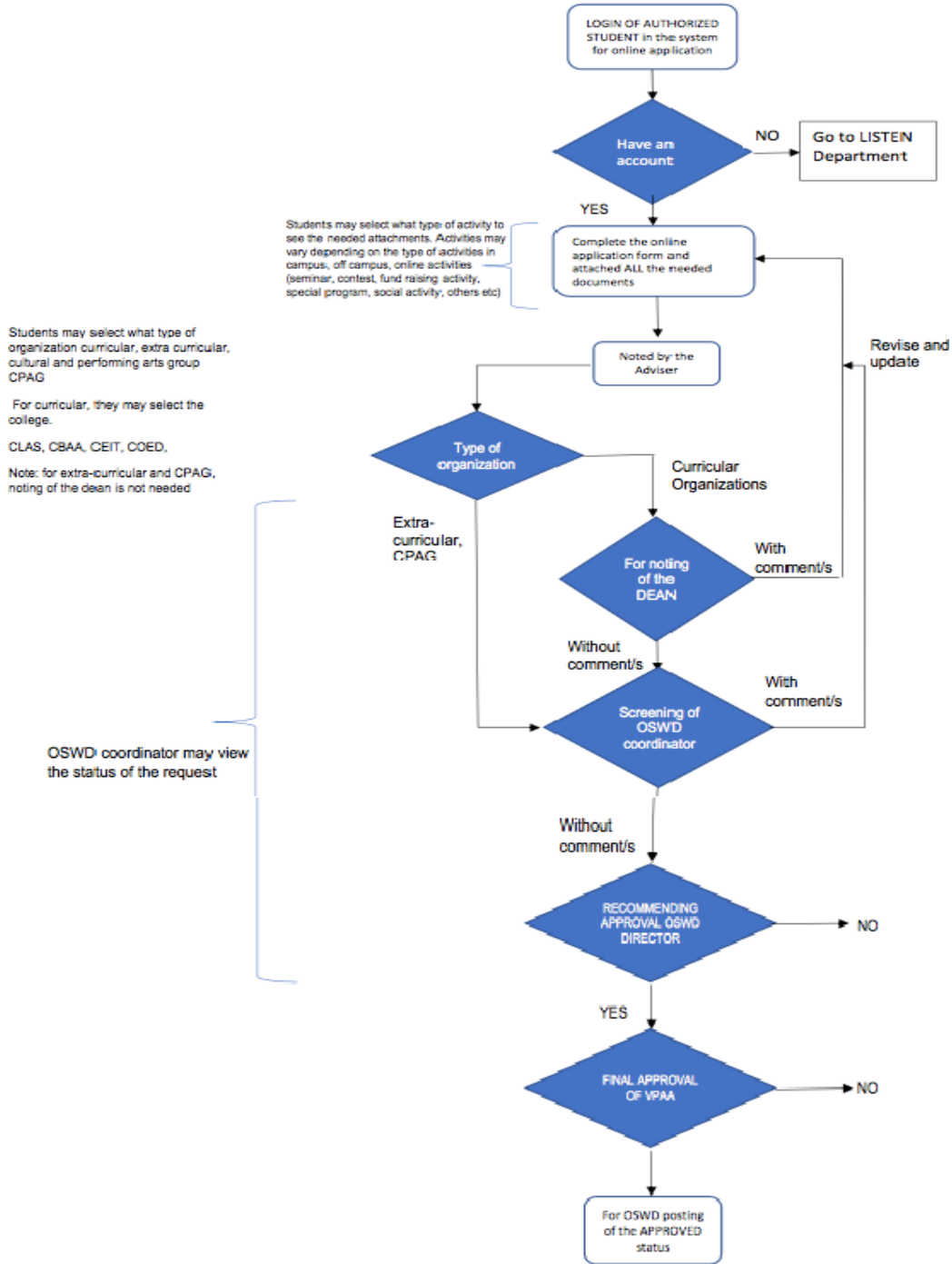
5.12 When an activity is postponed, a new permit shall be applied for, specifying the new date and the conditions for holding the activity.

## **GUIDELINES IN HOLDING ACTIVITIES ONLINE** for Recognized Student Organizations and Cultural and Performing Arts Group

1. All applications to hold activities online shall be APPROVED by the Vice-President for Academic Affairs at least 5 (five) days before the schedule date of the activity.
2. Access the procedures for the Application of Online Activities in the Department of Student Affairs website. *See flow process*
3. Guidelines in the conduct of fund raising activities, request of payment for an activity shall follow the same guidelines as stipulated in the student handbook (see Collegiate student handbook page 79)
4. Application for online trainings, seminar, workshops, conferences that requires registration fee shall follow the procedure on the application of off campus activities (see Collegiate student handbook page 63) Requirement of notarized letter to parents shall no longer be required for participation in online activities.
5. The organizations should create and maintain only one (1) Facebook, Twitter, Instagram as their official account declared in the RSO application for recognition.
6. Always use your official Letran email (@letran.edu.ph) in sending communications and registering in any school related activities. The use of other email accounts is discouraged.
7. Use only secured virtual conference apps in the conduct of online meetings, webinars, conference, etc.
8. Publicity materials such as posters/or teasers for an event should be posted 3-5 days before the date of the activity.
9. The use of Letran and quadricentennial logo on activity posters to be posted online should adhere to the guidelines set by the Alumni and Public Affairs Department

10. A data privacy disclosure shall be included in all registration forms.
11. For activities that would invite participants outside the school, the organizers should provide proper registration procedure, primers or invitations. Prepare and share the evaluation instrument (link) to your participants.
12. The organizers should discourage non-participants/non-members from observing webinar sessions, attending virtual meetings and online activities to avoid potential privacy issues.
13. When uploading video/s on Youtube or Facebook, strictly adhere to the policies and guidelines of the social media platform and give proper and rightful credits to the owner.
14. Seek prior consent and properly inform the participants before recording a live online training session, tutorials, fun activities and alike. If possible, avoid recording meetings without permission from the participants.

# ONLINE APPLICATION PROCESS FOR RSO ACTIVITIES



## 6. The Letran Student Council

6.1 The student governing body and the umbrella organization of the Collegiate Department of Letran whom shall represent the student's general welfare and interest. They shall work with Letran in pursuing its objectives for the good of the student body, implementing or adopting measures aimed at the total development of every student in the guidance of the noble tradition and the supreme ideals of DEUS, PATRIA, LETRAN.

6.2 The Qualifications of officers of the Council and other pertinent details are stipulated in their constitution and by-laws which is available at the Letran Student Council office.

### 6.3 Election

- 6.3.1 The regular election of the Letran Student Council shall be held on the third Tuesday of February
- 6.3.2 Every student shall have the right to vote and if qualified, run for any elective position in the Student Council

### 6.4 Commission on Election (COMELEC)

- 6.4.1 The COMELEC shall be composed of a Chairperson, four (4) Commissioners, and eight (8) deputy commissioners.
- 6.4.2 They shall facilitate, review, decide and handle all matters regarding the elections.
- 6.4.3 The members of the COMELEC shall not have been part of any student party.

*For pertinent details, you may refer in the Election Code of COMELEC available at the Department of Student Affairs.*

## 7. Student Publication

7.2 The official school publication in the collegiate level is "The Lance."

7.3 The Lance shall be composed of the members of the Editorial Board and publication staff who passed the placement examinations and of the interview composed of a panel coming from the Director of DSA, former Lance members and of the adviser.

- 7.4 The application for placement examination follows the Constitution and By-Laws of The Lance.
- 7.5 Press freedom shall be exercised within the bounds of propriety and ethical standards of journalism (Campus Journalism Act of 1991) and Catholic educational institutions. Violations of such ethical standards shall be dealt with in accordance with the provisions of the student handbook.
- 7.6 The Editorial Board shall prepare a program and a budget for the duration of their term which shall be submitted to the Director of the Department of Student affairs to the Financial Affairs Department for evaluation. The use of these funds are subject to the policies contained in Sections 5 and 6 of rule V of the Campus Journalism Act of 1991 in order to protect the interest of the students who are contributors of the fund.
- 7.7 The Lance, as the voice of the students of Letran shall be guided by the Letran Vision-Mission and follow the Letran ideals of DEUS, PATRIA, LETRAN.

*For pertinent details, you may refer to the constitution and by-laws of The Lance at the Department of Student Affairs and The Lance Office*

## **FUNCTION HALLS AND MULTI-PURPOSE FACILITIES**

### **STUDENT SERVICES**

#### **1. CLINIC**

The College maintains air-conditioned medical and dental clinics to check periodically on the health of the students. Physicians, nurses and dentists handle cases, which call for immediate medical attention.

#### **2. LIBRARY**

The College maintains five air-conditioned libraries, with an extensive collection on literature, science, art, education, business and other professional fields for students and faculty use. These libraries are fully automated using ATHENA as its library system.

#### **3. GUIDANCE and COUNSELING**

The Guidance, Counseling, Testing and Placement Department is an integral component of the

academic community, which is committed to bring forth professional, ethical, and evidenced-based guidance & counseling services. In the teaching-learning continuum, the role of guidance is significant in the pursuit of academic excellence, personal and career growth, self-actualization and meeting the multi-faceted needs of the clientele. The department also recognizes and appreciates the developmental tasks of an individual which can be achieved through the utilization of various guidance services. The guidance team believes in the uniqueness, capabilities and potentials of individuals to achieve a balance in their total well-being.

#### **4 LETRAN MEDIA RESOURCES AND SERVICES (LMRS)**

The Letran Media Resources and Services has two sections: Instructional Media and Broadcast Media. It provides human and material resources for instructional and broadcast purposes. Among the facilities available are the following: for the Instructional Media - an audio - video library, viewing rooms, instructional media resources for circulation. Services offered - lending of instructional materials, rendering the execution of art works, photo coverage and black and white photo developing and printing. For the Broadcast Media facilities - the TV production studio, Radio

production studio post production. Services offered - audio and video production and editing, video coverage, etc.

