



STUDENT HANDBOOK

REVISED **2020**
with *Supplemental Provision*
and *Learning Continuity Plan*

BATAAN PENINSULA
STATE UNIVERSITY



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STUDENT HANDBOOK

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FOREWORD

This Student Handbook is designed to serve as the primary source of guidance and reference of the Bataan Peninsula State University students regarding pertinent university policies, rules and regulations, facilities, services, various forms and laws relevant to students.

It is in the light of foregoing that every student should read it carefully and consider its contents thoughtfully to make the stay in the University, enjoyable, meaningful and fruitful.

ACKNOWLEDGEMENT

The preparation of student Handbook became possible through the concentrated effort of the following persons herein acknowledgement.

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-Campus Director
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-Chairperson, Student Affairs and Services
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-Chairperson, Finance Management Services
-Chairperson, Production and Business Enterprise
-Chairperson, Administrative Services
-Chairperson, Research and Development
-Chairperson, Physical Plants and Engineering Services
-Campus Librarian
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Hon. Aaron C. Rondilla	-	Academic Year 2009-2010
Hon. Aaron C. Rondilla	-	Academic Year 2010-2011
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Hon. Meynard Bryan Z. Reyes	-	Academic Year 2015-2016
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Hon. Kenly T. Rimandiman	-	Academic Year 2018-2019
Hon. Van Harold B. Gonzales	-	Academic Year 2019-2020
Hon. Van Harold B. Gonzales	-	Academic Year 2020-2021
Hon. Henmhark Sumandal	-	Academic Year 2021-2022

CAMPUS STUDENT COUNCIL PAST PRESIDENTS

ACADEMIC YEAR 2007-2008

Edmon B. Zabala	-	Main Campus
John Dean F. Regondola	-	Balanga Campus
Ronnel S. Dabu	-	Orani Campus
Jose P. Gantiga Jr.	-	Dinalupihan Campus
Mark V. Corpuz	-	Abucay Campus

ACADEMIC YEAR 2008-2009

Mark Anthony Jetomo	-	Main Campus
Lorenzo Joaquin G. Estacio	-	Balanga Campus
Genel L. Llanes	-	Orani Campus
Darwin G. Acebo	-	Dinalupihan Campus
Reylyn T. Gloria	-	Abucay Campus
Ahris M. Sunga	-	Bagac Campus

ACADEMIC YEAR 2009-2010

Jose Bryan S. Alberca	-	Main Campus
Aaron C. Rondilla	-	Balanga Campus
Russel D. Galicia	-	Orani Campus
Darwin G. Acebo	-	Dinalupihan Campus
Michael N. Sidon	-	Abucay Campus
Edren R. Isip	-	Bagac Campus

ACADEMIC YEAR 2010-2011

Klent P. Rosales	-	Main Campus
Angelo Eduardo S. Aguilar	-	Balanga Campus
Danilo N. Enriquez	-	Orani Campus
Zaldy A. Quijano Jr.	-	Dinalupihan Campus
Lei Ann M. Turla	-	Abucay Campus
Ahris M. Sunga	-	Bagac Campus

ACADEMIC YEAR 2011-2012

Analyn M. Bonifacio	-	Main Campus
Anna Marie C. Eugenio	-	Balanga Campus
Aldrine Y. Teleron	-	Orani Campus
Phoebe Joyce A. Marquez	-	Dinalupihan Campus
Alfredo O. Atienza	-	Abucay Campus
Ahris M. Sunga	-	Bagac Campus

ACADEMIC YEAR 2012-2013

Rolly Boy P. Lorilla	-	Main Campus
Efren B. Dela Dingco II	-	Balanga Campus
John Bryan C. Comendador	-	Orani Campus
Ryan C. Canlas	-	Dinalupihan Campus
John Mar G. Regondola	-	Abucay Campus
Elvie B. Del Rosario	-	Bagac Campus

ACADEMIC YEAR 2013-2014

Jhon Zel I. Capulong	-	Main Campus
Kezia Florgeline G. Alvaro	-	Balanga Campus
Rommel S. Nallas	-	Orani Campus
Alvin A. Manganti	-	Dinalupihan Campus
Larry G. Nonan	-	Abucay Campus
Elvie B. Del Rosario	-	Bagac Campus

ACADEMIC YEAR 2014-2015

Harvey D. Millar	-	Main Campus
John Paul G. Manalaysay	-	Balanga Campus
Rusell Shane S. Mallari	-	Orani Campus
Kris Anne M. Razon	-	Dinalupihan Campus
Mary Joyce Rivero	-	Abucay Campus
Allan Paulo T. Sunga	-	Bagac Campus

ACADEMIC YEAR 2015-2016

Meynard Bryan Z. Reyes	-	Main Campus
John Paul G. Manalaysay	-	Balanga Campus
Darwin James R. Singca	-	Orani Campus
Lee Harriette D. Alipio	-	Dinalupihan Campus
John Philip Renosa	-	Abucay Campus
Melissa Mae S. Ocampo	-	Bagac Campus

ACADEMIC YEAR 2016-2017

Eidderf S. Dela Rosa	-	Main Campus
Aeia Joy J. Minas	-	Balanga Campus
Erron James V. Gigante	-	Orani Campus
Sheryl Joy G. Belmonte	-	Dinalupihan Campus
Jude Llenarez	-	Abucay Campus
Ruby Jean G. Margallo	-	Bagac Campus

ACADEMIC YEAR 2017-2018

Gerard Avery S. Lavin	-	Main Campus
Johnder E. Sunga	-	Balanga Campus
Erron James Gigante	-	Orani Campus
Micha Ella M. Macaspac	-	Dinalupihan Campus
Kristian A. San Diego	-	Abucay Campus
Rachel Villablanca	-	Bagac Campus

ACADEMIC YEAR 2018-2019

Denzel G. Romero	-	Main Campus
Cayl Diego Louie C. Esguerra	-	Balanga Campus
Johnrick R. Ignacio	-	Orani Campus
Merry Grace C. Cabrera	-	Dinalupihan Campus
King James S. Dela Rosa	-	Abucay Campus
John Carlo S. Narciso	-	Bagac Campus

ACADEMIC YEAR 2019-2020

Eugene Amadeo B. Villanueva-		Main Campus
Aaron Zachary Gloria	-	Balanga Campus
Dan Nicolaus Santos	-	Orani Campus
Rubilene N. Almeron	-	Dinalupihan Campus
Julius L. Timog	-	Abucay Campus
Christine Joy A. Arandia	-	Bagac Campus

ACADEMIC YEAR 2020-2021

Marjoe G. Lor	-	Main Campus
Gwendalyn G. Dominguez	-	Balanga Campus
Dan Nicolaus Santos	-	Orani Campus
Vernalyn S. Muñoz	-	Dinalupihan Campus
Julius L. Timog	-	Abucay Campus
Christine Joy A. Arandia	-	Bagac Campus

ACADEMIC YEAR 2021-2022

Marjoe G. Lor	-	Main Campus
Joshua M. Manzano	-	Balanga Campus
Radon Tonie A. Caragay	-	Orani Campus
Ellyzer B. Javier	-	Dinalupihan Campus
Eugene B. Daculo	-	Abucay Campus
Veejay N. Viador	-	Bagac Campus

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Ms. Lirio C. Baluyot

University and Board Secretary

INSTITUTIONAL BACKGROUND

HISTORY

After fulfilling its mission to serve the community as a state college for nine (9) years, the lawmakers and President Gloria Macapagal-Arroyo passed Republic Act 9403 thereby converting the Bataan Polytechnic State College (BPSC) into a state university on 22 March 2007.

As provided in RA 9403, the conversion of BPSC into Bataan Peninsula State University (BPSU) shall therefore integrate the Bataan State College (BSC) in Dinalupihan and its satellite campus in Abucay, Bataan.

With two new campuses added to its three existing campuses, the newly established state university looks forward to a brighter future as it is once again given greater opportunity to provide wider variety of courses to several people who willingly entrust their future to the hands of BPSU's competent educators.

Each of the satellite campuses of BPSU has its own remarkable history. The Main Campus (formerly Bataan National School of Arts and Trades), located in the City of Balanga, was established in 1953 by virtue of Republic Act 903. The Balanga Campus (formerly Bataan Community College) was founded in 1970 through Provincial Board Resolution 131. These two campuses originally comprised the Bataan Polytechnic State College created by virtue of Republic Act 8562 in 1998.

In 1999, the third campus located in Orani — then known as the Bataan National School for Filipino Craftsmen (BNSFC) — was integrated to BPSC by virtue of Republic Act 8745. The Orani Campus was originally created on 19 June 1965 by virtue of Republic Act 4468. With the approval of Republic Act 7914, BNSFC was converted into Bataan National Polytechnic School in 1995.

The Dinalupihan Campus (formerly Bataan State College –Main Campus) was originally established in 1967 through Republic Act 5090 and was to be known as the Western Central Philippines Teachers College. It however had the chance to operate only in 1988 through House Resolution 387 under the name Bataan Teachers College. Its satellite campus in Abucay (formerly known as Bataan National Agricultural School) was founded in 1957 through Republic Act 1965. By virtue of RA 7913, these two campuses were merged in 1995 and became known as the Bataan State College.

Finally, in order to bring quality education closer to the people of the far-flung towns of Morong and Bagac, the Bagac Extension Campus was added and began operations in time with the opening of the first semester during Academic Year 2008-2009.

The conglomeration of these top-caliber higher education institutions in Bataan is expected to ignite our determination in continuing the university's legacy of academic excellence. Through the leadership of Dr. Delfin O. Magpantay, BPSC's last and BPSU's first president, everyone is confident that the University shall remain capable of providing advanced instruction and professional training in education, engineering, science and technology, arts and humanities, agriculture and other fields of relevant study.

TIMELINE

June 20, 1953

The Bataan National School of Arts and Trades (BNSAT now Main Campus) was established through Republic Act 903 sponsored by the late Congresswoman Medina Lacson de Leon.

January 1957

The Bataan Agricultural High School (now Abucay Campus) was founded through Republic Act 1965.

June 22, 1963

The Bataan Agricultural High School was renamed Bataan National Agricultural School by virtue of Republic Act 3606.

June 17, 1967

The Dinalupihan Campus was born through Republic Act 5090 bearing the name Western Central Luzon Teachers College. However, it did not have the chance to operate until two decades later.

June 19, 1965

The Bataan National School for Filipino Craftsmen (now Orani Campus) was created through Republic Act 4468.

May 29, 1970

The Bataan Community College (now Balanga Campus) was created through Provincial Board Resolution 131. It opened its door on June 20 of the same year.

June 1984

The Bataan Community College was renamed Bataan Colleges (BC)

November 1988

The Dinalupihan Campus started operations through House Resolution 387, under the name Bataan Teachers College.

August 4, 1989

By virtue of Republic Act 6742, BNSAT was renamed Medina Lacson de Leon National School of Arts and Trades (MLLNSAT) in honor of its founder.

1992

The Municipal Government of Dinalupihan, through Ordinance No. 7-92, renamed the Bataan Teachers College as Bataan College of Science and Technology to give it wider latitude of course offerings.

February 23, 1995

Bataan State College (BSC) was conceived through Republic Act 7913, merging the Bataan College of Science and Technology and the Bataan National Agricultural School. The first became the BSC's main campus. The charter of BSC was sponsored by then Congressman Felicito Payumo.

June 19, 1995

The BNSFC was renamed Bataan National Polytechnic School (BNPS) through Republic Act 7914.

February 26, 1998

BNSAT was converted into Bataan Polytechnic State College, and BC was integrated thereto through Republic Act 8562 sponsored by then Congressman Enrique T. Garcia Jr.

January 1, 1999

BNPS became BPSC's third campus through the pertinent provisions of Republic Act 7722, otherwise known as the Higher Education Act of 1994 and Republic Act 8292, otherwise known as the Higher Education Modernization Act of 1997 and pursuant to Special Provision No. 2 of the CHED FY 1999 Budget under the General Appropriations Act of 1999 or RA 8745.

March 22, 2007

Bataan Peninsula State University was born. Republic Act 9403 converting BPSC into a state university, and integrating thereto the Bataan State College (BSC), was passed into law. This was made possible through the efforts of Congressman Albert S. Garcia and Senator Manuel B. Villar Jr..

June 10, 2008

The Bagac Extension Campus was formally inaugurated and launched, bringing academic programs closer to the people of the far-flung towns of Morong and Bagac.

OUR MANDATE

The University shall primarily provide advanced instruction and professional training in education, engineering, science and technology, arts and humanities, computer, forestry, and other relevant fields of study.

The University shall also undertake research, extension services and production activities in support of the socioeconomic development of Bataan and provide progressive leadership in its areas of specialization.