#### **5 INFORMATION TECHNOLOGY SERVICES DEPARTMENT (ITSD)**

It is a support group under the Office of Administrative Affairs, The office focuses its objectives in empowering the Letran Community to fulfill its responsibilities in the areas of teaching, learning, research management and the delivery of administrative services through the use of information and communications technology.

#### **6 SC AUDITORIUM**

The Student Center Auditorium is located at the fourth floor of the St. Albert the Great Building. Two stairways and an elevator direct the clientele to the auditorium. The Student Center Auditorium can be used by the Letran community for seminars, symposia, stage plays, Eucharistic celebration and the like, which expects a larger number of participants. The Student Center Auditorium can accommodate up to 420 persons.

#### **7. ST. THOMAS HALL**

The St. Thomas Hall is a multi-purpose hall that can accommodate 160 persons. This is a multi-purpose facility that can accommodate events such as trainings, catering functions and seminars that requires various set-up.

#### **8 MABINI HALL**

The Mabini Hall is located at the 3<sup>rd</sup> floor level of the St. Dominic de Guzman Building. This audio visual room is best used for seminars, theatrical presentations, lectures and symposia. This can house 156 persons inside.

**9. QUEZON HALL**

The Quezon hall is situated at the 2<sup>nd</sup> floor level of the St. Raymond of Penafort Building and is ideal to be used for seminars, lectures and class presentations with 122 seating capacity. This is also ideal for review classes with its built-in armrest seats.

**10. DEL PILAR HALL**

The Del Pilar Hall is situated at the 2<sup>nd</sup> floor level of St. John the Baptist Building. It is suitable for lectures, seminar for small group and meetings. This 56-seater facility is the smallest function hall in the Colegio.

**11. BALAGTAS HALL**

Balagtas hall is one of the newest function halls of the Colegio, equipped to handle seminars, classes and other related activities (e.g. MOA signing, academic exchange programs). It is furnished with the necessary sound system, projector and aircon units.

**12. BOOKSTORE**

The bookstore supplies the student textbooks, classroom materials, office supplies, school uniform and Letran college memorabilia and apparels. Located at the ground floor of the main building.

**13. CANTEEN**

The college canteen serves both the student and the faculty and is open from 7:30 a.m. to 8:00 p.m., Mondays through Saturdays.

**14. CHAPEL**

The air-conditioned College Chapel has a seating capacity of more than 300. The annual recollections and other religious activities are held here.

**15. CLASSROOMS**

Letran provides the students with a fully air-conditioned classrooms that can accommodate more than 40 students

**16. BLESSED ANTONIO VARONA GYMNASIUM**

The Blessed Antonio Varona Gymnasium is located right across the Student Center Building along Beaterio Street. This is a multi-purpose facility that is equipped with ceiling and floor mounted air conditioning units. This venue is suitable for various events such as concerts, convention, graduation and banquet venue for bigger crowd.

**17. HOT KITCHEN**

The Hot Kitchen is used by students who are taking up courses related to culinary skills.



**18. SUITE 1620**

The Suite is a workplace for Hotel and Restaurant Management students in which they get familiar with hotel accommodation. It is also sometimes used as a guest room for important visitors. It is located at the rooftop of the St. Thomas Building.

**19. NUTRITION AND DIETETICS CLINIC**

The Nutrition and Dietetics clinic is utilized by Nutrition and Dietetics students for their courses that require laboratory use.

**20. COMPUTER LABORATORY**

The Computer Laboratory is a place for students to have their computer courses, as well as for their academic needs such as projects and other requirements.

**21. MAC LABORATORY**

The Macintosh Laboratory is one of the facilities that Letran boasts of because of its up-to-date technology. It is composed of the latest Apple iMacs, furnished with Adobe Creative Cloud, and equipped with an LCD projector. It is alternately used as a classroom for design, editing, and photography courses.

**22. SPEECH LABORATORY**

The Speech Laboratory, located at the St. Vincent Ferrer Building, is newly-built with cubicles equipped with monitors and lapels. It also has a TV and audio mixer that can aid in the students speech course activities.

**23. BIOLOGY LABORATORY**

This laboratory is used by students who are taking up Biology courses and are required to do experiments and research works. It is fully furnished with the necessary apparatus to aid the needs of the students.

**24. CHEMICAL AND PHYSICAL SCIENCE LABORATORY**

This laboratory is used by students who are taking up Chemical Science and Physical Science courses and are required to do experiments and research works. It is fully furnished with the necessary apparatus to aid the needs of the students.

**25. SENSORY EVALUATION LABORATORY**

The Sensory Evaluation Laboratory is used generally for evaluating the sensory characteristics such as Appearance, Aroma, Flavor, Texture, and General Acceptability of various food products. It is equipped with removable dividers to simulate the actual “sensorium” wherein panelists are provided with enough privacy to evaluate various food products. Commonly the BS Food Technology students make use of the laboratory for experiments and food research.

## APPENDICES

1. College Student's Enrollment Contract
2. First Year Students Mandatory and Random Drug Testing
3. RSO Forms
  - Form 101- Application for Recognition
  - Form 102 – Application for In-Campus
  - Form 103- Application for Off Campus
  - Form 104- Accomplishment Report
  - Form 105 – Application for Fund Raising Activity
  - Form 106 – Cash Flow Statement
  - Form 107 – Officer Information Sheet
  - Form 108 – Performance Evaluation of Adviser
  - Form 109 – Student Leader Performance Evaluation
4. Republic Act 11053- An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose Republic Act No. 8049, Entitled "An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefor
5. Republic Act 7877- **AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.**
6. Implementing Rules and Regulations (IRR) of RA 10627- Anti Bullying Act of 2013
7. CHED Memorandum Order no. 63- Policies and Guidelines on Local Off-Campus Activities
8. CHED Memorandum Order no. 17- Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.

*For pertinent details, you may visit the Letran Official Website, [www.letran.edu.ph](http://www.letran.edu.ph)*



Colegio de San Juan de Letran  
Intramuros, Manila

**COLLEGIATE STUDENT'S ENROLLMENT CONTRACT**

I \_\_\_\_\_, \_\_\_\_\_ YEARS OLD, Filipino, (if alien include the nationality and ACR No) \_\_\_\_\_, with postal address at \_\_\_\_\_,

\_\_\_\_\_ having been admitted as a student of the Colegio de San Juan de Letran , Manila, hereby agree to and comply with the following conditions set by the academic institution:

1. I shall abide by the rules and regulations governing my enrollment as stated in the Student Handbook and other circulars/memoranda/rules issued by the Colegio;
2. I shall attend all institutional activities where my presence is required especially the Binyag Arriba and Orientation Day for freshmen and transferees;
3. I declare that I am fully aware that the Colegio does not extend recognition to any fraternity or sorority. As such I adhere to its policy that membership in any form is absolutely prohibited. Further, I commit that I will not form, join, or recruit directly or indirectly any fraternity or sorority member. If I violate my commitment, I shall be subjected to disciplinary action of being dropped from the roll of students. Moreover, my involvement in any fraternity or sorority- related incident within the Colegio or 50 linear meters away from its walls shall warrant the imposition of dismissal;
4. I shall subscribe to the following retention policies of the Colegio:
  - a. Students who incur failures equivalent to **nine (9) to twelve (12) units** shall be allowed to enroll **ON PROBATION** their failed courses (if offered) in the immediately following term in order to clear their academic deficiencies.
    - Enrollment ON PROBATION shall be covered by a memorandum of agreement (MOA), which shall spell out the conditions for enrollment in the Colegio.
    - Students shall remain **ON PROBATION until their academic deficiencies are cleared, ordinarily not exceeding 1 academic year.**
    - The Office of the Dean, with the approval of the Vice-President for Academic Affairs, may **EXTEND the PROBATION** period, only for outstanding reasons.
  - b. Failure to reduce the deficiencies within the period prescribed may mean **non-admission** in the succeeding school year.
    - The Office of the Dean, with the approval of the Vice-President for Academic Affairs shall issue a **NOT-TO-BE-RE-ADMITTED (NTBR)** document.
    - The students shall sign a formal document (**WAIVER**) in which they categorically waive their right to enroll in the next school year even if they clear all their deficiencies.
    - **The students shall be issued their transfer credentials at the end of their last term.**
  - c. Students, who incur failures equivalent to **more than twelve (12) units, shall be**

**DEBARRED** from enrolling in the succeeding terms.

- If failures equivalent **more than twelve (12) units** are incurred in the first semester, the Colegio may **ONLY** allow the student to finish the academic year (excluding summer), subject to **NTBR** and **WAIVER**.
  - If failures equivalent **more than twelve (12) units** are incurred in the second semester, the Colegio may **ONLY** allow the student to finish the academic year (i.e. summer), subject to **NTBR** and **WAIVER**.
  - **The students shall be issued their transfer credentials at the end of their last term.**
- d. For professional degree programs, which are required for licensure examinations; e.g. Accountancy, Psychology, Nutrition and Dietetics, Education, Civil, Electrical and Electronics Engineering, the following shall also be strictly observed:
- From first year, students should maintain a general weighted average of at least 83% for all professional courses with no final grade lower than 80% in all courses.
  - Students who incur any failure will be asked to shift to non-professional programs.
  - After first or second year, depending on the program, students will be required to take and pass qualifying examinations to proceed to next higher year level. Passing score is 75%. Those who fail will be advised to swift to another program.
5. Other provisions of the retention policies shall also apply to students during his/her stay in the Colegio.
6. Any violation of the conditions set herein shall be dealt with in accordance with the policies, rules and regulations of the Colegio.
7. In case of fraud or misrepresentation, this contract shall cause my immediate dismissal from the Colegio.

Signed this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at the City of Manila, Philippines.