VISION

A leading university in the Philippines recognized for its proactive contribution to Sustainable Development through equitable and inclusive programs and services by 2030

Nangungunang pamantasan sa Pilipinas na kinikilala sa maagap na pag-aambag sa Pagpapanatiling Pag-unlad sa pamamagitan ng mga karampatan at pinagsamang programa at serbisyo sa taong 2030

MISSION

To develop competitive graduates and empowered community members by providing relevant, innovative and transformative knowledge, research, extension and production programs and services through progressive enhancement of its human resource capabilities and institutional mechanisms

Makalinang ng mga magsisipagtapos na nakikipagtagisan at ng mga mamamayang pinalakas sa pamamagitan ng pagbibigay ng programa at serbisyong pangkaalaman, pananaliksik, ekstensyon at produksyon na may katuturan, makabago at transformatibo gamit ang progresibong pagpapahusay ng mga kawani at institusyonal na mekanismo

DEVELOPMENT THRUSTS

1. **T**ransparency in governance through participatory policy making and development planning;
2. **R**esponsive, quality and relevant academic programs through attainment of internationally-recognized standards of excellence;
3. **U**nequalled service to stakeholders via facilities and mechanisms upgrading as results of concrete and up to date monitoring and evaluation;
4. **S**ustainable partnership with national and international academic and industry entities; and
5. **T**ransformative research and extension programs through formidable pool of experts and replicated and functional outputs

CORE VALUES

To realize the vision and mission of the University, the administrative staff, faculty members, support personnel, students and stakeholders resolve to live by the following core values:

EXCELLENCE. We commit ourselves to be the best that we can be and do, by continually enhancing our skills, and developing proper work attitude, and people for the glorification of the Divine Providence.

TRANSPARENCY. To help the community be aware of the programs and projects being undertaken in the University, we endeavor to make all transactions, deals, and records on any activity open and known by all people concerned.

HONESTY AND INTEGRITY. Cognizant of the principle that “The public office is a public trust”, we pledge to always serve with honor and humility.

INITIATIVE. We commit ourselves to act on our own, responsive to a given situation.

CREATIVITY AND PRODUCTIVITY. We shall be a dynamic, open-minded and innovative workforce, offering efficient and effective intervention to varying needs of our clientele, responsive to the changing times and circumstances, constantly challenging the status quo and ever willing to face risk and confront uncertainties.

SYNERGY AND COMMUNITY SPIRIT. We regard ourselves as a family providing one another support and inspiration in our work. We believe in practice and teamwork.

GOALS

- To provide quality, responsive and relevant education that will produce highly qualified and competitive graduates
- To generate and disseminate appropriate knowledge and technologies that will promote sustainable resource development

- *To help uplift the socio-economic conditions of rural and urban communities*
- *To develop harmonious and co-operative University-community relationship*
- *To enhance revenue generating capability towards self-reliance*
- *To achieve high level of competency and efficiency of entrepreneurial and auxiliary services*

OFFICIAL COLORS

The official colors of the University are maroon and yellow gold.

UNIVERSITY SEAL

The University shall adopt the Board-approved seal as shown below:



The BPSU Seal encapsulates the noble roots and dynamic characteristics of this educational institution. Serving as the university emblem, the following images present in the seal hold specific and significant meanings:

OVAL SHAPE. *The entire seal is contained within an oval shape, which signifies dialogue between differences. BPSU welcomes and thrives in diversity and the healthy exchange of ideas. All sectors are encouraged to express their ideologies and sentiments; thus, further catalyzing the vision, mission and goals of the university. Such allows the BPSU academic community to move together toward one common direction.*

COUNTRY OF ORIGIN. *The word "Philippines", written on a down ribbon placed at the lower part of the seal, speaks of the university's country of origin. This connotes that BPSU functions as the government's educational arm, helping the latter to realize its national development goals.*

LAUREL AND RIBBONS. *Just above the aforementioned down ribbon, the two stalks of laurel leaves symbolize the communities served by the university. Two yellow ribbons,*

*where the words **Qualitas** (quality) and **Excellentia** (excellence) are written, appear below the laurel. The yellow ribbons here represent service and honor. Such is a reiteration of the university's battlecry to set the trend for quality and excellence in its pursuit to provide quality and relevant education.*

STARS. *The five stars above the shield represent the five (5) original campuses merged to form BPSU. In the same manner, as stars have forever guided man in his journey, the five campuses shall collectively point and guide the university to greater heights of achievement and glory.*

SHIELD. *The biggest image inside the oval, the Shield pays homage to the gallantry of the Bataaeños, and represents the historical and cultural significance of Bataan. Serving as the University Crest, the Shield is divided into quarters where BPSU's mandates and thrusts are illustrated by various images.*

PLOW AND RICE STALKS. *These represent the agricultural programs of the University.*

CADUCEUS AND MICROSCOPE. *These refer to BPSU's science and health-related programs.*

ABACUS, TORCH AND AN OPEN BOOK. *These stand for business, education, social and behavioral sciences.*

COMPASS AND GEAR. *These correspond to the engineering and technology programs of the university.*

FOUNDING YEAR. *Located at the bottom part of the shield, the year 1953 is the year the Main Campus of the University was established. As the community measures an institution's integrity and credibility by the number of years it has endured, 1953 serves as a powerful testimony of BPSU's strong foundation as an educational institution.*

BATAAN PENINSULA STATE UNIVERSITY
STUDENT HANDBOOK

APPROVED VIA RESOLUTION 43, S 2016
BPSU Governing Board during its 45th Regular Meeting on 12 Aug 2016 at the HEDC Building, CP Garcia Avenue, UP Diliman, Quezon City



**BATAAN PENINSULA STATE UNIVERSITY
ORGANIZATIONAL STRUCTURE**

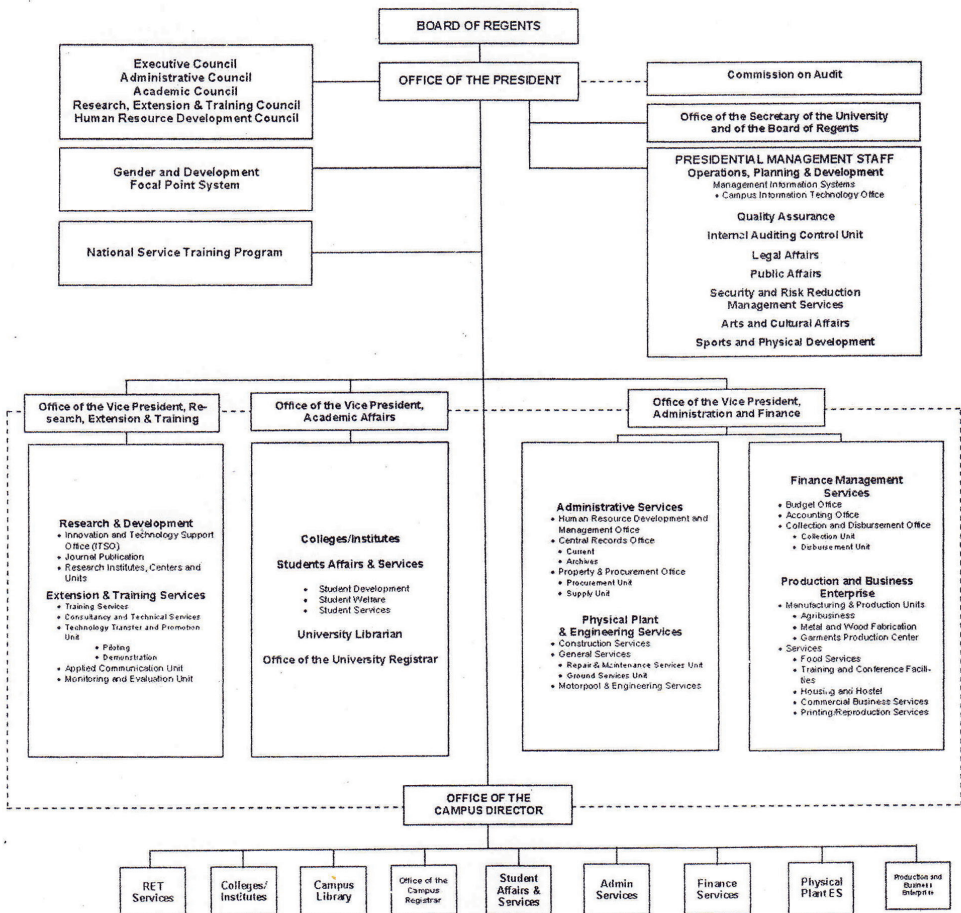




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PART I

GENERAL PROVISIONS

CHAPTER 1

PRELIMINARY MATTERS

SECTION 1. TITLE. This document shall be known as the “Bataan Peninsula State University Student Handbook” or simply referred to as the “BPSU Student Handbook”.

SECTION 2. COVERAGE. This Handbook shall apply to and govern all bona fide students in all levels and curricula of the Bataan Peninsula State University.

This Handbook shall be liberally construed in favor of the policies and principles promulgated by the Bataan Peninsula State University.

SECTION 3. PURPOSE. This Handbook is intended mainly to serve as a guide to student conduct and matters affecting student life.

SECTION 4. DEFINITION OF TERMS. The terms used in this Student Handbook are defined as follows:

- a. **BPSU** refers to Bataan Peninsula State University.
- b. **Campus Student Government** refers to the duly elected governing body for the entire campus.
- c. **Course** refers to subjects taught under the program.
- d. **Institutional Student Programs and Services** These are programs and activities offered by the HEIs to facilitate the delivery of essential services to the students that include Admission, Scholarship and Financial Assistance, Food, health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/International Students, services for Students with Special needs and other programs such as: culture and arts, sports, social and community involvement.
- e. **Non-academic services** are two-pronged: those that relate to student welfare and those that relate to student development.
- f. **On-the-Job Training** refers to a training to which a graduating student is immersed for the purpose of providing orientation on the actual working situation, tools, equipment or documents that the trainees will use once they are employed.
- g. **President** refers to the highest official of BPSU.
- h. **Program** refers to the academic program pursued by a student to earn a degree or certificate (e.g. Master of Arts in Education, BS Civil Engineering, BS Industrial Technology, Bachelor of Secondary Education, BS Nursing)
- i. **Recognition** means the authority to operate at BPSU as granted to student organizations by authority of the President.
- j. **Recognized Student Organization** refers to any student organization which, after meeting all the necessary requirements prescribed under this Student Handbook, is granted by the

President the authority to operate

- k. **Satellite Campuses** refer to the campuses other than the Main Campus.
- l. **Student Affairs and Services (SAS)** are the services and programs in the University that are concerned with the non-academic experiences of students to attain total student development.
- m. **Student Development Programs and Services** refer to the programs and activities designed for enhancement and deepening of leadership skills and social responsibility, which include Student Organizations and Activities Professional organization or societies special interests and Leadership Training Programs, Student Council/ Government, Student Discipline, Student Publication/Media.
- n. **Student Organization** means a group of students bound by common organizational objectives through programs and activities. It includes any association, club, society, order or any other form of organized groups whose members are students of BPSU.
- o. **Student Welfare Programs and Services** are basic services and programs needed to ensure and promote student well-being.
- p. **University Student Government** refers to the federated campus student governments and is the highest governing body of students.

CHAPTER 2

DECLARATION OF PRINCIPLES

SECTION 5. BPSU recognizes the vital role of the youth in nation building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being.

SECTION 6. BPSU shall respect the inherent individual and collective rights of students subject to limitations as provided by law, public policy and acceptable customs and traditions.

SECTION 7. BPSU shall protect and promote the rights to quality education of all students and to take appropriate measures to make such education accessible to all.

SECTION 8. All students shall be guaranteed participation and initiative in matters affecting their well-being.

SECTION 9. All students shall uphold the academic integrity of BPSU and shall conduct themselves in accordance with established rules and regulations and acceptable norms of society, without prejudice to gender sensitivity.

CHAPTER 3

STUDENT RIGHTS AND OBLIGATIONS

SECTION 10. RIGHTS. The following rights under the Philippine Constitution and the Education Act of 1982 shall be granted to every bona fide student of BPSU:

1. Rights under the Philippine Constitution

- a. The right to due process of law;
- b. The right to equal protection of the laws;
- c. The right against unreasonable search and seizure and illegal arrest;
- d. The right of privacy of communication and correspondence;
- e. The freedom of speech and of expression;
- f. The right to assemble peacefully and petition the lawful authorities for redress of grievances;
- g. The right to free exercise and enjoyment of religious profession and worship;
- h. The right to public information;
- i. The right to form organizations or associations;
- j. The right to effective and reasonable participation in matters affecting their welfare and student life;
- k. The right to academic freedom within the limitations as provided by law;
- l. The right to suffrage;
- m. The right to health;
- n. The right to quality education;
- o. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
- p. The right to a balance and healthful ecology in accord with rhythm and harmony of nature;
- q. All other rights guaranteed under the Constitution not mentioned above

2. Rights under the Education Act of 1982

- a. The right to receive, primarily through competent instruction, relevant quality education in line with national goals and conducive to his full development as a person with human dignity;
- b. The right to choose freely a field of study, and to continue the course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- c. The right to school guidance and counseling services for making decisions and selecting

the alternatives of work suited to potentialities;

- d. The right to access own school records, the confidentiality of which the school shall maintain and preserve;
- e. The right to the issuance of official certificates, diploma, transcript of records, transfer credentials and other similar documents within thirty (30) days from request;
- f. The right to publish a student newspaper and similar publications as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
- g. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
- h. The right to form, establish, join and participate in organizations and societies recognized by the school to foster intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations and societies for purposes not contrary to law;
- i. The right to participate in the formulation and development of policies affecting the school in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Board of Regents.
- j. The right to be free from involuntary contributions except those approved by their own organizations or societies.