CONFORME:

\_\_\_\_\_  
Signature of Student over printed name/Date

\_\_\_\_\_  
Signature of Parent over printed name/Date

Noted by:

**ASST. PROF. CATHERINE D. SANCHEZ**

Directress, Department of Student Affairs



**Colegio de San Juan de Letran**  
151 Muralla St., Intramuros, Manila

**FIRST YEAR STUDENTS MANDATORY AND  
RANDOM DRUG TESTING**

I, \_\_\_\_\_ (name of student), \_\_\_\_\_ years of age, Filipino/(if alien indicate the nationality and ACR No.) \_\_\_\_\_, with postal address at \_\_\_\_\_ and an incoming first year student in the program \_\_\_\_\_, College of \_\_\_\_\_ of the Colegio de San Juan de Letran hereby undertake to submit myself to mandatory drug testing during my first year, and thereafter, to random drug testing pursuant to the provisions of R.A. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and commit myself to observe the same while I remain a student of the Colegio.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ 2018 at the City of Manila, Philippines.

**BY:**

\_\_\_\_\_  
Signature of Student Over Printed Name/Date

**ASST. PROF. CATHERINE D. SANCHEZ**  
Directress  
Department of Student Affairs

\_\_\_\_\_  
Signature of Parent or Guardian/Date



Colegio de San Juan de Letran



DEPARTMENT OF STUDENT AFFAIRS

<b>FORM 101</b>	<b>APPLICATION FOR RECOGNITION</b>
---------------------	------------------------------------

DATE: \_\_\_\_\_

1. NAME OF THE ORGANIZATION:

\_\_\_\_\_  OLD/  NEW

2. TYPE OF ORGANIZATION:

Co – Curricular     Extra – Curricular     Special Interest Group     Cultural Group

3. RECOMMENDED ADVISER/ COACH: 1.

2. \_\_\_\_\_

3. \_\_\_\_\_

4. BRIEF DESCRIPTION OF THE ORGANIZATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR RECOGNITION MUST BE SUBMITTED WITH THE FOLLOWING DOCUMENTS:**

- RECOMMENDED FACULTY ADVISER [at least three (3)]. Preferably full-time faculty.
- LOGO OF THE ORGANIZATION
- CONSTITUTION AND BY – LAWS. Duly ratified by the forming members.
- LIST OF OFFICERS WITH THEIR RESPECTIVE PERSONAL DATA SHEET.
- LIST OF MEMBERS [at least (50) members in total]
- OPERATIONAL PLAN FOR THE SCHOOL YEAR. The objective of the operational plan must be aligned with the objectives of the Office of Student Welfare and Development.

Submitted by: \_\_\_\_\_

Recommending Approval: \_\_\_\_\_

PRESIDENT / Date

DIRECTOR, DSA / Date

Noted by: (For Co-Curricular Organizations)

COLLEGE DEAN / Date

*Note: All required documents must be attached otherwise this application will not be processed.*





**FORM 103** APPLICATION FOR OFF-CAMPUS ACTIVITY

ORGANIZATION: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CO-CURRICULAR     EXTRA CURRICULAR     CULTURAL GROUP     PERFORMING ARTS GROUP

NATURE OF THE ACTIVITY:  
 General Assembly     Competition     Others, pls. specify: \_\_\_\_\_  
 Seminar / Workshop     Community Service

TITLE OF THEACTIVITY: \_\_\_\_\_

OBJECTIVE/S:  
 ➤ \_\_\_\_\_  
 ➤ \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_  
 TIME: \_\_\_\_\_  
 VENUE: \_\_\_\_\_  
 PARTICIPANTS: \_\_\_\_\_  
 Name ofparticipants: \_\_\_\_\_

SOURCES OF FUND:  
 Colegio Subsidy     Organization Fund     Others, pls. specify: \_\_\_\_\_

Accompanying Person-in-authority: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Certified true and correct:  
 \_\_\_\_\_  
 PRESIDENT / Date    ADVISER / Date

Noted by: (ForCo-Curricular Organizations) \_\_\_\_\_ Recommending Approval:  
 \_\_\_\_\_

COLLEGE DEAN/ Date \_\_\_\_\_ DIRECTOR, DSA / Date \_\_\_\_\_

APPROVED BY:  
 \_\_\_\_\_  
 VICE – PRESIDENT, ACADEMIC AFFAIRS

- REMINDERS:**
1. Application must be **APPROVED at least 10 working days** before the proposed date of the activity.
  2. Transaction in hiring bus/es must be done by the adviser and the president upon consultation with the Financial Affairs Office.
  3. **Presence of the adviser is required in the activity.**

**\*\* DO NOT FILL OUT THIS BOX \*\***

Letter of Invitation     List of Participants    Remarks: \_\_\_\_\_  
 Letter of Intent addressed to the Director     Letter to Parents (with signature and contact no.)    Student Development Coordinator  
 Budget proposal





FORM 104	<b>ACCOMPLISHMENT REPORT</b>
-------------	------------------------------

DATE: \_\_\_\_\_

ORGANIZER OF THE ACTIVITY: \_\_\_\_\_

TITLE OF THE ACTIVITY: \_\_\_\_\_

NATURE OF THE ACTIVITY: \_\_\_\_\_

DATE ACCOMPLISHED: \_\_\_\_\_

VENUE: \_\_\_\_\_

NO. OF PARTICIPANTS ATTENDED: \_\_\_\_\_

**ACCOMPLISHMENT REPORT MUST BE SUBMITTED WITH THE FOLLOWING DOCUMENTS:**

- NARRATIVE REPORT OF THE ACTIVITY ATTENDANCE OF THE PARTICIPANTS
- TEN (10) COPIES OF EVALUATION FORMS
- SUMMARY EVALUATION WITH UN-EDITED COMMENTS
- PHOTOS FROM THE ACTIVITY (at least 6 photos) LIST OF
- RECOMMENDATION/S

Submitted by:  
\_\_\_\_\_  
(Signature over printed name)

**REMINDER:**  
\* Accomplishment report must be submitted five (5) working days after the activity.

<ul style="list-style-type: none"> <li><input type="checkbox"/> Narrative report of the activity</li> <li><input type="checkbox"/> Attendance of the participants</li> <li><input type="checkbox"/> Ten (10) copies of evaluation forms</li> <li><input type="checkbox"/> Summary evaluation with un-edited comments</li> <li><input type="checkbox"/> Photos from the activity (at least 6 photos)</li> <li><input type="checkbox"/> List of recommendation/s</li> </ul>	<p><b>** DO NOT FILL OUT THIS BOX **</b></p> <p>Remarks: _____ Student Development Coordinator</p>
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**Colegio de San Juan de Letran**  
DEPARTMENT OF STUDENT AFFAIRS



<b>FORM 105</b>	<b>APPLICATION FOR FUND RAISING ACTIVITY</b>
---------------------	--

ORGANIZER OF THE ACTIVITY: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>NATURE OF THE ACTIVITY:</b>		
<input type="checkbox"/> Competition	<input type="checkbox"/> General Assembly	<input type="checkbox"/> Others, pls. specify: _____
<input type="checkbox"/> Seminar / Workshop / Convention	<input type="checkbox"/> Social Function	

**OBJECTIVE/S:**

➤ \_\_\_\_\_

➤ \_\_\_\_\_

**PROPOSED DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_

**TARGET MARKET:** \_\_\_\_\_

**DONOR / SPONSOR:** \_\_\_\_\_

**BENEFICIARIES:** \_\_\_\_\_

(Please accomplish in a separate sheet the breakdown of expenses.)

**SOURCES OF CAPITAL:** \_\_\_\_\_

**EXPECTED NET INCOME:** \_\_\_\_\_

Submitted by: \_\_\_\_\_

PRESIDENT / Date

Certified true and correct: \_\_\_\_\_

ADVISER / Date

Noted by: (For Co-Curricular Organizations) \_\_\_\_\_

COLLEGE DEAN / Date

Recommending Approval: \_\_\_\_\_

DIRECTOR, DSA / Date

APPROVED BY:

VICE – PRESIDENT, ACADEMIC AFFAIRS \_\_\_\_\_

VICE – PRESIDENT, FINANCIAL AFFAIRS \_\_\_\_\_

**REMINDERS:**

1. All recognized student organization may be allowed to raise funds once every semester.
2. No fund-raising activity shall be scheduled two (2) weeks before any major examination for each semester.
3. If the activity will be held in campus, the Vice - President for Academic Affairs and the Vice - President for Financial Affairs must approve the same respectively.
4. Financial report must be submitted within 5 days after the activity.
5. All revenues and expenses should be properly receipted.
6. Physical presence of the adviser is strictly required.