SECTION 11. OBLIGATIONS. A bona fide student of the University shall be covered by all obligations as a citizen mandated in the New Constitution and those stated under Education Act of 1982, as follows:

- 1. To render personal, military or civil service under conditions provided by law;
- 2. To develop patriotism and nationalism, love of humanity, respect for human rights, and appreciation of the role of national heroes in the historical development of the country;
- 3. To understand the rights and accept the duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
- 4. To exert utmost and to develop potential for service, particularly, by undergoing an education suited to abilities, so that the student may become an asset to the family and to society;
- 5. To uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing academic responsibilities and moral integrity;
- 6. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;

7. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of the community and in the attainment of a just, compassionate and orderly society;
8. To exercise rights responsibility in the knowledge that the student is answerable for any infringement or violation of the public welfare and the rights of others;
9. To strive to lead an upright, virtuous and useful life;
10. To love, respect, and obey parents, and cooperate with them to maintain family solidarity;
11. To respect the customs and traditions of our people, the duly constituted authorities, the aims of our country and the principles of democracy;
12. To help in the observance and exercise of individual and societal rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

PART II

ACADEMIC MATTERS

CHAPTER 1

STUDENT ADMISSION

SECTION 1. BASIC POLICY. Admission to the University shall be made without regard to race, color, age, national origin, gender, marital status, and belief. All reasonable efforts shall be made to accommodate students with physical and learning disabilities. Some specific information, records, and forms shall be required of all applicants. Admission of all students shall be primarily based on academic preparedness and the ability of individual students to benefit from the academic programs.

The University is empowered to deal with their right not to accept any applicant whose qualifications do not meet the standards and requirements of the programs.

CHAPTER 2

ADMISSION MANAGEMENT

SECTION 2. RESPONSIBILITY. The Office of Student Affairs and Services through the Office of Admissions will ensure consistent processes and regulations for admission management.

SECTION 3. POLICIES ON ADMISSION FOR BOARD PROGRAMS. Students must satisfy the following requirements:

1. General weighted average of 85% and above
2. Passing the College Admission Test
3. Passing the Interview

4. Other requirements set by the concerned college specific to their program.
5. Second Year students must pass the Battery of Tests prescribed by each college before admission to the third year level. Students who fail will be referred to other non-board programs.

Each Board Program will set its own quota.

For the Graduate Programs, the Office of the Graduate School shall be responsible for the admission management.

SECTION 4. For First Year Students which refer to Senior High School graduates who have not attended college:

1. Entrance Test Result and Admission Slip for qualifiers shall be issued by the Office of the Admission. For the wait listed, Admission Slip shall be issued by the Office of the Dean.
2. Original Senior High School Report Card or Form 138
3. Medical Examination Certificate from the University, or Government Physician, or any other health services accredited by the university.
4. Philippine Statistics Authority (PSA) copy or Local Civil Registrar Authenticated copy of Birth Certificate
5. Two (2) copies 1 ½ x 1 ½ picture with name tag with plain white background
6. Long Brown Envelope

SECTION 5. For Transferees which are students who have already taken some college programs or have already enrolled in other HEIs.

1. Entrance Test Result issued by the Office of the Admission (Guidance Office)
2. Admission Slip Form issued by the College Dean
3. Honorable Dismissal/Transfer Credential
4. Original and authenticated copy of Transcript of Records
5. Medical Examination Certificate from the University/Government Physician
6. Authenticated copy of Birth Certificate from Local Civil Registrar or Philippine Statistics Authority (PSA)
7. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
8. Long Brown Envelope

SECTION 6. For Foreign Students who graduated from high schools abroad and who have not enrolled in international HEIs:

1. Entrance Test Result issued by the Office of the Admission (Guidance Office)
2. Admission Slip Form issued by the College Dean
3. Original High School Report Card/Transcript of Records/Scholastic Records duly authenticated by the Philippine Embassy or consulate in the Applicant's Country of Origin
4. A notarized affidavit of support and proof of adequate financial support
5. Equivalent High School Diploma
6. Certificate of Good Moral Character
7. Authenticated Birth Certificate
8. Medical Examination Certificate from the University/Government Physician
9. Original or certified copy of Birth Certificate
10. Certified copy of Alien Certificate of Registration (ACR)
11. Study Permit from the Commission on Higher Education (CHED)
12. Authenticated copy of Student Visa and Passport
13. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
14. Long Brown Envelope

SECTION 7. For Re Admission of students who would like to continue their program after taking the leave of absence:

1. Copy of Approved Leave of Absence
2. Evaluation Record Form from the Registrar's Office
3. Admission Recommendation from the College Dean
4. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
5. Medical Examination Certificate from the University/Government Physician
6. Long White Folder

SECTION 8. For Transfer within BPSU, students from another campus who have completed at least fifteen (15) collegiate academic units or one (1) semester, may be admitted as transfer students subject to the rules of the admitting college.

1. Application Form for Admission to College

2. Clearance from the previous College
3. True copy of the grades or evaluation checklist/record form
4. Certificate of No Disciplinary Records from the Guidance Office
5. Student Personal Data Sheet
6. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
7. Admission recommendation from the College Dean
8. Long Green Folder

SECTION 9. For students Dismissed from another College of BPSU Campuses. No readmission of dismissed or disqualified students shall be considered by the College Dean without the favorable recommendation of the Dean of the college where the student was dismissed. Cases in which the action of the College Dean conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice President for Academic Affairs whose decision shall be final.

SECTION 10. For the Graduate Programs, the following shall be observed:

A student who has been admitted in the master's program must have a cumulative average of 2.00 (85%) in the undergraduate level. Those enrolling in the doctoral level program must have a 1.50 (90%) average in the master's program. Those who do not have the foregoing requirements may be admitted and placed on probation provided he/she possesses the Graduate School Admission Examination (GSAE) and evaluation interview. The enrollee will have a change in status from "on probation" to "regular" after completing 18 units of courses with a grade of 1.50 or better for no less than 9 units. A grade of 2.00 is not acceptable. The documentary requirements for admission to the Graduate School are:

1. Correctly and completely accomplished Application for Admission (Graduate School Form s-0001).
2. Original Copy of Transcript of Records (TOR) for all degrees earned and one (1) set photocopy.
3. For Doctor of Education program applicants are required to submit Original Transcript of Record (TOR) for both Bachelor's and Master's Degree along with the copy of their MS/ MA Thesis.
4. Two (2) copies 1 ½ x 1 ½ picture with name tag with plain white background.
5. Authenticated copy of Birth Certificate from Local Civil Registrar or National Statistics Office (NSO).
6. Authenticated Marriage Contract (for married female applicant).
7. Medical Certificate issued by licensed physician.

8. Permit to Study, if presently employed.
9. A three hundred word essay indicating his/her purpose for applying to the Graduate Program and future plans after completion of the program at the BPSU Graduate School.

SECTION 11. ADMISSION PROCEDURE. The following shall be the standard procedure for admission:

1. Filling out and submission of the BPSU-CAT Application Form available at all BPSU campuses;
2. Payment of the scheduled non-refundable testing fee at the Cashier's office;
3. Submission of (2) two recent 1 ½ x 1 ½ pictures with name tag;
4. Submission of certified photocopy of latest Form 138 (Report Card)/PEPT/ALS Certificate or Certification of Grades from the school principal;
5. Filling out correctly and completely of the application for BPSU-CAT Form personally at the testing center;
6. Securing a test permit which reflects the date, time, and place of examination;
7. Presentation of the test permit during examination day, applicant is also advised to bring two (2) pieces No. 2 lead pencils, sharpener and rubber eraser to be used in the examination;
8. Posting of examination results through the university website at (www.bpsu.edu.ph), or personal inquiry and confirmation at the Guidance Office;
9. Preparation of the requirements for admission, if the applicant passes the examination

SECTION 12. QUOTAS. The College Dean shall notify the Vice President for Academic Affairs of all quotas fifteen (15) days in advance for any program before the posting of the result of entrance test. In the case where the anticipated number of qualified applicants is expected to exceed the quota, the Dean of the College may limit acceptance to those who meet all admission criteria and those who are the most academically competitive.

SECTION 13. WAITING LISTS. When demand exceeds availability in any given open program, an applicant may be put on the waiting list if he/she qualifies for admission. When slot in the program becomes available, waitlisted applicants will be notified and offered acceptance. Waiting lists shall be established and managed by the College Dean by programs or major courses. Waiting lists should be posted simultaneously with those students who successfully qualify for the admission. Benchmark dates will also be determined by the College Dean and the applicants shall be assessed according to set admission criteria.

SECTION 14. POSTING OF ENTRANCE TEST RESULTS. The Office of the Vice President for Academic Affairs through the Office of Admissions shall notify individual applicants of admission decisions in writing and publish benchmark dates for processing of papers. BPSU Website (www.bpsu.edu.ph).

bpsu.edu.ph) and Announcements Boards located in all BPSU campuses will be used for posting of the entrance test results and this includes the waiting lists.

SECTION 15. PLEDGE UPON ADMISSION. Every student shall, upon admission, sign the following pledge:

“In consideration of my admission to the Bataan Peninsula State University, and of the privileges of students in this institution, I hereby pledge to abide by and comply with all the rules and regulations laid down by the Bataan Peninsula State University and in the College in which I am enrolled.”

Refusal to take this pledge or violation of its terms shall be sufficient cause for denial of admission or dismissal.

SECTION 16. STUDENTS MASTERLIST. List of officially enrolled students shall be issued by the Office of the University/Campus Registrar. Only students whose names appear in the list shall be admitted in the class.

CHAPTER 3 STUDENT CLASSIFICATION

SECTION 17. STUDENT CLASSIFICATION. Students are classified as follows:

1. *Regular Student.* Regular Undergraduate Students are those who carry the full semester’s load prescribed by the respective curricula, and are classified into first year, second year, third year fourth year, and fifth year students. They follow organized programs of study and comply with requirements that lead to the bachelor’s degree or undergraduate diploma/certificate.

- a. A first year is a student who has not finished the prescribed courses of the first year of his/her curriculum, or twenty-five percent (25%) of the total number of units required in his/her entire program;
- b. A second year is a student who has satisfactorily completed the prescribed courses of the first year of his/her curriculum, or has finished twenty-five percent (25%) but not more than fifty percent (50%) of the total number of units required in his/her entire program;
- c. A third year is a student who has completed the prescribed courses of the first two years of his/her curriculum, or seventy-five percent (75%) but not more than eighty-five percent (85%) of the total number of units required in his/her entire program. For three-year programs, a third year is a student who is completing the remaining total number of units required in his/her entire program;
- d. A fourth year is a student who has completed the prescribed courses of the first, second, and third years of his/her curriculum, or is completing the remaining total number of units required in his/her entire program.
- e. A fifth year is a student who has completed the prescribed courses of the first, second, third and fourth years of his/her curriculum, or is completing the remaining total number of units required in his/her entire program.

- f. Regular Graduate Student is one who follows organized programs of study and comply with requirements that lead to a master's or doctoral degree. He/She may be either part-time or full time.

2. *Irregular* – students registered for formal credit but who carry less than the full load called for in a given semester by the curriculum for which they are registered; or students who do not follow prescribed units and/or sequence of courses required in his/her curriculum.

3. *Non-Regular*

- a. Non-degree student is one who enrolled for credit but does not follow an organized program of study. He/She is either a degree holder or an undergraduate student not currently enrolled in any other institution of higher learning, who satisfies appropriate requirements for admission to the University at the graduate and or undergraduate levels. He/She shall not be allowed to enroll for more than one (1) semester, except by special permission of the Dean of the College concerned and the University Registrar. Since a Non-Degree Student does not follow any organized program of study, he/she is not a prospective candidate for graduation for any degree in the University.
- b. Non-major, with credit is a student dismissed from his/her academic unit, but not from the University, for failure to meet the retention requirements including grade point average or number of units passed. His/her supervision shall be with the academic unit he/she wishes to transfer to, during which time he/she shall be advised and monitored by the said unit as a probationary student, until he/she has officially transferred. He /She shall also be counseled by the Office of Guidance and Counseling.
- c. Cross-registrant, with credit is a student who enrolls in a unit in the university for a specific period of time but is primarily enrolled in his/her home unit in the campus or in another institution of higher learning. Such registration is coursed to the approval of the University/Campus Registrar upon the recommendation of the Deans of the home and the accepting units/Colleges.
- d. Special student without credit is one who is not earning formal academic credit for his/her work. Mature student, even if he/she does not fully satisfy the entrance requirements, may be admitted as special student and may enroll in such course for which, in the opinion of the instructor and the Dean, he/she has the necessary background knowledge and ability to pursue profitably. He/She shall not be allowed to enroll for more than nine (9) units a semester or to register for more than two (2) years, except by special permission of the Dean. He/She is not earning formal academic credit. However, course taken even though without credit may be reported at the end of each semester as "satisfactory" or "unsatisfactory". Students under this classification shall be required to undergo the admission process for issuance of student number.
- e. Special student with credit is one who has finished a degree program and seeks admission to take up specialization and/or professional courses. He/she shall be given credits to all enrolled courses he/she passed. The maximum load he/she shall enroll shall be determined by the Dean of the College and approved by the University Registrar.

CHAPTER 4

TRANSFER STUDENTS

SECTION 18. STUDENTS FROM OTHER HEIS. The following rules shall govern the admission of transfer students from other SUCs and HEIs for an college program:

1. They must have obtained an average grade of “2.5”, “80%” or “C+” or better with no failing marks, for all the collegiate academic units they have earned outside of BPSU;
2. They are honorably dismissed from their previous school
3. They will have to complete in this University no less than 50% of his/her units required for his/her program;
4. The quota set by the Dean of the College concerned for the course to which he/she seeks admission has not yet been filled up;
5. They shall undergo the same screening procedure that an entering new student undergoes
6. They shall be on probation basis until such time that:
 - a. The Registrar of the institution where he/she came from has submitted all the credentials required for admission;
 - b. The transferees have repeated, in accordance with BPSU policies, all courses taken outside BPSU which were not credited.
7. They have satisfied admission requirements set by the University.

For the Graduate Programs:

1. A student in the doctoral program who wishes to transfer to the Graduate School may be credited with some courses taken from other schools under the following considerations:
 - a. The number of units applied should not exceed 9 units and the grade in the course is at least 1.50;
 - b. The courses applied should be similar to the course description in the curriculum of the Graduate School;
 - c. The applied courses were taken within the last 2 years at the time of transfer; and
 - d. The courses are not basic.
2. A student in the master’s program who wishes to transfer to the Graduate School may be credited with some courses taken from other schools under the following conditions:

- a. The number of units applied should not exceed 6 units; and the grade in the course is at least 1.50;
- b. The courses applied are of the same course description of Graduate School;
- c. The courses were taken within the last three (3) years; and
- d. The courses applied are not basic.

SECTION 19. COURSE VALIDATION. The University allows for the accreditation of subjects taken by student-transferees from the University where they came from.

The college from where the student-transferee is presently enrolled in undertakes the evaluation of the subjects taken from the previous university/college.

The Office of the Registrar is furnished a copy of the evaluation for permanent recording in the student's academic file.

SECTION 20. STUDENTS FROM ONE BPSU CAMPUS TO ANOTHER. Students of the University from other campuses may request for transfer to another campus provided that a slot is available in the requested campus.

A letter of request endorsed by the Dean where the student came from will have to be addressed to the accommodating College Dean.

The transfer is subject to the approval of the accommodating Dean based on the requirements of the program and on availability of slots.

CHAPTER 5

SHIFTING PROGRAMS

SECTION 21. TO ANOTHER COLLEGE OF THE UNIVERSITY. Ideally, students are discouraged from shifting programs; however, approval is granted on a case-to-case basis.

Approval for such a request will depend on the availability of a slot in the program requested, the number of units already enrolled in the previous program and the underlying reason why such a request is made.

The student must undergo career guidance from the guidance counselor before a request for transfer is accommodated.

The approval is granted by the accepting College Dean and endorsed by the College Dean of the previous program enrolled by the student. The Office of the Registrar will have to be provided with a copy of the approved letter of request for record purposes.

SECTION 22. REQUEST TO SHIFT PROGRAM WITHIN THE SAME COLLEGE OF THE UNIVERSITY. As in the previous case, requests for shifting of programs are discouraged. However, if the case merits consideration, the approval will depend on the availability of slots.

The student will have to seek the endorsement of his/her Program Coordinator to the Program Coordinator of the desired program.

The College Dean will have to approve the request and the Office of the Registrar will have to be notified and given a copy of the letter of request for record purposes.

CHAPTER 6

REGISTRATION/ENROLLMENT PROCEDURE

SECTION 23. RATIONALE. A student must be officially registered in order to receive credit for course work. The BPSU Official Registration Form shall be completely and correctly accomplished and shall be filed at the Office of the Registrar.

SECTION 24. REGISTRATION FOR INCOMING FIRST YEAR STUDENTS. The following shall be the standard procedure for registration of incoming first year students for college programs:

1. Issuance of the Notice of Admission by the Office of Admission;
2. Submission of the following to the Registrar's Office;
 - a. original copies of high school card/transcript of records
 - b. Certificate of Good Moral Character and
 - c. PSA issued Birth Certificate
3. Physical and medical examination at the University Health Services Office, with successful applicants required to submit a chest x-ray result;
4. Reporting to the College Dean/Program Coordinator for course advising;
5. Enrollment in the National Service Training Program (NSTP) via its designated Coordinator;
6. Payment at the Cashier's Office;
7. Printing and signing of Certification of Registration at the Registrar's Office.

After being officially enrolled, the student shall come back on the first day of classes.

For the Graduate Programs, the following shall be the standard procedure for registration of incoming first year students in the graduate programs:

1. Issuance of the Notice of Admission by the Office of Graduate School Dean
2. Submission of the following documents to the Dean's Office
 - a. Student's profile
 - b. Recommendation letter
 - c. Permit to study

3. Course Advising
4. Submission of the following to the Registrar's Office:
 - a. Original copy of transcript of records
 - b. Diploma
 - c. PSA issued Birth Certificate
 - d. Marriage Contract for married female
5. Tagging of courses and assessment of fees at the Registrar's Office;
6. Payment at the Cashier's Office;
7. Printing and signing of Certification of Registration at the Registrar's Office.

After being officially enrolled, the student shall come back on the first day of classes.

SECTION 25. REFUND OF FEES FOR VETERANS AFFAIRS (VA) STUDENTS ONLY. VA students who have dropped or withdrawn their enrollment shall be entitled to a pro rata refund of the unused portion of tuition fees only and does not include miscellaneous fees. The total number of days reflected on the Academic Calendar issued by the Office of the University Registrar shall be the basis for the computation of the unused fees to be refunded. Such refunded shall be made by the university not later than 40 days upon dropping or withdrawal of the student. The University shall then inform the student when to claim the refund.

CHAPTER 7

INTRA-CAMPUS/INTER-CAMPUS REGISTRATION

SECTION 26. PROPER AUTHORIZATION. No student enrolled in any campus/college shall be allowed to take any course in other campus/college without a written permit from the Campus Registrar and the Dean of College concerned. The authorization shall be in writing to be recorded by the Office of the University Registrar, and shall specifically describe the course authorized.

SECTION 27. MAXIMUM ALLOWABLE UNITS. A student shall be allowed to enroll a maximum of six (6) units only, subject to the evaluation as to the student's academic loading, scholastic standing and schedule. The rate of tuition in the College he/she wishes to enroll shall be applied.

SECTION 28. REGISTRATION SCHEDULE. Schedule of inter- and intra-campus registration shall be within the period of adding/dropping/changing of course.

CHAPTER 8

CROSS REGISTRATION TO AND FROM OTHER HEIS

SECTION 29. REQUEST TO CROSS ENROLL. The requests for cross enrolment shall be

recommended by the College Coordinator concerned and submitted to the Office of the College Dean or Campus Director. Cross-enrolment permits will be issued by the Office of the Registrar based on the approved request from the College Dean/Campus Director.

SECTION 30. TO OTHER HIGHER EDUCATION INSTITUTIONS (HEIS). No student enrolled in the University shall be given any credit for any course taken in another university, college, or school unless the permit to cross enroll is requested by the student and shall be recommended by the Program Coordinator and approved by the Dean of the College and the Registrar. The University Registrar shall specify the subjects authorized.

A graduating student in the University may be authorized to cross register/enroll in another institution of learning for courses which are not offered in the University but are included in his/her curriculum, or, in the case of a graduate student, when there is no other course the student can take.

SECTION 31. FROM OTHER HIGHER EDUCATION INSTITUTIONS (HEIS). No student enrolled in any other HEI shall be admitted to University without a written permit from their Registrar. The permit shall state the total number of units and the course that the student is authorized to cross-register in. Admission is subject to the availability of slots and must have the approval of the Dean of the College concerned.

SECTION 32. REGISTRATION PERIOD. No student shall be registered in any program outside the regular registration period indicated in the academic.

CHAPTER 9

CONFERMENT OF DEGREE

SECTION 33. APPLICATION FOR GRADUATION. The term “graduation” refers to the completion of an academic degree, whether at the undergraduate or graduate levels.

Graduation however, is not automatic. A graduating student is required to file an application for graduation with the Office of the Campus Registrar through the Dean of the College within four (4) weeks after regular enrollment period during his/her last semester in the university.

SECTION 34. REMOVAL OF DEFICIENCIES. A candidate for graduation must have his/her deficiencies and records cleared not later than the date specified in the academic calendar.

All candidates for graduation shall have their deficiencies cleared and their records completed not later than thirty (30) days before the date of graduation except in those courses both academic and non-academic in which the student is currently enrolled during the semester.

SECTION 35. RESIDENCE REQUIREMENT. No student shall be allowed to graduate from the University unless he/she has completed at least fifty percent (50%) of the total units required in the program he/she is enrolled in immediately prior to graduation. However, the University Academic Council has the discretion to determine a higher number of transfer credits for the degree.

For honor students, they should complete seventy five percent (75%) of the total units required in the program he/she is enrolled in immediately prior to graduation.

SECTION 36. RESIDENT CREDIT. Resident credits refer to all academic courses and units earned in BPSU, including those earned in other institutions that are required for a particular degree and had already been validated and accredited in BPSU.

In the computation of the final average of a student who is a candidate for graduation with honors, only resident credits shall be included.

CHAPTER 10

FOREIGN STUDENTS

SECTION 37. Foreign students are individuals belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines.

SECTION 38. The entry and stay of foreign students in the country is covered by Executive Order (EO) 285 dated September 4, 2000, which amended the provisions of EO 423 of 1997 Re: Guidelines Governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee on Foreign Students for the Purpose. The implementing guidelines of this EO are specified in IACFS Memorandum No. 1, s. 2000.

SECTION 39. An alien who intends to enter the University as a foreign student must secure a study permit from CHED.

SECTION 40. He/She must satisfy the entrance requirements prescribed by the University

SECTION 41. The foreign-student applicant must be at least eighteen years of age at the time of enrollment and must have sufficient means for his/her education. He/She must enter the Philippines for temporary stay with the purpose of taking up a program of study higher than high school at the University.

SECTION 42. A foreign-student applicant to the University for the tertiary or college level should be a high school/secondary school graduate or its equivalent. For the graduate level, the applicant must have a Bachelor's degree to enroll in a Master's program, and a Master's degree or its equivalent to enroll in a Doctor's program.

SECTION 43. A foreign-student applicant must submit the following to the Admission Office of the University and Campus Registrar as requirements for admission:

- a. Five (5) copies of the Student's Personal History Statement (PHS) as required by the accepting school duly signed by him/her, both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and a 2"x2" photograph on plain white background taken not more than six months prior to submission;
- b. 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;
- c. Notarized Affidavit of Support including bank statement of the applicant and/or the applicant's parent(s)/guardian, or a notarized grant if the applicant is under institutional

scholarship; and

- d. Photocopy of the student's passport showing date and place of birth and birth certificate or its equivalent duly authenticated by the PFSP;

SECTION 44. After the evaluation of the submitted documents, a foreign student applicant who qualifies to enroll in any of the University programs shall be issued with a Notice of Acceptance (NOA).

SECTION 45. Foreign students shall report to the Bureau of Immigration Student Desk for processing of required documents and to the Office of International Affairs of the University, and shall make his/her enrollment official upon arrival in the Philippines.

SECTION 46. The University shall assist foreign students to obtain Student Visa (SV) or Special Study Permit (SSP), Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) from the Bureau of Immigration (BI).

SECTION 47. Executive Order No. 285 provides the authority for conversion of tourist visa category into student visa. The concerned foreign student shall be issued a Student Visa or Special Study Permit subject to compliance to BI requirements.

SECTION 48. An alien admitted into the Philippines under any visa category may apply at the Bureau of Immigration (BI) Student Desk for the change/ conversion of his admission status to that of a student, subject to the requirements of BI.

SECTION 49. Foreign student's authorized period of stay shall be consistent with the length of the course to which he has been accepted by the University. The initial period is one year and then renewed/extended by the Bureau of Immigration Student Desk accordingly.

SECTION 50. Student support programs and services for foreign students and provided to help them meet their socio-psycho cultural, academic and non- academic.