<input type="checkbox"/> Letter of Intent addressed to the Director <input type="checkbox"/> Budget proposal for the Capital <input type="checkbox"/> Accomplished Financial Affairs Form	<b>** DO NOT FILL OUT THIS BOX **</b>	Remarks: _____ Student Development Coordinator
---	---------------------------------------	---



<b>FORM 106</b>	<b>CASH FLOW STATEMENT</b>
---------------------	----------------------------

DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

MONTH COVERED: \_\_\_\_\_

BEGINNING BALANCE PHP: \_\_\_\_\_

ADD CASH INFLOW: PARTICULARS	AMOUNT
_____ PHP _____	
_____ PHP _____	
_____ PHP _____	
_____ PHP _____	
TOTAL:	_____

LESS CASH OUTFLOW: PARTICULARS	AMOUNT
_____ PHP _____	
_____ PHP _____	
_____ PHP _____	
_____ PHP _____	
TOTAL:	_____

ENDING CASH BALANCE PHP: \_\_\_\_\_

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_  
Signature Over Printed Name  
Treasurer

Audited by: \_\_\_\_\_  
Signature Over Printed Name  
Auditor

Noted by: \_\_\_\_\_  
Signature Over Printed Name  
President

Recommending Approval: \_\_\_\_\_  
Signature Over Printed Name  
Adviser



**Colegio de San Juan de Letran**  
DEPARTMENT OF STUDENT AFFAIRS



**FORM  
107**

1 X 1

ORGANIZATION: \_\_\_\_\_  
POSITION IN THE ORGANIZATION: \_\_\_\_\_ ACADEMIC YEAR: \_\_\_\_\_

**PERSONAL DATA**

NAME: \_\_\_\_\_ STUDENT NO.: \_\_\_\_\_  
YEAR & PROGRAM: \_\_\_\_\_ GENDER: \_\_\_\_\_ AGE: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ BIRTHPLACE: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_  
RELIGION: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_ CONTACT NO.: \_\_\_\_\_  
FATHER'S NAME: \_\_\_\_\_ MOTHER'S NAME: \_\_\_\_\_  
CONTACT PERSON IN-CASE OF EMERGENCY:  
NAME: \_\_\_\_\_ CONTACT NO. \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

EDUCATIONAL ATTAINMENT	NAME AND LOCATION OF SCHOOL	YEAR GRADUATED	HONORS RECEIVED
ELEMENTARY			
HIGH SCHOOL			
COLLEGE			

**ACADEMIC ACHIEVEMENTS** *(Please enumerate or attach separate sheet if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL SKILLS** *(Please enumerate)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECORDS OF EXTRA-CURRICULAR ACTIVITIES** *(Inside and Outside the Colegio)*

NAME OF THE ORGANIZATION	POSITION	DURATION

**AFFILIATIONS / EXTERNAL LINKAGES / PARTNERSHIPS** *(Please enumerate or attach separate sheet if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*To the best of my knowledge, the stated facts above are true and correct*

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME



**FORM 108** PERFORMANCE EVALUATION OF ADVISER

The Student Organization Adviser, a member of the Colegio's Community is a person who performs evangelization by combining wisdom, faith, and Christian values in molding the total well-being of the students, specifically student leaders through Recognized Student Organization. As partner of the Office of Student Welfare and Development in the formation of the students, a future leader of society, the campus student adviser shall willingly share his time and God-given talents in the realization of the vision-mission of the Colegio. The role of a campus student adviser is to equip student leaders with the skills necessary to perform their duties as leaders and role models for the students.

**Instruction:** Please rate the performance of the Student Adviser using the criteria below. Put a check mark on the box that corresponds to the rating given for each item in appraisal.

Name of RSO Adviser: \_\_\_\_\_  
 Name of RSO: \_\_\_\_\_  
 Appraisal Period: \_\_\_\_\_

**Job Performance**

**A. Job Competencies**

**1. Technical Expertise**

- a. Has thorough knowledge of Organization's Constitution and By-Laws. 1   2   3   4   5
- b. Has technical expertise in the nature of The organization. 1   2   3   4   5
- c. Performs in professional manner. 1   2   3   4   5

**2. Organizational Management**

- a. Maintain discipline within the organization. 1   2   3   4   5
- b. Monitors all the activities of the organization. 1   2   3   4   5
- c. Monitors participation/attendance of the officers/ members of the organizations in activities. 1   2   3   4   5
- d. Resolves conflict in a democratic manner and acceptable to all concerned parties. 1   2   3   4   5
- e. Monitors the process of evaluation after each activity. 1   2   3   4   5
- f. Monitors all cash flow statements & budget requisition. 1   2   3   4   5

**3. Goals Conscientiously adheres to:**

- a. The Mission-Vision of the Colegio. 1   2   3   4   5
- b. The Objectives of the Department 1   2   3   4   5
- c. The Nature of the Organization 1   2   3   4   5

**B. Job Factors**

**1. Communication Skills**

- a. Expresses ideas clearly and fluently in both written/oral Communication. 1   2   3   4   5
- b. Listens to the officers and members of the organizations for comments; 1   2   3   4   5
- c. And feedbacks if and when necessary 1   2   3   4   5

**2. Work Attitude**

a. Motivate the organization’s officers/members to produce “quality” activity.	1	2	3	4	5
b. Shows sincere enthusiasm in working with the organization’s officers & members.	1	2	3	4	5
c. Gives time to the organization especially during Emergency situations.	1	2	3	4	5
d. Allows the officers/ members to perform their duties with minimum supervision.	1	2	3	4	5
e. Involves the officers and members in the Advising process whenever appropriate.	1	2	3	4	5

**3. Organizational**

a. Takes the responsibility over the organization he/ she handles in terms of productivity/ output.	1	2	3	4	5
b. Puts extra initiation in performing his/her duties as Adviser.	1	2	3	4	5
c. Shows selflessness in his/her duties as adviser.	1	2	3	4	5
d. Supports the program of activities of the Colegio.	1	2	3	4	5

**4. Attendance**

a. Attends in all meetings/activities called by OSWD	1	2	3	4	5
b. Attends in all meetings of the organization he/she Advises.	1	2	3	4	5

**5. Service Orientation**

a. Shares his/her time and skills for the upliftment of the Organization.	1	2	3	4	5
b. Checks all communications/records of the organization before dissemination/submission.	1	2	3	4	5

**6. Personal Qualities**

a. Includes self confidence in working with the officers And members of the organization.	1	2	3	4	5
b. Shows discipline in the implementation of programs and activities.	1	2	3	4	5
c. Possesses good manners both in speech and behavior .	1	2	3	4	5
d. Shows manifestation of Christian Moral Values.	1	2	3	4	5
e. Respects other people.	1	2	3	4	5
f. Shows emotional maturity in working with the Organization.	1	2	3	4	5

**Other Remark/s, Comment/s**

\_\_\_\_\_

Rater: \_\_\_\_\_ Date: \_\_\_\_\_

RSO Officer

RSO Member

DSA Head



Colegio de San Juan de Letran  
DEPARTMENT OF STUDENT AFFAIRS



<b>FORM 109</b>	<b>STUDENT LEADER PERFORMANCE EVALUATION</b>
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Name of Student Leader: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date/ Period of Evaluation: \_\_\_\_\_

Using the Performance Standards below, rate the Student Leader's performance on each of the Performance Factors.

1. Unsatisfactory (U) - *performance is unacceptable*
2. Needs Improvement (NI) - *performance frequently fails to meet acceptable standards*
3. Satisfactorily (S) - *performance is adequate*
4. Exceeds (E) - *performance frequently exceeds acceptable standards*
5. Outstanding (O) - *performance is exemplary*

	U	NI	S	E	O
<b>1. Dependability</b>					
a. Degree of supervision needed to carry out tasks to completion.	1	2	3	4	5
b. Fulfills responsibilities and ability to perform his/her tasks without supervision.	1	2	3	4	5
<b>2. Adaptability</b>					
a. Ability to adjust to change in environment, job assignment, methods and personnel.	1	2	3	4	5
<b>3. Quantity of Work</b>					
a. Extent to which amount of work produced compared to expectations.	1	2	3	4	5
b. The ability to complete tasks within the time schedule.	1	2	3	4	5
<b>4. Quality of Work</b>					
a. Extent to which work is accurate, thorough, complete, effective, and on-time.	1	2	3	4	5
<b>5. Creativity</b>					
a. Originality and the ability to think and perform new innovative things towards the improvement of present method to add existing knowledge.	1	2	3	4	5
<b>6. Initiative</b>					
a. The extent to which the student leader is a self-starter in accomplishing his/her task.	1	2	3	4	5
b. Puts extra initiation in performing his/her duty as officer.	1	2	3	4	5
<b>7. Relationship with Peers</b>					
a. Ability to communicate with peers, to earn respect, and confidence.	1	2	3	4	5
b. Listens to his/her members for comments.	1	2	3	4	5
c. Shows sincere enthusiasm in working with his/her co- officers.	1	2	3	4	5
<b>8. Professionalism</b>					
a. Job knowledge, innovative ability, good judgement, action-oriented.	1	2	3	4	5
b. Performs in professional manner.	1	2	3	4	5
<b>9. Goals Conscientiously adheres to:</b>					
a. The Mission- Vision of the Colegio.	1	2	3	4	5
b. The objectives of the Organization.	1	2	3	4	5
c. The Nature of the Organization.	1	2	3	4	5
<b>10. OVERALL APPRAISAL</b>					
a. After considering all above factors and weighing heavily those that have the greatest bearing on the requirements of the student leader's present status indicates the rating which most accurately characterizes the student leader's performance.	1	2	3	4	5

**COMMENTS/RECOMMENDATIONS:**

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Evaluated by:

Name & Signature



REPUBLIC OF THE PHILIPPINES  
Congress of the Philippines  
Metro Manila

**Seventeenth Congress**  
**Second Regular Session**

*Begun and held in Metro Manila, on Monday, the twenty-fourth day of July, two thousand seventeen.*

**REPUBLIC ACT No. 11053**

**"An Act Prohibiting Hazing and Regulating Other Forms of Initiation Rites of Fraternities, Sororities, and Other Organizations, and Providing Penalties for Violations Thereof, Amending for the Purpose Republic Act No. 8049, Entitled "An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities Sororities, and Organizations and Providing Penalties Therefor."**

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

**Section 1.** A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

"SECTION 1. *Short Title.* - This Act shall be known as the "Anti-Hazing Act of 2018".

**Section 2.** Section 1 of the same Act is hereby amended to read as follows:

"Section 2. *Definition of Terms.* - As used in this Act:

"(a) *Hazing* refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

"(b) *Initiation or Initiation Rites* refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into fraternity, sorority, organization as a full-fledged member. It includes ceremonies practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

"(c) *Organization* refers to an organized body of people which includes, but it is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the Philippine National Police Academy (PNPA), and other similar uniformed service-learning institutions.

"(d) *Schools* refer to colleges, universities, and other educational institutions."

## COLLEGIATE STUDENT HANDBOOK 2023

**Section 3.** A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

Sec. 3. *Prohibition on Hazing.* - All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens' military training and citizens' army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities and organizations: *Provide*, That the physical, mental, and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: *Provided, further*, That the exemption provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

"In no case shall hazing be made a requirement for employment in any business or corporation."