CHAPTER 11

SCHOOL FEES

REPUBLIC ACT No. 10931

An act promoting universal access to quality tertiary education by providing for free tuition and other school fees in state universities and colleges, local universities and colleges and state-run technical-vocational institutions, establishing the tertiary education subsidy and student loan program, strengthening the unified student financial assistance system for tertiary education, and appropriating fund therefore

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

SECTION 1. SHORT TITLE. This Act shall be known as the "Universal Access to Quality Tertiary Education Act".

SECTION 2. DECLARATION OF POLICY. It is hereby declared that quality education is an inalienable

right of all Filipinos and it is the policy of the State to protect and promote the rights of all students to quality education at all levels. Therefore, the State shall take appropriate steps to make such education accessible to all.

Likewise, the State hereby recognizes the complementary roles of public and private higher education institutions and technical-vocational institutions in the educational system and the invaluable contribution that the private tertiary schools have made and will make to education. For these intents, the State shall:

- a. Provide adequate funding and such other mechanisms to increase the participation rate among all socioeconomic classes in tertiary education;
- b. Provide all Filipinos with equal opportunity to quality tertiary education in both the private and public educational institutions;
- c. Give priority to students who are academically able and who come from poor families;
- d. Ensure the optimized utilization of government resources in education;
- e. Provide adequate guidance and incentives in channeling young Filipinos in their career choices and towards the proper development and utilization of human resources; and
- f. Recognize the complementary roles of public and private institutions in tertiary educational system.

SECTION 3. DEFINITION OF TERMS. As used in this Act:

- a. Cost of Tertiary Education refers to (1) tuition and other school fees, (2) educational expenses and (3) the cost of living allowance;
- b. Graduate courses refers to higher education programs leading to a certificate, diploma, master's or doctorate degrees, as may be authorized and recognized by the Commission on Higher Education (CHED);
- c. Higher education refers to the stage of formal education, or its equivalent, requiring completion of secondary education and covering programs of study leading to bachelor and advanced degrees, including associate degrees;
- d. Higher Education Institution (HEI) refers to an education institution authorized and recognized by the CHED to offer bachelor's degree or graduate courses;
- e. Local universities and colleges (LUCs) refers to CHED-accredited public HEIs established by local government units (LGUs) through an enabling ordinance, financially supported by the LGU concerned, and compliant with the policies, standards and guidelines of the CHED;
- f. National Household Targeting System for Poverty Reduction (NHTS-PR) or Listahanan 2.0 refers to the information management of the Department of Social Welfare and Development (DSWD) that identifies who and where the poor are in the country. The system makes available to national government agencies and other social protection stakeholders a database of poor families as reference in identifying potential beneficiaries

of social protection programs;

- g. Other education-related expenses refers to expenses related to the education of a student such as books, school supplies, uniforms, reproduction of materials, electronic devices necessary for education and other fees such as for practical teaching devices student publication, yearbook, insurance and student trust funds;
- h. Other school fees refers to fees charges by HEIs and technical-vocational institutions which cover other necessary costs supportive of instructions, specifically the following: library fees, computer fees, laboratory fees, school ID fees , athletic fees, admission fees, development fees, guidance fees, handbook fees, entrance fees, registration fees, medical and dental fees, cultural fees and other similar or related fees;
- i. Private higher education institution refers to HEI not owned and controlled by the government or its instrumentalities;
- j. Private technical-vocational institution refers to post-secondary technical-vocational institution run by the private sector offering programs registered with the Technical Education and Skills Development Authority (TESDA);
- k. Qualified student refers to any student who possesses all the qualifications under Section 4 and 5 and none of the disqualifications under Section 6 hereof;
- l. State-run technical-vocational institutions refers to technical-vocational institutions operated by the TESDA or LGUs: Provided, That in the latter case, the same should be accredited by the TESDA;
- m. State universities and colleges (SUCs) refers to public HEIs established by national government and are governed by their respective independent boards of trustees or regents;
- n. Student loan program for tertiary education refers to a loan program established under Section 8 of this Act;
- o. Technical-Vocational Education and Training (TVET) refers to the education process designed a post-secondary and lower tertiary levels, officially recognized as non-degree programs aimed at preparing technicians, paraprofessionals and other categories of middle-level workers by providing them with a board range of general education, theoretical, scientific and technological studies, and related job skills training;
- p. Technical-Vocational Institutions (TVIs) refers to learning institutions offering post-secondary (TVET);
- q. Tertiary education refers to the stage of education following the secondary cycle which covers post-secondary non- degree diploma, TVET, and higher education programs, including graduate education;
- r. Tertiary education subsidy (TES) refers to a subsidy established under Section 7 of this Act;
- s. Tuition fees refer to fees or school charges for subjects or course enrolled in by a tertiary education student;

- t. Undergraduate courses refers to any program leading to a degree as may be authorized and recognized by the CHED; and
- u. Unified Student Financial Assistance System for Tertiary Education (UniFAST) refers to the harmonized, state-run and administered system of higher education and technical-vocational scholarships, grants-in-aid, student loans, and other modalities of student financial assistance program under Republic Act No. 10687.

SECTION 4. FREE HIGHER EDUCATION IN SUCS AND LUCS. All Filipino students who are either currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter, in courses in pursuance of a bachelor's degree, certificate degree, or any comparable undergraduate degree in other school fees for units enrolled in: Provided, That they pass the entrance examination and other admission and retention requirements of the SUCs and LUCs: Provided. Further, that all SUCs and LUCs shall create a mechanism to enable students with the financial capacity to pay for their education in the SUC and LUC to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school. SUCs and LUCs must report the tuition payments and contributions collected from these students to the CHED: Provided, finally, That the amount required to implement the free tuition and other school fees in SUCs and LUCs shall be determined by the respective governing boards of SUCs and LUCs based on the projected number of enrollees for each academic years, which shall be the primary factor in computing the annual proposed budget of SUCs and, in the case of LUCs, the CHED for such purpose. This shall in turn serve as the baseline during the preparation of the annual National Expenditure Program (NEP) by the Department of Budget and Management (DBM).

SECTION 5. FREE TVET IN POST-SECONDARY TVIS. All Filipino students who are currently enrolled at the time of the effectivity of this Act, or shall enroll at any time thereafter in any post-secondary TVET leading to non-degree certificate or diploma programs offered by any state-run TVI under the TESDA shall be exempt from paying tuition and other school fees: Provided, That all state-run TVIs shall create a mechanism to enable students with the financial capacity to pay for their education in the TVI to voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the TVI. TVIs must report the tuition payments and contributions collected from these students.

The amount required to implement the free tuition and other school fees in state-run TVIs shall be determined by the governing board of the TESDA based on the projected number of enrollees for each course, which shall be primary factor in computing for the annual proposed budget of the TESDA for such purpose. This shall in turn serve as the baseline during the preparation of the annual NEP by the DBM.

SECTION 6. EXCEPTIONS TO FREE TERTIARY EDUCATION. The following students are ineligible to avail of the free tertiary education:

- a. In SUCs and LUCs:
 - 1. Students who have already attained a bachelor's degree or comparable undergraduate degree from any HEI, whether public or private:
 - 2. Students who fail to comply with the admission and retention policies of the SUC or LUC;
 - 3. Students who fail to complete their bachelor's degree or comparable undergraduate degree within a year after the period prescribed in their program; and

b. In State-Run TVIs:

1. Students who have obtained a bachelor's degree, as well as those who have received a certificate or diploma for a technical-vocational course equivalent to at least National Certificate III and above:
2. Students who fail in any course enrolled in during the course of the program.

Students ineligible to avail of the free tertiary education shall be charged the tuition and other school fees, as determined by the respective boards of the SUCs and LUCs, and in the case of the state-run TVIs, to be determined by the TESDA.

SECTION 7. TES FOR FILIPINO STUDENTS. To support the cost of tertiary education or any part or portion thereof, a TES is hereby established for all Filipino students who shall enroll in undergraduate-post-secondary programs of SUCs, LUCs private HEIs and all TVIs. The TES shall be administered by the UniFAST Board and the amount necessary to fund the TES shall be included in the budgets of the CHED and the TESDA: Provided, That prioritization shall be given to students in the following order: (a) students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and (b) students not part of the Listahanan 2.0, ranked according to estimate per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board: Provided, further, That such prioritization shall not apply to Filipino students in cities and municipalities with no existing SUC or LUC campus.

The TES may, among others, and to support the cost of tertiary education or any part or portion thereof, cover the following:

- a. Tuition and other school fees in private HEIs, and private or LGU-operated TVIs, which shall be equivalent to the tuition and other school fees of the nearest SUC or state-run TVI in their respective areas;
- b. All allowance for books, supplies transportation and miscellaneous personal expenses including a reasonable allowance for the documented rental or purchase of a personal computer or laptop and other education-related expenses:
- c. An allowance for room and board costs incurred by the student;
- d. For a student with a disability, an allowance for expenses related to the student's disability, an allowance for expenses related to the student's disability including special services, personal assistance, transportation, equipment, and supplies that are reasonably incurred: and
- e. For a student in a program requiring professional license or certification, the one (1)-time cost of obtaining the first professional credentials or qualifications, which may include the following: application fees, notarial fees, review classes fees, insurance premium fees and documentation fees: Provided, That the amount of subsidy shall be based on the guidelines set forth by the UniFAST Board and on the annual budgetary appropriation for this purpose.

SECTION 8. STUDENT LOAN PROGRAM FOR TERTIARY EDUCATION. To support further the cost of tertiary education or any part or portion thereof, a student loan program for tertiary education

is hereby likewise established for all Filipino students who shall enroll in SUC, LUC, private HEI and TVET program in all TVIs registered under the TESDA. The Loan program shall be administered by the UniFAST Board and the amount necessary to fund the program shall be included in the budgets of the CHED and the TESDA: Provided, That the UniFAST may offer short-term or long-term loans: Provided, further, That those who availed of the loan during their undergraduate degree may still avail of another cycle of student loan for their pursuit of graduate studies, including medicine and law after they have fully paid the previously availed loan: Provided, furthermore, That those who did not avail of the loan program during their undergraduate studies may avail of it to pursue graduate studies including medicine and law: Provided, finally, That those who did not avail of the loan program during their undergraduate studies may avail of the loan program for their review expenses for licensure examinations administered by the Professional Regulation Commission (PRC).

Repayment shall be effected by the incorporating a portion of the loan amount or a percentage thereof in the employee's monthly Social Security System (SSS) or Government Service Insurance System (GSIS) contribution, as the case may be based on a reasonable schedule of repayment and interest rates. As may be formulated by the UniFAST Board.

Payment of the loan amount will commence once the beneficiary secures any gainful employment with compensation, remuneration or earnings that reaches the Compulsory Repayment Threshold (CRT). For purposes of this Act, the CRT shall be set and reviewed by the UniFAST Board, and adjusted when necessary.

The UniFAST Board, in consultation with relevant agencies, shall formulate loan payment guidelines for loan beneficiaries whose earnings are not covered by the GSIS or the SSS programs, including those of overseas Filipino workers (OFWs), emigrants, and self-employed persons and professionals (SEPs).

SECTION 9. REQUIREMENTS FOR SUCS AND LUCS. SUCs and LUCs are hereby mandated to:

- a. Establish a learner information system in accordance with the guidelines to be developed by the CHED in order to facilitate the tracking of students and their performance;
- b. Submit relevant information as determined by the CHED on school quality and performance; and
- c. Formulate and submit to the CHED and to the Joint Congressional Oversight Committee on Universal Access to Tertiary Education created under Section 17 of this Act, a detailed SUC development plan updated every ten (10) years which shall include plans for facilities and infrastructure development and expansion.

SECTION 10. QUALITY STANDARD FOR SUC AND LUC BUDGETS, TES AND STUDENT LOAN PROGRAMS. The CHED and the TESDA shall ensure quality standards in the review and consequent endorsement of the budget of the SUCs, LUCs and state-run TVIs, respectively. The detailed design of the TES and student loan programs shall also be subject to similar quality indicators defined by the UniFAST Board.

SECTION 11. PROHIBITED ACT. Upon effectivity of this Act, it shall be unlawful for any person, SUC and state-run TVI to collect tuition and other school fees from qualified students who voluntarily opt out of the tuition and other school fees subsidy or make a contribution to the school.

SECTION 12. PENALTIES. A violation of the prohibited act under Section 11 of this Act shall be meted a penalty of imprisonment of not less than six (6) months but not more than one (1) year or a fine of not less than Twenty thousand pesos (₱20,000.00) but not more than One hundred thousand pesos (₱100,000.00), or both, at the discretion of the court. In case of a university, college or any other judicial entity, the penalty shall be imposed on the president, treasurer or the officer or person responsible for the violation.