**Section 4.** Section 2 of the same Act is hereby amended to read as follows:

"Sec. 4. *Regulation of School-Based Initiation Rites.* Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided*, That:

"(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to scheduled initiation date;

"(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;

"(d) The initiation rites shall not last more than three (3) days;

"(e) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;

"(f) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two(2) other conspicuous places in the school or in the premises of the organization; and

"(g) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

"The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section. *1awphi1*

"Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, organization shall be promulgated by the appropriate school official not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapproved the application to conduct initiation rites that do not conform with any of the requirements of this section, and in unequivocal terms in a formal advice to the fraternity sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

"School officials shall have the authority to impose after due notice and summary hearing, disciplinary sanctions, in accordance with the school's guidelines and regulations on the matter, which shall include, but shall not be limited to,

reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority and organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

"In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school's guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned."

**Section 5.** Section 3 of the same Act is hereby amended to read as follows:

*Sec. 5. Monitoring of Initiation Rites.* - The head of the school or an authorized representative must assign at least two (2) representatives of the school to be present during the initiation. It is the duty of the school representatives to see to it that no hazing is conducted during the initiation rites and to document the entire proceedings. Thereafter, said representatives who were present during the initiation shall make a report of the initiation rites to the appropriate officials of the school regarding the conduct of the said initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall attach to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

**Section 6.** A new section to be denominated as Section 6 is hereby inserted in the same Act to read as follows:

*Sec. 6. Registration of Fraternities, Sororities and Other Organizations.* - All existing fraternities sororities, and other organizations otherwise not created or organized by the school but has existing members who are students or plans to recruit students to be its member shall be required to register with the proper school authorities before it conducts activities whether on or off-campus, including recruitment of members.

"A newly established fraternity, sorority, or organization in a school shall immediately register with proper school authorities during the semester or trimester in which it was established or organized: *Provided*, That the new fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization has complied with the requirements prescribed by the school in establishing a fraternity, sorority, or organization: *Provided, further*, That schools shall promulgate their guidelines in the registration of fraternities , sororities, and organizations within their jurisdiction not later than sixty (60) days from the approval of this Act.

"Upon registration, all fraternities, sororities, or organizations shall submit a comprehensive list of members, which shall be updated not later than thirty (30) days from the start of every semester or trimester, depending on the academic calendar of the school.

"School official shall have the authority to impose, after due notice and summary hearings, disciplinary penalties in accordance with the school's guidelines and regulations on the matter including suspension to the head and other officers of the fraternity, sorority, or organization who fail to register or update their roster of members as required under this section.

"Failure to comply with any of the requirements in this section shall result in the cancellation of the registration of the fraternity, sorority, or organization."

**Section 7.** A new section to be denominated as Section 7 is hereby inserted in he same Act to read as follows:

**Sec. 7. Faculty Adviser.** - Schools shall require all fraternities, sororities, or organizations, as a condition to the grant of accreditation or registration, to submit the name or names of their respective faculty adviser or advisers who must not be members of the respective fraternity, sorority, or organization. The submission shall also include a written acceptance or consent on the part of the selected faculty adviser or advisers.

"The faculty advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization is established or registered.

"In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein."

**Section 8.** A new section to be denominated as Section 8 is hereby inserted in the same Act to be read as follows:

**Sec. 8. Role of Educational Institutions.** - The responsibility of schools to exercises reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstances when discriminating and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

"Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

"An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

"Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society."

**Section 9.** A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

**Sec. 9. Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.** - All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

"Upon registration, all community-based fraternities, sororities, or organizations including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration."

**Section 10.** A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

"**Sec. 10. Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations.** - Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

"(a) A written application to conduct the same shall be made to the punong barangay in the barangay or municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the schedules initiation date;

"(b) The written initiation shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated;

"(c) Such written application shall further contain an undertaking that no harm or any kind shall be committed by anybody during the initiation rites;

"(d) A medical certificate of the recruit, neophyte, or applicant must be attached to the application to ensure fitness to undergo initiation when it involves physical activity not failing under the definition of hazing as used in this Act;

"(e) The initiation rites shall not last more than three (3) days;

"(f) The application shall contain the names of the incumbent officers of the community-based fraternity, sorority, or organization and any person or persons who will take charge in the conduct of initiation rites;

"(g) The application shall be under oath with a declaration that it has been posted on the official bulletin board of the barangay hall or the municipal or city hall where the community-based fraternity, sorority or organization is based, and the bulletin board of the office of the community-based fraternity, sorority or organization; and

"(h) The application shall be posted from the time of submission of the written notice to the punong barangay or municipal or city mayor and shall only be removed from its posting three (3) days after the conduct of the initiation rites."

**Section 11.** A new section to be denominated as Section 11 is here inserted in the same Act to read as follows:

*Sec. 11. Monitoring of Initiation Rites of Community-Based and All Similar Fraternities, Sororities or Organizations.* - The punong barangay of the barangay or the municipal or city mayor of the municipality or city where community-based fraternity, sorority or organization is based must assign at least two (2) barangay or municipal or city officials to be present during the initiation and document the entire proceedings. Thereafter, said representatives who are present during the initiation shall make a report of the initiation rites to the punong barangay, or the municipal or the city mayor regarding the conduct of the initiation: *Provided*, That if hazing is still committed despite their presence, no liability shall be attached to them unless it is proven that they failed to perform an overt act to prevent or stop the commission thereof."

**Section 12.** A new section to be denominated as Section 12 is hereby inserted in the same Act to read as follows:

*Sec. 12. Nullity of Waiver and Consent.* - Any form of approval, consent, or agreement, whether written or otherwise, or of an express waiver of the right to object to the initiation rite or proceeding which consists of hazing, as defined in this Act, made by a recruit, neophyte, or applicant prior to an initiation rite that involves inflicting physical or psychological suffering, harm, or injury, shall be void and without any binding effect on the parties. *1awphi1*

"The defense that the recruit, neophyte, or applicant consented to being subjected to hazing shall not be available to persons prosecuted under this Act."

**Section 13.** A new section to be denominated as Section 13 is hereby inserted in the same Act to read as follows:

"*Sec. 13 Administrative Sanctions.* - The responsible officials of the school, the uniformed learning institutions, the AFP or the PNP may impose the appropriate administrative sanctions, after due notice and summary hearing, on the person or the persons charged under this Act even before their conviction."

**Section 14.** Section 4 of the same Act is hereby amended to read as follows:

"*Sec. 14. Penalties.* - The following penalties shall be imposed:

"(a) The penalty of *reclusion perpetua* and a fine of Three million pesos (P3,000,000.00) shall be imposed upon those who actually planned or participated in the hazing if, as a consequence of the hazing, death, rape, sodomy, or mutilation results therefrom;

"(b) The penalty of *reclusion perpetua* and a fine of Two million pesos (P2,000,000.00) shall be imposed upon:

"(1) All persons who actually planned or participated in the conduct of the hazing;

"(2) All officers of the fraternity, sorority, or organization who are actually present during the hazing;

"(3) The adviser of a fraternity, sorority, or organization who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such adviser or adviser or advisers can do so without peril to their person or their family;

"(4) All former officers, nonresident members, or alumni of the fraternity, sorority, or organization who are also present during the hazing: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided, further*, That should the former officer, nonresident member, or alumnus belong to any other profession subject to regulation by the Professional Regulation Commission (PRC), such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) or revocation of the professional license. A suspended or revoked professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board;

"(5) Officers or members of a fraternity, sorority, or organization who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat; and

"(6) members of the fraternity, sorority, or organization who are present during the hazing when they are intoxicated or under the influence of alcohol or illegal drugs;

"(c) The penalty of *reclusion temporal* in its maximum period and a fine of One million pesos (P1,000,000.00) shall be imposed upon all persons who are present in the conduct of the hazing;

"(d) The penalty of *reclusion temporal* and fine of One million pesos (P1,000,000.00) shall be imposed upon former officers, nonresident member, alumni of the fraternity, sorority, or organization who, after the commission of any of the prohibited acts proscribed herein, will perform any act to hide, conceal, or otherwise hamper or obstruct any investigation that will be conducted thereafter: *Provided*, That should the former officer, nonresident member, or alumnus be a member of the Philippine Bar, such member shall immediately be subjected to disciplinary proceedings by the Supreme Court pursuant to its power to discipline members of the Philippine Bar: *Provided*,

*further*, That should the former officer, nonresident members, or alumnus belong to any other profession subject to regulation by the PRC, such professional shall immediately be subjected to disciplinary proceedings by the concerned Professional Regulatory Board, the imposable penalty for which shall include, but is not limited to, suspension for a period of not less than three (3) years or revocation of the professional license pursuant to this section may be reinstated upon submission of affidavits from at least three (3) disinterested persons, good moral certifications from different unaffiliated and credible government, religious, and socio-civic organizations, and such other relevant evidence to show that the concerned professional has become morally fit for readmission into the profession: *Provided*, That said readmission into the profession shall be subject to the approval of the respective Professional Regulatory Board."

"(e) The penalty of *prision correccional* in its minimum period shall be imposed upon any person who shall intimidate, threaten, force, or employ, or administer any form of vexation against another person for the purpose of recruitment in joining or promoting a particular fraternity, sorority, or organization. The perssistent and repeated proposal or invitation made to a person who had twice refused to participate or join the proposed fraternity, sorority, or organization, shall be *prima facie* evidence of vexation for purposes of this section; and

"(f) A fine of One million pesos (P1,000,000.00) shall be imposed on the school if the fraternity, sorority, or organization filed a written application to conduct an initiation which was subsequently approved by the school and hazing occurred during the initiation rites or when no representatives from the school were present during the initiation as provided under Section 5 of this Act: *Provided*, That if hazing has been committed in circumvention of the provisions of this Act, it is incumbent uponschool officials to investigate *motu propio* and take an active role to ascertain factual events and identity witnesses in order to determine the disciplinary sanctions it may impose, as well as provide assistance to police authorities."