SECTION 13. EXPANSION OF THE UNIFAST BOARD. The UniFAST Board shall be expanded to include the following:

- a. President of the Philippine Association of State Universities and Colleges as Member;
- b. Chairman of the Coordinating Council of Private Educational Associations as Member;
- c. President of the Association of Local Colleges and Universities as Member;
- d. President of the GSIS as a nonvoting Member; and
- e. President of the SSS as a nonvoting Member.

The UniFAST Board is authorized to establish an enhanced organizational structure, staff development and incentives and such other administrative measures needed for the efficient discharge of tasks and commensurate to the level and scope of its responsibilities. It may tap the expertise and management services of eligible service providers subject to the appropriate guidelines promulgated by the UniFAST Board.

SECTION 14. REPORTING REQUIREMENTS. All SUCs, LUCs and state-run TVIs shall submit to the CHED and the TESDA respectively, within five (5) days after the last day of late registration for each semester, a report detailing the names of students eligible for the free tuition and other school fees in their institutions.

SECTION 15. APPROPRIATIONS. The amounts necessary to carry out the provisions of this Act, specifically Section 4, 5, 7 and 8 shall be included in the annual General Appropriations Act (GAA) and shall be appropriated under SUCs, CHED and TESDA in accordance with the provisions of this Act: Provided, That an amount equivalent to not more than three percent (3%) of the TES and student loan program for tertiary education provided under this Act may be used as administrative cost under the UniFAST.

SECTION 16. OTHER SOURCES OF FUNDS. The national government is hereby authorized to prioritize funding this measure in negotiating and utilizing loan-term deeply concessional official development assistance (ODA). Other sources of funds such as grants, donations, collections, and other forms of assistance from local and foreign donors or other public or private entities, and other private domestic and international sources may be tapped and facilitated by the UniFAST Board to support the programs under this Act, subject to the regular auditing guidelines and procedures;

Provided, that in case of donations from foreign sources, acceptance thereof shall be subject to existing government rules and regulations.

SECTION 17. JOINT CONGRESSIONAL OVERSIGHT COMMITTEE ON UNIVERSAL ACCESS TO TERTIARY EDUCATION. There is hereby created a Joint Congressional Oversight Committee to oversee, monitor and evaluate the implementation of this Act.

The Oversight Committee shall be composed of five (5) members each from the Senate and from the House of Representatives, and shall include the following: Chairperson of the Senate Committee on Education, Arts and Culture; Chairperson of the House Committee on Higher and Technical Education; Chairperson of the House Committee on Higher and Technical Education by the Senate President and the House of Representatives and in the Senate. Funding for the expenses of the Committee shall be taken from the appropriations of both the Senate and the House of Representatives.

SECTION 18. IMPLEMENTING RULES AND REGULATIONS. Within sixty (60) days from the effectivity of this Act, the UniFAST Board, in consultation with the CHED, the TESDA, and other relevant stakeholders in higher and technical education, shall promulgate the implementing rules and regulation necessary to ensure the efficient and effective implementation of this Act: Provided, That the failure of the Board to promulgate the said rules and regulations shall not prevent or delay the effectivity and implementation of this Act in accordance with Section 21 hereof.

SECTION 19. SEPARABILITY CLAUSE. -Should any part of this Act be declared unconstitutional or invalid, the other parts or provisions hereof not affected not thereby shall continue to be in full force and effect.

SECTION 20. REPEALING CLAUSE. All laws, executive orders, presidential decrees, implementing rules and regulations or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 21. EFFECTIVITY. This Act shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation.

Approved,

(Sgd.) **PANTALEON ALVAREZ**
Speaker of the House of Representatives

(Sgd.) **AQUILINO “KOKO” PIMENTEL, III**
President of the Senate

This Act which is a consolidation of Senate Bill No. 1304 and House Bill No. 5633 was finally passed by the Senate and the House of Representatives on May 30, 2017 and May 29, 2017, respectively.

(Sgd.) **CESAR STRAIT PAREJA**
Secretary General, House of Representatives

(Sgd.) **LUTGARDO B. BARBO**
Secretary of the Senate

Approved: August 3, 2017

(Sgd.) **RODRIGO ROA DUTERTE**
President of the Philippines

CHAPTER 12

ISSUANCE OF UNIVERSITY IDENTIFICATION CARD

SECTION 54. The issuance of University identification card (ID) to students shall be facilitated by the Office of the University Registrar which will control ID numbers.

SECTION 55. Identification card of students who have graduated must be surrendered to the Office of the University Registrar for clearance purposes.

SECTION 56. Dilapidated ID shall be surrendered to the Office of the University Registrar for renewal. Duplicated and lost ID will be replaced upon submission of affidavit of loss at a cost determined by the Finance Department.

SECTION 57. Issuance of lost IDs shall be facilitated and processed by the Office of the Campus/ University Registrar.

CHAPTER 13

ACADEMIC LOAD

SECTION 58. MINIMUM ACADEMIC LOAD. A student who is a candidate for graduation with honors must have taken, during each semester not less than the regular load prescribed in the curriculum.

The pertinent documents required from students to support “justifiable causes” for a lighter academic load are:

For health reasons – medical certification to be confirmed by the University Health Service;

For unavailability of course – certification by program adviser and copy of schedule of classes; and

For employment – copy of payroll or appointment papers indicating duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of his/her claim as to the cause(s) of the lighter academic load.

SECTION 59. THESIS/DISSERTATION AUTHENTICITY. Thesis/dissertation shall be authenticated by the Specialization Committee and shall be endorsed to the Dean of the College.

SECTION 60. LIST OF CANDIDATES FOR GRADUATION. The list of candidates for graduation shall be prepared by the Campus Registrars upon consultation with the University Registrar, and shall be presented by the latter to the Academic Council for endorsement to and approval of the Board of Regents.

Ten (10) weeks before the end of the semester the Registrar shall publish a complete list of duly qualified candidates for graduation for that semester.

SECTION 61. RECOMMENDATION AND CONFIRMATION. No student shall graduate from BPSU unless his/her name is recommended as a candidate for graduation by the Academic Council, and consequently confirmed by the Board of Regents in a form of resolution.

SECTION 62. ACADEMIC AWARDS. A student who completes his/her program in the graduate and undergraduate levels with the following averages, computed on the basis of units, shall graduate with honors:

Academic Awards	Average	Lowest Grade
Summa Cum Laude	1.00 to 1.20	1.50
Magna Cum Laude	1.21 to 1.45	1.75
Cum Laude	1.46 to 1.75	2

The candidate for honors in the undergraduate level should not have any grade lower than 2.0, any dropped course and an unremoved “Incomplete” or “Inc” in any academic course, whether prescribed or not in his/her curriculum, taken in BPSU or in any other educational institution, prior to his/her coming to BPSU.

In the graduate level, the candidate for honors should not have any grade lower than 1.75, any dropped course and an unremoved “Incomplete” or “Inc” in any academic course, whether prescribed or not in his/her curriculum, taken in BPSU or in any other educational institution, prior to his/her coming to BPSU.

A Graduate School student is expected to finish a master’s and doctorate degree within four (4) years. No honors will be given if the candidate (a) finished the degree beyond its residency limit; and (b) incurred incomplete mark that was not completed within the specified period or failing grade in any course or research requirements.

Candidates may be given academic honors based on the following ranges of Grade Point Average (GPA) provided they obtained marks of High Pass in Written Comprehensive Examination (WCE) and in the final thesis/dissertation oral examination:

Students who have completed their graduate program with the following averages shall be awarded academic honors.

Graduate Level		
Distinction	Average	Lowest Grade
With Highest Distinction	1.00 to 1.05	1.50
With High Distinction	1.06 to 1.10	1.50
With Distinction	1.11 to 1.15	1.50

Subject to the recommendation of the Dean and approval of the Graduate School Academic Council, special awards may be given to students who demonstrated excellence in leadership and exemplary performance in extension and co-curricular activities that significantly enriched students’ life in the Graduate School.

The Graduate School Local Academic Council shall screen and recommend to the University Academic Council the candidates for such Awards.

For non-degree programs, a student who completes his/her course with the following averages, computed on the basis of units shall graduate with honor.

Distinction	Non-Degree Courses	
	Average	Lowest Grade
With Highest Distinction	1.00 to 1.20	1.50
With High Distinction	1.21 to 1.45	1.75
With Distinction	1.46 to 1.75	2.00

The candidate for honors in the undergraduate level should have passed/completed NSTP.

The candidates are required to face a panel of interviewers designated by the concerned College Dean for an oral discussion of contemporary and scholarly issues. A candidate whose GPA is within the limits set, but fails the interview will be granted academic commendation, but not an academic honor.

SECTION 63. SPECIAL AWARDS. Aside from academic awards, senior students shall be recognized for their non-academic achievements in various fields of literary, culture, arts, skills and leadership during graduation day. List of special awardees shall be endorsed by the concerned offices, to the University Academic Council and shall be approved by the Board of Regents.

SECTION 64. HONORIS CAUSA. The University through the Academic Council and upon approval of the Board of Regents may confer a doctoral degree honoriscausa to any person with distinguished achievement in national or international level.

Other honorary titles may be conferred by the University upon approval of the Board of Regents on individuals who manifested exemplary support and contribution to the University and the country.

SECTION 65. REVOCATION OF DEGREES CONFERRED. Revocation of degrees must be done after thorough investigation and due process facilitated by the Academic Council members and upon the recommendation of the latter to the Board of Regents.

SECTION 66. GRADUATION REQUIREMENTS. Requirements for graduation will be based on the course of study, however, all students are required to have taken and passed all the subjects prescribed for their program including NSTP 1 and 2. Moreover, On the Job Training (OJT)/ Related Learning Experience (RLE), Field Study courses and Practice Teaching and other forms of Practicum subjects must be fulfilled or complied including payment of appropriate fees.

SECTION 67. COMMENCEMENT AND BACCALAUREATE EXERCISES. BPSU shall hold a formal commencement and baccalaureate graduation program twice a year only which shall be immediately after the end of the first and second semester of every academic year.

Students who officially finish their respective programs in the second semester, or during midyear classes, may join the commencement exercise in the ensuing year, upon payment of the graduation fee.

A committee shall be in charge of activities for commencement.

All graduating students shall attend the commencement exercises as scheduled. Candidates for graduation shall be required to wear academic costumes during the commencement exercises in accordance with the rules and regulations of BPSU

SECTION 68. SIGNATORIES OF DIPLOMA. Signatories of diploma shall include the President and the University Registrar.

SECTION 69. DATE OF GRADUATION. A student who has completed all the requirements of the curriculum, but did not apply for the corresponding degree or title, shall have his/her graduation approved as of the date he/she should have originally graduated.

SECTION 70. GRADUATION FEES. No student shall graduate unless he/she pays the required graduation fee. The university through its Academic Council members shall meet to deliberate and fix the amount of the graduation fee. After which, the Vice President for Academic Affairs, will write a letter of request to the Vice President for Administration and Finance informing the latter about the fees to be collected for the purpose.

The VP for Administration and Finance will then issue a memorandum to university/campus cashiers to collect the graduation fees specified in the request letter of the Vice President for Academic Affairs.

CHAPTER 14

ATTENDANCE

SECTION 71. NUMBER OF ALLOWABLE ABSENCES. Number of Allowable Absences. A student is allowed a maximum unexcused absences which is equivalent to 20% only of the entire number of class and laboratory hours for the particular course within a semester.

Absences incurred beyond the allowed number of hours will automatically mean a grade of 5.0 or "Failed" for the student in the concerned subject

SECTION 72. LEAVE OF ABSENCE. A student who wishes to defer enrolment for a particular semester or academic year may do so provided that he/she applies for a leave of absence from the University.

The request will have to be formally submitted to the Office of the Registrar and endorsed by the Program Coordinator and College Dean of the student. Before approval of the leave of absence, the student is also required to report to the Office of Counselling and Guidance to undergo the necessary interview regarding the application for a leave of absence. It is advised that a student who goes on leave for a particular semester return to the University during the semester that he/she goes on leave in order for him/her to maintain his/her regular status as a student.

A student is also allowed to go on leave only for one (1) year. Approval for requests of extension of the leave of absence is made on a case-to-case basis.

A student who has not returned after five (5) years of absence from the University will be accepted for enrolment provided that he/she will enroll as a first year student.

CHAPTER 15

SCHOLASTIC DELINQUENCY

SECTION 73. WARNING. Any student who obtains final grades of below 3.0 in one (1) subject at the end of the semester shall be warned by the Dean to improve his/her work. The student will then carry a load that is three (3) units less than the normal load in the following academic term.

SECTION 74. PROBATION. Any student who, at the end of the semester, obtains final grades below 3.0 in two (2) subjects shall be placed on probation for the succeeding semester and his/her load shall be limited to a maximum of fifteen (15) units only.

Probation may be lifted by passing all the subjects he/she carries for the succeeding semester. Any student on probation, in accordance with the preceding section, who again fails or drops any subject shall be dropped from the roster of his/her College.

SECTION 75. DISMISSAL. Any student who obtains failing grades in at least nine (9) units at the end of the semester shall be dismissed from the College, but may be qualified to re-enroll in another College, except if the failures are general education curriculum subjects.