"The owner or lessee of the place where hazing is conducted shall be liable as principal and penalized under paragraphs (a) or (b) of this section, when such owner or lessee has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if they can do so without peril to their person or their family. If the hazing is held in the home of one of the officers or members of the fraternity, sorority, or organization, the parents shall be held liable as principals and penalized under paragraphs (a) or (b) hereof when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring or failed to promptly report the same to the law enforcement authorities if such parents can do so without peril to their person or theirfamily.

"The school authorities including faculty members as well as barangay, municipal, or city officials shall be liable as an accomplice and likewise be held administratively accountable for hazing conducted by the fraternities, sororities, other organizations, if it can be shown that the school or barangay, municipal, or city officials allowed or consented to the conduct of hazing, but such officials failed to take anby action to prevent the same from occurring or failed to promptly report to the law enforcement authorities if the same can be done without peril to their person or their family.

"The presence of any person, even if such person is not a member of the fraternity, sorority, or organization, during the hazing is *prima facie* evidence of participation therein as a principal unless such person or persons prevented the commission of the acts punishable herein or promptly reported the same to the law enforcement authorities if they can do so without peril, to their person or their family.

"The incumbent officers of the fraternity, sorority, or organization concerned shall be jointly liable with those members who actually participated in the hazing.

"Any person charged under this Act shall not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong.

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

"Any conviction by final judgement shall be reflected on the scholastic record, personal, or employment record of the person convicted, regardless of when the judgment conviction has become final."

**Section 15.** A new section to be denominated as Section 15 is hereby inserted in the same Act to read as follows:

Section 15. *Implementing Rules and Regulations. (IRR).* - The Commission on Higher Education (CHED), together with the Department of Education (DepED), Department of Justice (DOJ), Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), AFP, PNP, and National Youth Commission (NYC), shall promulgate the IRR within ninety (90) days from the effectivity of this Act."

**Section 16. Separability Clause.** - If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions hereof shall remain valid and effective.

**Section 17. Repealing Clause.** - Republic Act No. 8049 and all other laws, decrees, executive orders, proclamations, rules or regulations, or parts thereof which are inconsistent with or contrary to the provisions of this Act are hereby amended or modified accordingly.

**Section 18. Effectivity Clause.** - This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in at least two (2) national newspaper of general circulation.

Approved,

**PANTALEON D. ALVAREZ**

Speaker of the House of Representatives

**AQUILINO "KOKO" PIMENTEL III**

President of the Senate

This Act which is a consolidation of Senate Bill No. 1662 and House Bill No. 6573 was passed by the Senate and the House of Representatives on March 12, 2018 and March 13, 2018, respectively.

**CESAR STRAIT PAREJA**

Secretary General  
House of Representatives

**LUTGARDO B. BARBO**

Secretary of Senate

Approved: June 29, 2018

**RODRIGO ROA DUTERTE**

President of the Philippines



REPUBLIC OF THE PHILIPPINES  
Congress of the Philippines  
Metro Manila

**REPUBLIC ACT No. 7877**

**AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.**

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

**Section 1. Title.** - This Act shall be known as the "Anti-Sexual Harassment Act of 1995."

**Section 2. Declaration of 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 workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**Section 3. 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 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 a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of 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 acts would impair the employee's rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(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 the 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 consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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 held liable under this Act.

**Section 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.** - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, 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.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**Section 5. Liability of the Employer, Head of Office, Educational or Training Institution.** - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education

or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

**Section 6. Independent Action for Damages.** - Nothing in this Act 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 7. Penalties.** - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand

pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

**Section 8. *Separability Clause.*** - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

**Section 9. *Repealing Clause.*** - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**Section 10. *Effectivity Clause.*** - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) **EDGARDO J. ANGARA**  
President of the Senate

(Sgd.) **JOSE DE VENECIA, JR.**  
Speaker of the House of Representatives

This Act is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(Sgd.) **EDGARDO E. TUMANGAN**  
Secretary of the Senate

(Sgd.) **CAMILO L. SABIO**  
Secretary General  
House of Representatives

Approved: February 14, 1995

(Sgd.) **FIDEL V. RAMOS**  
President of the Philippines

**IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 10627, OTHERWISE KNOWN AS THE ANTI-BULLYING ACT OF 2013**

*Pursuant to the provisions of Section 7 of Republic Act No. 10627, this Order is hereby issued to implement the provisions of the Act.*

**RULE I  
PRELIMINARY PROVISIONS**

**Section 1. Short Title.** These rules shall be known as the “Implementing Rules and Regulations of the Anti-Bullying Act of 2013.”

**Section 2. Scope and Coverage.**

These rules shall cover all public and private kindergarten, elementary and secondary schools and learning centers.

**RULE II  
DEFINITION OF TERMS**

**Section 3. Definition of Terms.** – As used in this Implementing Rules and Regulations (*IRR*), the following terms shall be defined as:

- a. **“Act”** refers to Republic Act No. 10627, otherwise known, as the “Anti-Bullying Act of 2013”;
- b. **“Bullying”** refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the other student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:
  1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
  2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
  3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim’s looks, clothes and body;
  4. **“Cyber- bullying”** or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012; and
  5. Any other form of bullying as may be provided in the school’s child protection or anti-bullying policy, consistent with the Act and this IRR.
- b. 1. The term **“bullying”** shall also include:

1. **“Social bullying”** – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.

2. **“Gender-based bullying”** – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).

c. **“Bully”** – refers to any student who commits acts of bullying as defined by the Act or this IRR.

d. **“Bullied” or “Victim”** – refers to any student who experiences the acts of bullying or retaliation as defined by the Act or this IRR.

e. **“Bystander”** – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by this IRR.

f. **“Learning center”** – refers to learning resources and facilities of a learning program for out-of-school youth and adults as defined in DepED Order. No. 43, s. 2013.

g. **“Service provider”** – refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.

h. **“Student”** – refers to a person who attends classes in any level of basic education, and includes a pupil or learner as defined in DepED Order No. 40, s. 2012.

**RULE III  
ANTI-BULLYING POLICIES**

**Section 4. Adoption of Anti-Bullying Policies**

All public and private kindergarten, elementary and secondary schools shall adopt policies to address the existence of bullying in their respective institutions. Such policies shall be regularly updated and, at a minimum, shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

**RULE IV  
PROHIBITED ACTS**

**Section 5. Prohibited Acts**

Consistent with Section 3 of the Act, the anti-bullying policy shall prohibit:

1. Bullying at the following:

a. school grounds;

b. property immediately adjacent to school grounds;

c. school-sponsored or school-related activities, functions or programs whether on or off school grounds;

d. school bus stops;

e. school buses or other vehicles owned, leased or used by a school;

- f. school buses or school services privately-owned but accredited by the school.
- 2. Bullying through the use of technology or an electronic device or other forms of media owned, leased or used by a school.
- 3. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
- 4. Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

**RULE IV  
PREVENTION AND INTERVENTION PROGRAM TO ADDRESS BULLYING**

**Section 6. Prevention Programs**

All public and private schools shall adopt bullying prevention programs. These programs shall be applicable to all students regardless of level of risk or vulnerability to bullying. Said programs shall also be comprehensive, multi-faceted and shall involve all education stakeholders and personnel. The programs may contain among others:

(1) School-wide initiatives centered on:

- a. positive school climate and environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences;
- b. periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitudes of students;
- c. periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying;
- d. conduct of activities for students, school personnel and service providers on how to recognize and respond to bullying.
- e. continuing personnel development to sustain bullying prevention programs; and
- f. coordination with Local Government Units, barangay (Barangay Council for the Protection of Children) and other stakeholders.

(2) Classroom-level initiatives that focus on:

- a. reinforcing school-wide rules pertaining to bullying;
- b. building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
- c. discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
- d. teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
- e. providing an inclusive and caring learning environment for students.

(3) Involving parents in bullying prevention activities, such as:

- a. discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers Association meetings and seminars; and
- b. conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

(4) Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with utmost confidentiality and respect for all parties concerned.

**Section 7. Intervention Programs**

There shall be intervention programs to promote the continuity of comprehensive anti-bullying policies. Intervention refers to a series of activities which are designed to address the following:

- a. issues that influence the student to commit bullying;
- b. factors that make a student a target of bullying; and
- c. effects of bullying.

Interventions may include programs such as counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social well-being of both the victim and the bully. Such programs may:

- a. involve activities that will address acts of bullying;
- b. emphasize formative and corrective measures rather than punishment;
- c. conform to principles of child protection and positive and non-violent discipline;
- d. help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
- e. provide opportunities to practice pro-social behavior.

All schools shall develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

**RULE VI**

**MECHANISMS AND PROCEDURES IN HANDLING BULLYING INCIDENTS IN SCHOOLS**

**Section 8. Duties and Responsibilities**

In addition to the duties and responsibilities of education stakeholders enumerated in Sections 4 to 9 of DepED Order No. 40, s. 2012, the following offices and persons shall have the following duties and responsibilities:

**Section 8.1. Central Office**

The DepED Central Office shall:

- A. Conduct a nationwide information dissemination and campaign on anti-bullying;
- B. Monitor and evaluate reports of Regional Offices on incidents and cases of bullying;
- C. Maintain a central repository of reports, through the Office of the Undersecretary for Legal and Legislative Affairs, on an annual aggregated basis, focusing on the number of incidents of bullying, results of investigations undertaken to verify the details made in complaints, and the sanctions imposed;
- D. Initiate training programs and activities where best practices on intervention and prevention strategies are adopted, to ensure quality, relevant, effective and efficient delivery of prevention and intervention programs in schools; and
- E. Submit a comprehensive annual report on bullying to the Committee on Basic Education of both the Senate and the House of Representatives.

**Section 8.2. Regional Offices**

The Regional Offices shall:

- A. Encourage and support anti-bullying campaigns and capability-building activities on handling bullying cases;
- B. Review all anti-bullying policies adopted by public and private schools forwarded by Division Offices as required by the Act and submit consolidated reports to the Central Office through the Office of the Undersecretary for Legal and Legislative Affairs, (Annex A of DepED Order No. 40, s. 2012);
- C. Consolidate reports on incidents and cases of the Division Offices within the Region and submit a Regional Report to the Office Undersecretary for Legal and Legislative Affairs;
- D. Monitor and evaluate the implementation and enforcement of this IRR; and
- E. Impose sanctions and penalties on erring private schools and DepED academic personnel.

**Section 8.3. Division Offices**

The Division Offices shall:

- A. Conduct information-dissemination and capacity-building activities for teachers, guidance counselors, and members of the Child Protection Committees on handling bullying cases;
- B. Monitor the adoption of anti-bullying policies in all public and private elementary and secondary schools within the Division, maintain a repository of such policies, and submit reports on compliance to the Regional Office;
- C. Consolidate the reports on incidents and cases of bullying of all schools in the Division and submit a Division Report to the Regional Office (Annex A of DepED Order No. 40, 2012);
- D. Assess and evaluate the implementation and enforcement by public and private schools of this IRR;
- E. Review the anti-bullying policies submitted by the schools, to ensure compliance with this IRR;



- F. Resolve appeals in bullying cases in both public and private schools pursuant to the existing rules and regulations of the Department and DepED Order No. 88, s. 2010, or the “Revised Manual of Regulations for Private Schools,” respectively;
- G. Coordinate with appropriate offices and other agencies or instrumentalities for such assistance as it may require in the performance of its functions; and
- H. Encourage and support activities and anti-bullying campaigns initiated by stakeholders; and
- I. Impose sanctions and penalties on erring non-teaching DepED personnel.

**Section 8.4. – Schools**

Public and private kindergarten, elementary and secondary schools, through their administrators, principals and school heads, shall:

- A. Adopt and implement a child protection or anti-bullying policy in accordance with this IRR and submit the same to the Division Office. The anti-bullying policy may be a part of the school’s child protection policy;
- B. Provide students and their parents or guardians a copy of the child protection or anti-bullying policy adopted by the school. Such policy shall likewise be included in the school’s student and/or employee handbook and shall be conspicuously posted on the school walls and website, if there is any;
- C. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms for the anonymous reporting of acts of bullying or retaliation;
- D. Educate parents and guardians about the dynamics of bullying, the child protection or anti-bullying policy of the school and how parents and guardians can provide support and reinforce the said policy at home;
- E. Devise prevention, intervention, protective and remedial measures to address bullying;
- F. Conduct the capacity building activities for guidance counselors/teachers and the members of the Child Protection Committees;
- G. Ensure effective implementation of the anti-bullying policy and monitor compliance therewith;
- H. Ensure the safety of the victim of bullying, the bully, and the bystander and determine the students’ needs for protection;
- I. Ensure that the rights of the victim, the bully, and the bystander are protected and upheld during the conduct of the investigation;
- J. Accomplish the Intake Sheet prescribed in Annex “B”, whenever there is an incident of bullying, maintain a record of all proceedings related to bullying, and submit reports prescribed in “Annex A,” of DepED Order No. 40, s. 2012, to the Division Office;
- K. Maintain a public record or statistics of incidents of bullying and retaliation;
- L. Coordinate with appropriate offices and other agencies or instrumentalities for appropriate assistance and intervention, as required by the circumstances.

The school principal or any person who holds a comparable role shall be responsible for the implementation and oversight of the child protection or anti-bullying policy.

**Section 8.5 – Teachers and Other School Personnel**

Teachers and other school personnel shall:

- A. Participate and cooperate in all prevention, intervention and other measures related to bullying implemented by the school;
- B. Report to school authorities any incident of bullying; and
- C. Perform the duties as specified in this IRR.

**Section 8.6. – Students**

Students shall:

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

**Section 9. Child Protection Committee as Anti-Bullying Committee**

For the implementation of this IRR, the Child Protection Committee (CPC) established by DepED Order No. 40, s. 2012, shall also be the committee that will handle bullying cases in the public or private school.

The Committee, as provided in DepED Order No. 40, s. 2012, shall be composed of the following:

1. School Head/Administrator – Chairperson
2. Guidance Counselor/Teacher – Vice Chairperson
3. Representative of the Teachers as designated by the Faculty Club
4. Representative of the Parents as designated by the Parents-Teachers Association
5. Representative of students, except in kindergarten, as designated by the Supreme Student Council; and
6. Representative from the Community as designated by the Punong Barangay, preferably a member of the Barangay Council for the Protection of Children (BCPC). For private schools, a representative from the Community provided in the preceding number shall be optional.

In addition to their duties and responsibilities provided by DepED Order No. 40, s. 2012, the CPC shall perform the following tasks:

- a. Conduct awareness-raising programs with school stakeholders in preventing and addressing bullying;
- b. Ensure that the anti-bullying policy adopted by the school is implemented;
- c. Monitor all cases or incidents related to bullying reported or referred by the teacher, guidance counselor or coordinator or any person designated to handle prevention and intervention measures mentioned by the preceding sections of this IRR; and
- d. Make the necessary referrals to appropriate agencies, offices or persons, as may be required by the circumstances.

### **Section 10. Procedures in Handling Bullying Incidents in Schools**

#### **A. Jurisdiction.**

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

#### **B. Procedures.**

Consistent with Sections 3 and 4 of the Act, all public and private kindergarten, elementary and secondary schools shall adopt procedures that include:

##### ***a. Immediate Responses***

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

##### ***b. Reporting the Bullying Incident or Retaliation***

1. A victim or a bystander, or a school personnel who receives information of a bullying incident or retaliation, or any person, who witnesses or has personal knowledge of any incident of bullying or retaliation, shall report the same to the teacher, guidance coordinator or counselor or any person designated to handle bullying incidents.
2. The bullying incident or retaliation shall be immediately reported to the school head. The designated school personnel shall fill up the Intake Sheet as provided in DepED Order No. 40, s. 2012. The school head or the designated school personnel shall inform the parents or guardian of the victim and the bully about the incident.
3. If an incident of bullying or retaliation involves students from more than one school, the school that was first informed of the bullying or retaliation shall promptly notify the appropriate administrator or school head of the other school so that both schools may take appropriate action.
4. Reports of incidents of bullying or retaliation initiated by persons who prefer anonymity shall be entertained, and the person who reported the incident shall be afforded protection from possible retaliation; provided, however, that no disciplinary administrative action shall be taken against an alleged bully or offending student solely on the basis of an anonymous report and without any other evidence.

***c. Fact-Finding and Documentation***

The school administrator, principal or school head, or guidance counselor/teacher, or school personnel or person designated to handle bullying incidents shall:

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

***d. Intervention***

The CPC shall determine the appropriate intervention programs for the victim, the bully and bystanders. The School Head shall ensure that these are provided to them.

***e. Referral***

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

***f. Disciplinary Measures***

All public and private schools shall include in the school's child protection or anti-bullying policy a range of disciplinary administrative actions that may be taken against the perpetrator of bullying or retaliation.

Bullying incidents or retaliation shall be treated according to their nature, gravity or severity and attendant circumstances.

1. The school head, considering the nature, gravity or severity, previous incidents of bullying or retaliation and attendant circumstances, may impose reasonable disciplinary measures on the bully or offending student that is proportionate to the act committed.
2. Written reprimand, community service, suspension, exclusion or expulsion, in accordance with existing rules and regulations of the school or of the Department for public schools, may be imposed, if the circumstances warrant the imposition of such penalty, provided that the requirements of due process are complied with.
3. In addition to the disciplinary sanction, the bully shall also be required to undergo an intervention program which shall be administered or supervised by the school's Child Protection Committee. The parents of the bully shall be encouraged to join the intervention program.

***g. Due Process***

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

- a) The student and the parents or guardians shall be informed of the complaint in writing;
- b) The student shall be given the opportunity to answer the complaint in writing, with the assistance of the parents or guardian;
- c) The decision of the school head shall be in writing, stating the facts and the reasons for the decision; and
- d) The decision of the school head may be appealed to the Division Office, as provided in existing rules of the Department.

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

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

***i. False Accusation of Bullying***

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

**Section 11. Confidentiality.**

Any information relating to the identity and personal circumstances of the bully, victim, or bystander shall be treated with utmost confidentiality by the Child Protection Committee and the school personnel, provided, that the names

may only be available to the school head or administrator, teacher or guidance counselor designated by the school head, and parents or guardians of students who are or have been victims of bullying or retaliation.

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

**RULE VII  
MISCELLANEOUS PROVISIONS**

**Section 12. Training and Development**

The Department shall include in its training programs courses or activities which shall provide opportunities for school administrators, teachers and other employees to develop their knowledge and skills in preventing or responding to incidents of bullying or retaliation.

**Section 13. Reporting Requirement**

All private and public kindergarten, elementary and secondary schools shall submit a copy of their child protection or anti-bullying policy to the Division Office within six (6) months from the effectivity of this IRR. They shall also submit to the Division Office within the first week of each school year a report on relevant information and statistics on bullying and retaliation from the preceding school year.

In addition to the requirements for an application for a permit to operate and/or recognition as prescribed by the existing rules of the Department, private schools shall submit a child protection or anti-bullying policy to the Regional Director. The Regional Director shall review the policy to ensure that it is consistent with the Act and this IRR.

**Section 14. Sanctions for Non-compliance**

**14.1. Public Schools**

School personnel of public kindergarten, elementary or secondary schools who fail to comply with the provisions of the Act or this IRR shall be subject to administrative disciplinary proceedings in accordance with the Civil Service Rules and the relevant issuances of the Department of Education.

**14.2. Private Schools**

School personnel of private kindergarten, elementary or secondary schools who fail to comply with the requirements of the Act or this IRR shall be subject to appropriate disciplinary sanctions as may be imposed by the private school. A copy of the decision in such cases shall be submitted to the Division Office.