SECTION 76. BARRED. Any student who, at the end of the semester, obtains final grades below "3.0" in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission to any College of the University, and shall be permanently dismissed from BPSU.

CHAPTER 16

TUTORIAL CLASSES

SECTION 77. RULES ON TUTORIAL/ SPECIAL CLASSES. Offering of tutorial/special courses may be allowed under the following conditions:

- 1.1. When the curriculum is suspended by a new one;
- 1.2. Petitioning students must be:
 - a. Graduating students whose deficiency is the course being petitioned;
 - b. Students whose deficiency is the petitioned course before their field practice/ practice teaching/apprenticeship in the succeeding semester
 - c. Irregular students whose deficiency is a prerequisite course of the course in the semester as prescribed in their curriculum year level.
- 1.3. There are available faculty and facilities as determined by the Dean;
- 1.4. The number of units to be enrolled shall not exceed six (6) units;
- 1.5. The total number of enrolled units shall not be exceed the maximum number of units allowed for the particular semester; that is the student's final semester; and
- 1.6. The deficiency is due to failure(s) in the same course.

SECTION 78. APPROVAL OF TUTORIAL/SPECIAL CLASSES. The Dean shall endorse the application for tutorial/Special Classes through the Campus Director to the Vice President for Academic Affairs

for approval.

SECTION 79. MINIMUM AND MAXIMUM NUMBER OF STUDENTS IN A TUTORIAL CLASS. Students under a tutorial class shall be composed of 1 to 9 students.

SECTION 80. FACULTY HANDLING TUTORIAL CLASSES. The Dean shall identify the faculty who will handle tutorial classes based on specialization and availability of the faculty.

SECTION 81. TUTORIAL/DISPLACEMENT FEE. A tutorial fee duly approved by the BOR shall be collected from a student who enrolls in a tutorial class over and above the cost per unit of the course. Petitioned courses resulting to small class size shall be subject to displacement fee wherein the total number of students is 25.

SECTION 82. ENFORCING AUTHORITIES. The Vice President for Academic Affairs, Campus Directors, The University/Campus Registrars, Deans, and Program Heads are charged with the enforcement of these rules.

CHAPTER 17

NATIONAL SERVICE TRAINING PROGRAM (NSTP)

SECTION 83. The National Service Training Program Act of 2001 (R.A. 9163) is a program aimed at enhancing civic consciousness with the number of units prescribed in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.

All male and female students enrolled in any baccalaureate or in at least two (2) year technical/vocational or associate courses are required to complete the equivalent of two (2) semesters of the NSTP Common Module offered by any unit for the period of at least twenty-five (25) hours and any one of the components listed below as a requisite for graduation:

1. Reserve Officers' Training Corps (ROTC)
2. Literacy Training Service (LTS);
3. Civic Welfare Training Service (CWTS)

While the NSTP law requires the courses as a requisite for graduation, it does not make reference as to when students should enroll in these courses. However, it is recommended that the students finish an NSTP component in his first two years of the program. In meritorious cases, NSTP units may not be considered as an overload, if to be taken on his/her second year.

SECTION 84. EXEMPTION FROM NSTP. Foreign students are exempted from NSTP as well as students who completed any of the three NSTP component but considered first year to the program where they transferred or shifted.

CHAPTER 18

PREREQUISITE COURSE

SECTION 85. As prescribed by the CHED, courses taken and completed without satisfying the

provided prerequisite will not be given credit regardless of the grade obtained.

SECTION 86. Students who receive an Incomplete (Inc.) mark shall not be allowed to take advanced courses. They must complete the grade in the prerequisite course before they are allowed to take any of the advanced courses in the next semester.

SECTION 87. In meritorious cases, a graduating student who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in and attend the latter course for credit, without having passed or earned credit for the prerequisite course. Permission shall be granted only upon application by the student. The application shall accompanied with certifications from (a) the student's instructor in the prerequisite course that the student had fully attended the said course; and (b) the Campus Chairperson for Student Affairs and Services that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him/her. The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite.

NB. A student is considered graduating if he/she is completing all academic requirements of the program during the semester/term.

CHAPTER 19

ADDING/CHANGING OF COURSE

SECTION 88. DEADLINE. Adding/Changing a course may be allowed within one week from the first day of classes during the semester or within the first three days of classes during midyear term.

In the Graduate School, Adding/Changing of course may be allowed within the first day of classes during the trimester.

Any petition made thereafter will no longer be entertained.

SECTION 89. A student shall be allowed to add or change course provided that the class he/she intends to join has not exceeded the maximum number of students and if the students does not exceed the total number of units per semester/term prescribed in the curriculum or the authorized load for probationary students.

SECTION 90. Changing of course shall be allowed if there is a conflict of schedule and the involved courses have the same number of units.

CHAPTER 20

DROPPING OF COURSE

SECTION 91. PERIOD OF DROPPING OF COURSES. Official dropping of a course shall be allowed before the midterm examination week. The student shall be given a grade of "Dropped" regardless of his/her class standing.

After the midterm examination week, a student may be allowed to officially drop a course only by reason of illness duly certified by a physician or by other justifiable reasons such as transfer of

residence, locally or abroad. The faculty member concerned shall, for academic guidance, record the date of dropping of the course. The term “dropped” shall be indicated on his/her transcript of records.

Unofficial dropping of course after the midterm shall result in a grade of 5.00 for that course.

CHAPTER 21 GRADING SYSTEM

SECTION 92. POINT SYSTEM. The following shall be each grade’s corresponding percentage equivalent and descriptive rating:

Grade	Percentage Value	Descriptive Rating
1.0	98-100	Excellent/Very Superior
1.25	95.97	Superior
1.5	92-94	Very Good/ Above Average
1.75	89.91	Very Good/Above Average
2.0	86.88	Very Good/Above Average
2.25	83-85	Good/Average
2.5	80-82	Good/Average
2.75	77-79	Satisfactory/Fair
3.0	75-76	Satisfactory/Fair
5.0	74 and Below	Failure

The Graduate Level Grading System

Grade			Descriptive Rating
1.0	Excellent	1.0	Excellent
1.25	Very Good	1.25	Very Good
1.5	Good	1.5	Good
1.75	Fair	1.75	Passed
2.0	Passed	Below 1.75 to 5.0	Failed
Below 2.5	Failed	Inc.	Incomplete
Inc.	Incomplete		

SECTION 93. RECTIFICATION OF GRADES. No faculty member shall change any grade after the report of grade has been filed to the Office of the University/ Campus Registrar. In exceptional cases, as where an error has been committed, the instructor may request authority from the Dean of his/

her College to make the necessary change. If the request is granted, a copy of the authority from the Office of the Dean authorizing the change shall be forwarded to the Office of the University/Campus Registrar for recording. The official record of grade shall be that which is filed in the Office of the University/Campus Registrar.

SECTION 94. PROHIBITION AGAINST GRADE SOLICITATION. No student of BPSU shall directly or indirectly solicit assistance from any person, which may be influence his/her instructor or professor to change entries made in his/her record, examination paper or final report of grades.

SECTION 95. GRADE OF INCOMPLETE. Students who fail to take the final examinations without any valid reason should receive a failing grade for the final exam and their grade should be computed based on their previously earned points or ratings. Only students with valid reasons may receive an incomplete grade (INC) for not taking the finals. Some of the valid reasons are: grave illness as certified by a licensed physician, death of an immediate relative as supported by a death certificate, for being an official representative of the school in conferences or contest with supporting documents, and other similar reasons as determined by the faculty member in consultation with the Department Head.

Students having academic difficulties such as those who failed to complete a project or assignment may also receive an INC. Exemptions are given only to students doing research works with a longer time frame, but completion should be done within one semester for both graduate and undergraduate students.

SECTION 96. REMOVAL OF INCOMPLETE. Removal of the INC. must be done within the prescribed period of one (1) year by passing an examination or satisfying the requirements for the course, after which, the student shall be given a final grade based on his/her overall performance. There shall be a re-examination or completion fee per course.

Students who shall need to undergo completion but are not officially enrolled during the current term, shall apply for residency to be considered officially enrolled. The residency fee shall be equivalent to the registration fees charged to regular students during the term.

CHAPTER 22

RESIDENCY

SECTION 97. FULL-TIME STUDENTS. A student is required to finish his/her program within the specified years as provided for the curriculum of his/her chosen program.

If for any reason a student fails to maintain his/her regular status and should extend his/her stay in the University, an additional of one (1) year extension only is allowed for him/her to finish his/her program. Beyond this, the student will be dismissed from the University on account of his/her residency.

Request for extension beyond the given grace period will have to be addressed to the Office of the Registrar and endorsed by the College Dean.

Cases that merit consideration are usually due to health reasons. A corresponding certification from the University Health Services should be obtained and presented to the Office of the Registrar.

SECTION 98. WORKING STUDENTS. A working student is required to finish his/her program within the specified years as provided for in his/her curriculum plus an additional one (1) year or two (2) semesters.

For reasons beyond his/her control (i.e. illness, financial difficulties, etc.) he/she may be allowed a grace period of two (2) years or four (4) semesters.

SECTION 99. OTHERS. Students who have earned a degree shall not be allowed to take another degree except for ladderized programs, or to pursue a higher level education except for those graduates of a degree program (other than those in the Education Program) who wish to earn units in Professional subjects, i.e education units, will be allowed for enrollment.

PART III

STUDENT WELFARE

CHAPTER 1

WELFARE PROGRAMS AND SERVICES

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

1. Information and Orientation Services
2. Guidance and Counseling Services
3. Career and Job Placement Services
4. Economic Enterprise Development
5. Student Handbook Development

CHAPTER 2

INFORMATION AND ORIENTATION SERVICES

SECTION 2. Information and Orientation Services refer to informative activities and materials designed to facilitate student adjustment to life in tertiary/higher education.

SECTION 3. The Institution shall have information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made accessible and would be available to all students.

SECTION 4. There shall be a regular comprehensive orientation program held for new and continuing students responsive to their needs, including orientation on the dynamics and nature of persons with disabilities, and relevant laws and policies affecting persons with disabilities.

SECTION 5. There shall be an organized, updated and readily available educational, career, and

personal/social materials in different accessible formats. Information materials include statutes affecting students such as (a) RA 10627 anti-Bullying Act (b) RA 9262 - Violence Against Women and their Children (c) RA 7877 - Anti-Sexual Harassment Act (d) RA 8049 – Anti Hazing Law (e) RA 7610 – Special Protection of Children Against Abuse, Exploitation and Discrimination Act (f) RA 8504 – Philippine AIDS Prevention and Control Act of 1998 (g) RA 7277 – Magna Carta for Persons with Disabilities (h) RA 9165 – Comprehensive Dangerous Drugs Act (i) RA 9418 – Volunteer Act of 2007 (j) RA 9512 – Environmental Awareness and Education Act (k) Gender and Development.

CHAPTER 3

GUIDANCE SERVICES

SECTION 6. Guidance and Counseling is a profession that involves the use of an integrated approach to the development of a well-functioning individual primarily by helping him/her utilize his/her potentials to the fullest and plan his/her future in accordance with his/her abilities, interests and needs.

SECTION 7. includes functions such as counseling, psychological testing, (as to personality, career, interest, study orientation, mental ability and aptitude), research, placement, group process, teaching and practicing of guidance and counseling subjects, particularly subjects given in the licensure examinations, and other human development services.

SECTION 8. Guidance Service shall refer to a set of services using an integrated approach to the development of well-functioning individuals primarily by helping them utilize their potentials to the fullest.

SECTION 9. Counseling individual and/or group intervention designed to facilitate positive change in student behavior, feelings and attitudes.

SECTION 10. Appraisal is the gathering information about students through the use of psychological tests and non-psychometric devices

SECTION 11. Follow-up a systematic monitoring to determine the effectiveness of guidance activities, in general, and placement in particular.

SECTION 12. Referral refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

SECTION 13. Deans and Faculty members shall refer the students to the guidance office concerning student behavior and other problems for appraisal and counseling.

SECTION 14. The guidance office may refer the students to outside agencies to address special needs of the students.

CHAPTER 4

CAREER AND JOB PLACEMENT SERVICES

SECTION 15. The placement center provides placement services for students of the University.

SECTION 16. Career and Job Placement Services – refer to the assistance provided for vocational

and occupational fitness and employment

SECTION 17. There shall be regular career seminars and job placement services available for the students.

SECTION 18. There shall be mechanisms to institutionalize the link with industries.

CHAPTER 5

ECONOMIC ENTERPRISE DEVELOPMENT

SECTION 19. The university encourages students to engage in business enterprise approved by the Office of Production and Business Enterprise (OPBE) and Section Chairperson for the Student Welfare.