Private schools that fail to comply with the requirements of the Act or this IRR shall be given notice of such failure by the Division Office. The school shall be given thirty (30) days to comply. An extension of not more than one (1) month may be granted by the Regional Director in meritorious cases.

The Secretary of the Department of Education, through the Regional Director, may suspend or revoke, as appropriate, the permit or recognition of a private school that fails to comply with the requirements under the Act or this IRR.

**Section 15. Separability Clause**

Any part or provision of this Department Order which may be held invalid or unconstitutional shall not affect the validity and effectivity of the other provisions.

**Section 16. Amendment of DepED Order No 40, s. 2012.**

The provisions of DepED Order No 40, s. 2012, on bullying are hereby deemed amended by this IRR. All other provisions of DepED Order No 40, s. 2012 shall remain in full force and effect.

**Section 16. Repealing Clause**

All prior Department Orders or other issuances, or provisions thereof, inconsistent with this IRR are hereby repealed, revised or modified accordingly.

**Section 17. Effectivity**

This IRR shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

This IRR shall be registered with the Office of the National Administrative Register at the UP Law Center, University of the Philippines, Diliman, Quezon City.

Signed this 13th day of December 2013, Pasig City, Philippines.

*(Sgd.)* **BR. ARMIN A. LUISTROFSC**  
Secretary  
Department of Education



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**  
No. 63  
Series of 2017

**SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions.*" and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

**ARTICLE I**  
**RATIONALE**

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

**ARTICLE II**  
**STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.



**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### ARTICLE III OBJECTIVES

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### ARTICLE IV COVERAGE

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

#### 6.1 Curricular

##### a. Educational Tours/Field trips

- Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
- Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

#### ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

##### **Section 8. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

##### **Section 9. Internship/OJT/Practicum**

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

#### ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

##### **Section 10. Government**

It is the obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).



**Section 11. Higher Education Institutions (HEIs)**

**11.1 Responsibilities and Obligations:**

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

**11.2 Requirements:**

a. Checklist of requirements:

**a.1 Before the off-campus activity**

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
<p><b>a.1.1 Curriculum</b></p> <p>The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.</p>	<p>Course Syllabus which reflects the relevance of requiring an educational tour and field trip</p>
<p><b>a.1.2 Destination</b></p> <p>As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.</p> <p>The destination and schedule should be relevant to the subject matter.</p>	<p>Appropriate report</p>
<p><b>a.1.3 Handbook or Manual</b></p> <p>The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.</p>	<p>Handbook or Manual</p>



REQUIREMENTS	PROOFS
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
<p><b>a.1.6 Personnel-in-Charge</b></p> <p>The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i></p> <p>With appropriate first-aid and medical emergency training.</p>	<ul style="list-style-type: none"> <li>o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>o Relevant certificate on first-aid training</li> </ul>
<p><b>a.1.7 First Aid Kit</b></p> <p>The HEI should provide a complete first-aid kit.</p>	First-aid kit
<p><b>a.1.8 Fees/Fund Source</b></p> <p>The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.</p> <p>There should be a breakdown of fund sources and other resources properly secured and accounted for.</p>	<p>Duly approved schedule of fees</p> <p>Appropriate report</p>
<p><b>a.1.9 Insurance</b></p> <p>The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.</p>	Proof of insurance provision
<p><b>a.1.10 Mobility of Students</b></p> <p>a.1.10.1 Owned by the HEI</p>	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
<p>a.1.10.2 Third party or sub-contracting</p> <p>a.1.10.2.1 Franchisee</p>	<ul style="list-style-type: none"> <li>o Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>o Special Permit from LTFRB if transportation is out-of-line</li> <li>o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>



REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>o Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>o Duly approved Plan/ Itinerary of travel by the HEI</li> <li>o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up- to-date), if applicable.</li> <li>o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<b>a.1.11 LGUs/NGOs</b>	
<p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>o Copy of the letter sent to the LGUs</li> <li>o Copy of acknowledgement letter from the LGUs</li> </ul>
<b>a.1.12 Activities</b>	
a.1.12.1 General orientation to students	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature	
a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities	<ul style="list-style-type: none"> <li>o Letters to parents, students and adult companion preferably faculty</li> <li>o Appointment with conformer of Personnel-in-charge</li> </ul>
a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip	<ul style="list-style-type: none"> <li>o Itinerary</li> <li>o Handy information materials for students</li> </ul>
a.1.12.5 Learning journals for students	Standard format of learning journals given to students
a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders	Appropriate report



**a.2 During the off campus activity**

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

**a.3. After the off-campus activity**

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

**b. Submission of Reports:**

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

**b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

**b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



**b.3 Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

**c. Exemption from submission of report to CHED**

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

**Section 12. Students**

**12.1 Responsibilities and Obligations:**

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

**ARTICLE VIII  
MONITORING AND EVALUATION**

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).





**ARTICLE IX  
FEES**

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

**ARTICLE X  
VIOLATIONS AND SANCTIONS**

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

17.1 Failure to comply with any of the requirements in the CMO, such as:

- a. Conduct of orientation or consultation;
- b. Conduct of activity without approval of the President/Head of the HEI;
- c. Verification with agency concerned on road worthiness of vehicles;
- d. Validation of appropriate license of the driver;
- e. Establishment of parallel activities;
- f. Submission of required reports to CHEDRO;
- g. Submission of requirements per required timelines; or
- h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).

17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.

17.3 Deployment of unqualified PIC.

17.4 All other analogous circumstances.

**Section 18. Sanctions.**

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a. written warning
- b. cancellation of the activity
- c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

#### ARTICLE XI REPEALING CLAUSE

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

#### ARTICLE XII TRANSITORY PROVISION

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled "Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions" shall also be deemed lifted upon the effectivity of this CMO.

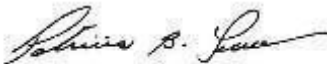


**ARTICLE XIII  
EFFECTIVITY**

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

*Annexes:*

*ANNEX A – Certificate of Compliance*  
*ANNEX B – Report of Compliance*  
*ANNEX C – Comprehensive Semestral/Term Report*





Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION



CHED Memorandum Order  
No. 17  
Series of 2012

SUBJECT: **POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND  
FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS**

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that *"The State shall exercise reasonable supervision over all higher education institutions"*, and pursuant to Commission en Banc Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

**ARTICLE I  
STATEMENT OF POLICIES**

**Section 1.** It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

**Section 2.** It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

**ARTICLE II  
COVERAGE**

**Section 3.** These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

**Section 4.** For purposes of this CMO, the terms below are defined as follows:

**Educational Tour-** an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;

**Field Trip-** an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

### ARTICLE III OBJECTIVES

**Section 5.** These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

- 5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and
- 5.2 ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

### ARTICLE IV ACADEME-INDUSTRY LINKAGE

**Section 6.** Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

### ARTICLE V STUDENTS

**Section 7.** Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

**Section 8.** For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

**Section 9.** For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 "Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.



**ARTICLE VI  
DESTINATION**

**Section 10.** As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

**Section 11.** When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

**Section 12.** Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

**ARTICLE VII  
ROLES OF THE HIGHER EDUCATION INSTITUTIONS**

**Section 13.** HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

**Section 14.** Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

**Section 15.** As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

**Section 16.** HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not



conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

**Section 17.** In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

**Section 18.** Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

**Section 19.** HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

**Section 20.** It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct

**Section 21.** If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

#### ARTICLE VIII FUNDING

**Section 22.** Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

#### ARTICLE IX SANCTIONS

**Section 23.** In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.



Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1<sup>st</sup> Offense, a written warning;
- 2<sup>nd</sup> Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
- 3<sup>rd</sup> Offense,
  - disapprove the application for other school fees increase and introduction of new fees of HEI;
  - administrative and criminal charges against it and/or its responsible officers under existing laws
  - imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

**ARTICLE X  
REPEALING CLAUSE**

**Section 24.** CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

**ARTICLE XI  
EFFECTIVITY**

**Section 25.** These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012- 2013 and shall remain in force and effect until revoked or amended.

Issued this 6<sup>th</sup> day of July 2012 in Quezon City.

  
**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson





Annex A

**Checklist of Requirements**  
**For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students**

Date:

		Complied		Remarks
		Yes	No	
A. Before the Educational Visit or Field Trip	1. Included in the curriculum			
	Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours			
	- specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen	Updated Guidelines of concerned HEI included in the student's handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen			
	outline of Assessment Report to be filled in by the concerned faculty and students.			
3. Faculty-in-charge	Faculty-in-charge			
	a. Present designation			
	<i>b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</i>			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices	Advanced and properly coordinated with the Local Government and other concerned non government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			



		Complied		Remarks
		Yes	No	
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6 Destination chosen considering cost and benefit requirements	Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI			
	Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance for students, faculty, and other concerned stakeholders	Individual or group Insurance for students, faculty, and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one(1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans and preventive measures given to students and stakeholders			



		Complied		Remarks
		Yes	No	
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided			
	Medical clearance duly signed by the Parent or Physician or Waiver			
15. schedule of fees (including its details)	<i>Written schedule of fees disseminated to concerned stakeholders.</i>			
16 Parent/guardian consent duly-notarized be required before the educational tour or field trip	<i>Duly notarized consent submitted before the activity</i>			
<b>B. During the Educational Visit or Field Trip</b>				
1. Security of the students	<i>Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips</i>			
2. Proper Implementation of educational visit or field trip	<i>Program of activities followed as planned or activities adjusted as the need arises</i>			
3. Properly coordinated with concerned LGU and/or government or non-government office	<i>Letter or MOA stating the coordination with concerned LGUs or NGOs.</i>			
<b>C. After the Educational Visit or field trip</b>				
1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal	<i>Documentation of Debriefing Program</i>			
2. Assessment report by faculty and submitted including details of amount expended	<i>Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. Filled-in undertaking form</i>			
3. Assessment report by students and students concerned	<i>Assessment report by students submitted to concerned HEI</i>			

Prepared by:

\_\_\_\_\_

Certified Correct:

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