SECTION 20. Interested student organization may engage in any of the following production and business enterprise:

- A. Student Cooperative
 - a. Student Loan
- B. Entrepreneurial
 - a. Lay-outing services
 - b. Photography
 - c. Event Planning and Management
 - d. and any other similar projects
- C. Income-generating
 - a. Rentals (books, bike, laptop, projectors, chairs,
 - b. Product selling
 - c. Encoding
 - d. Computer Services
 - e. Prepaid Loading
 - f. Technical Services
 - g. and any other similar projects
- D. Savings
 - a. Student Savings

- b. and any other similar projects

SECTION 21. Student organizations who wish to engage in business enterprise must observe the following procedure:

- a. Application for permission to conduct business enterprise within the campus shall be submitted to the campus Office of Student Affairs and Services (OSAS) which shall verify the eligibility of the student organization. OSAS will then, issue an endorsement to the student organization applicants.
- b. Office of Production and Business Enterprise (OPBE) shall check the feasibility of the proposal and issue a permit for the business operation which shall be valid for one year, upon payment of the necessary business permit fee at the Office of the Cashier.
- c. Student organization applicant shall then proceed to the Office of Physical Plant and Engineering Services (OPPEs) to secure clearance for the use of business space.

SECTION 22. Student organizations who were granted with permit to operate shall at the end of the year submit a Financial Status report to the OSAS and OPBE which will then be used as a requirement for their re-application. Reapplication would need to be made each year thereafter.

CHAPTER 6

STUDENT HANDBOOK DEVELOPMENT

SECTION 23. There shall be mechanisms to develop the student handbook and updates be made into accessible formats (such as but not limited to electronic, large print, media, Braille, and sign language) for dissemination, information, and guidance of students and university stakeholders.

SECTION 24. Student handbook shall be revised/ amended with every three years.

SECTION 25. Updates on certain provisions of the student handbook could be included provided that it is supported by legal issuances and approved by the BOR.

SECTION 26. Committee on the revision of the student handbook shall be composed of the Vice President for Academic Affairs, Director of Student Affairs and Services, Sports and Cultural Heads, Section Chairpersons, Campus Chairpersons, male and female faculty representatives, and male and female student representatives, male and female alumni representatives, legal officer/consultant.

The actual list of names of the committee shall be approved by the University President.

SECTION 27. There shall be mechanisms to archive and retrieve previous student handbooks for purposes of improving the same

SECTION 28. It shall be the duty of the Student Welfare Section to ensure that all concerned offices shall be furnished with an electronic copy in PDF format and hard copy of the revised student handbook.

SECTION 29. Referral refers to coordination with multi-disciplinary team of specialists to ensure that special needs of students are met.

CHAPTER 7

STUDENT DEVELOPMENT SERVICES

SECTION 30. DEFINITION. Student development refers to the programs and activities designed for the enhancement of leadership skills and social responsibility, which include Student Organizations and Activities, Professional organizations or societies, special interests, Leadership Training Programs, Student Council/Government, Student Discipline, Publication /media.

CHAPTER 8

STUDENT ORGANIZATIONS

SECTION 31. Classification of Accredited Student Organization. Student organizations may be classified as Curricular, Interest Group, and Political Organization.

Curricular Organizations refer to student organizations created based on the University's academic offering, including local chapters of national organizations such as Math Club, English Club, Science Club, and the like. Interest Groups refer to student organizations created based on non-academic interests and advocacies such as but not limited to sports and cultural clubs, religious organizations and fraternities and sororities.

Political Organizations refer to College, Campus and University student governments.

SECTION 32. Any group of fifteen (15) bona fide students of BPSU desirous to form a student organization may apply for recognition of such organization at the Campus Office of Student Affairs and Services. The application for recognition shall be subjected to the following procedure:

- a. An application form is accomplished and filed at the Campus Office of Student Affairs and Services, accompanied by the following:

Requirements for New and Existing Organization

1. List of officers with their respective student numbers, ID photos, and addresses; (Profile of officers including student number, ID photo, addresses, contact details, guardian's contact details, awards received, trainings and seminars attended)
2. Constitution and By-laws duly ratified by its founding members; Names, ages, addresses, program majors, curriculum years and signatures of at least fifteen (15) founding members and officers;
3. An action plan with details on the proposed activities/projects for the current year following format prescribed by the OSAS. This shall include:
 - a. At least one community-based project relevant to the goals and objective of the organization;
 - b. Rights-based project/ program or Gender and Development related activity based on the students interest and needs and/or results of the consultative sessions regularly held by the members of the organization;
 - c. Attendance of members to one of the CHED Mandated Activities provided by the office of student affairs and services .
4. Endorsement of the faculty adviser (with his letter of acceptance) by the Campus Chairperson and noted by the campus director, addressed to the University

President, thru the Director of Student Affairs and Services and Vice President for Student Affairs

5. Manifesto of Commitment
6. Accomplishment Report Based on approved Action Plan (for Renewal of Organization)

At no time in the organization's existence should there be less than fifteen members involved in the said organization which shall be limited to bona fide students of the University.

SECTION 33. CONSTITUTION AND BY-LAWS (CBL). Each student organization shall have a Constitution and By-Laws which shall be ratified by all members. No such organization shall be allowed to function without a previously approved CBL.

SECTION 34. Provisions in the CBL should not violate any provision in the BPSU Code, or this Handbook.

SECTION 35. The period of application for accreditation of all student organizations shall be announced by the Office for Student Affairs and Services three (3) weeks after the start of the academic year.

A temporary permit will be issued by the campus chairperson and campus director to accredited organizations who wish to hold activities as outlined in the proposed action plan prior to the scheduled accreditation. Temporary permit will be issued provided that the organization has submitted accomplishment report, with good standing, and with no record or pending violations.

SECTION 36. The accreditation of student organizations shall be a precognition for its operation in the university.

SECTION 37. A Certificate of Accreditation shall be issued by the Office of Student Affairs and Services to each student organization upon full compliance of the requirements herein prescribed; however, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding year that the organization is in existence.

SECTION 38. A newly organized student organization shall be placed on a three-month period of probationary status prior to recognition. During such period, it shall be issued a temporary permit to operate.

SECTION 39. Any student organization, which does not renew its accreditation for a period of one school year, shall be considered inactive and may be given a chance to renew its accreditation provided that its recognition for more than one (1) school year shall be considered defunct and has to undergo the same procedure as specified under Section 32 of this chapter.

SECTION 40. A student organization granted the permit to operate, shall be entitled to the following privileges:

- a. Free use of University facilities for its operation subject to institutional policies;
- b. Privilege to carry the name of the University in any activity involving the organization outside the school subject to institutional policies;
- c. Privilege to participate in University activities

- d. Privilege to avail itself of subsidies, if any, from the governing Supreme Student Council or its equivalent.
- e. Opportunity to compete for awards involving student organizations;
- f. Privilege to officially represent the university in outside activities subject to institutional policies.
- g. Adequate office space /designated space as determined by the OSAS in consultation with the PPES and approved by the CD.
- h. Designated bulletin board for information dissemination

SECTION 41. Any student organization which has been granted accreditation and which violates its own statement of purpose/constitution is liable to revocation of its certificate of accreditation after due process.

For monitoring and evaluation purposes, student organizations are required to submit accomplishment report of each activity conducted to ensure compliance to guidelines and conditions set by OSAS. Failure of student organizations to abide by the rules and conditions set by the OSAS would be ground for suspension of their next activity.

SECTION 42. Student organizations seeking renewal of accreditation are required to file the following:

- a. A formal letter of intent to seek renewal of recognition and to submit other documents which may be required by the Office for Student Affairs and Services;
- b. A new list of officers with their names, respective positions, programs, curriculum years, sections and specimen signatures;
- c. Name of faculty adviser with a letter of acceptance addressed to the Director for Student Affairs and Services.
- d. Accomplishment Report based on the target set in the action plan.
- e. Liquidation Report

SECTION 43. BEST ORGANIZATION. Awarding of best organization will be based on a criteria set by the Office of Student Affairs and Services, which include the following:

- a. Accomplishment of Targets with supporting documents (narrative, documentation and liquidation)
- b. Evaluation of Stakeholders
- c. Impact to the Community
- d. Relevance to the Attainment of University Mission and Vision
- e. Capacity Building among Members
- f. Gender and Human Rights Advocacy

The Search for best organizations should be conducted at the campus level with the campus chairperson as the chair for the campus level search. The winners of the campus level search will be nominated to the university level search. The composition of board of judges for the

University Search for Best Student Organization will be VPAA, Director for Student Affairs, Section Chairpersons for Student Development, Welfare, and Institutional Program and Services, GAD CHRE Representative and invited resource person

SECTION 44. STUDENT ORGANIZATION ADVISER. The student organization should conduct a special meeting for the selection of their adviser of which three nominees from the general membership will be accepted and deliberated. The chosen adviser will be endorsed by the student organization with the attached minutes detailing the deliberation and the decision reached. The selected adviser will then be forwarded to the OSAS chairperson and will be endorsed to the Director of Student Affairs. The acceptance of the position as adviser must be done by signing the acceptance form and filed with Campus OSAS. The nominated faculty will be endorsed by the OSAS Director, to the university president

The term of appointment of adviser is for one (1) academic year and may be renewed. If, before the period is up, the faculty adviser resigns or becomes incapacitated, a new faculty adviser should be recommended by the organization to the Director for Student Affairs and Services to serve the un-expired term after which he/she may be reappointed.

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

- a. For curricular organization, adviser's qualifications must be based on educational attainment and area of specialization, as recommended by the Dean.
- b. He/she must be full-time employee of the University;
- c. An organization who wishes to have an adviser who is not a fulltime faculty member may be allowed to do so on a case-to-case basis.
- d. For non-curricular organizations, the adviser should be knowledgeable in that particular field; and
- e. No adviser of an accredited student organization shall serve two student organizations at a time. This is to ensure that he/she will devote his/her service and loyalty to the organization as a faculty adviser.

SECTION 45. The adviser shall perform the following duties and responsibilities:

- a. Attend meetings of the organization upon request of the same;
- b. Be available for consultation to all members of the organization, specially to the officers;
- c. If the adviser is unable to attend to a meeting, he/she should ask for the minutes of the meeting. A verbal account to the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes;
- d. Provide guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organization;
- e. Be present in all of the organization's activities whether on-campus or off-campus
- f. If the adviser is unable to attend, he/she should request another faculty member to take his/her place;
- g. The adviser-in-charge should assure the safety of all members of the organization and all others who may be involved in the activity.

CHAPTER 9

STUDENT ACTIVITIES

SECTION 46. STUDENT CALENDAR OF ACTIVITIES AND ROOM RESERVATIONS. Student organizations may organize and hold social functions, cultural, educational, spiritual/religious, and sports activities.

SECTION 47. Student activities within the campus shall be approved by the Campus Directors, with the endorsement of the campus OSAS. The proponents must observe the following procedures (refer to CMO 63)

- a. Secure and accomplish the application form to hold an activity and request for use of a campus facility to the authorized University personnel.
- b. The signatures of the organization's representatives and the adviser are pre-requisites. If any of the two (2) signatures are absent, the Office for Student Affairs and Services will not entertain/process the application for the projects.
- c. Submit the accomplished form for final approval to the Office of Student Affairs and Services.

Should the activity be held beyond the campus, organizers shall seek the approval of the University President.

SECTION 48. For activities to be held off-campus, the following procedures shall apply:

- a. Secure the form from the Office of the Director for Student Affairs and Services/ Chairperson for Student Affairs and Services in each Campus and fill in the necessary information and signatures; and
- b. Requirements for the conduct of outside activities are as follows:
 - i. List of student-participants with accountable advisers
 - ii. Itinerary of Activities (Program)
 - iii. House rules
 - iv. Security Protocol (Letter for Barangay Tanod or Police)
 - v. Parental Consent Form (Form from OSAS)
- c. Activities conducted outside the campus should be endorsed by OSAS and CD to the President through VPAA and Director of Student Affairs.
- d. Submit the completed form in triplicate for the approval of the concerned authorities.

SECTION 49. PROJECT PROPOSAL FORMAT AND CONTENT. To ensure the mainstreaming of the gender perspective in all student activities, the following format and content must be complied:

1. Page Parameters
 - Written on legal size paper (8.5"x13")

- Palatino Linotype 11 font
 - one inch (1") margins all over
 - single space
2. Cover or Transmittal Letter
- addressed to Campus Director
 - signed by the student proponent(s)
 - Noted by the Adviser
 - Through the OSAS Campus Chairperson
 - Once approved by the CD, the CD shall endorse a copy of this to the OSAS Director, attention to the corresponding SAS Section Chairperson
3. Parts of Actual Proposal and Content of Each
- a. Basic Information
- Program/Project/Activity Title
 - Inclusive dates of implementation (Start to Finish)
 - Total number of contact hours
 - Target Number of beneficiaries and their sector (sex disaggregated)
 - Name(s) of Proponent
 - Program In-Charge
 - Colleges/Offices/Organizations Directly Involved
 - Total Budget Requirement
- b. Rationale. This discusses the mandates and legal bases and higher-level goals that are related to your activity which you are trying to comply with or support.
- c. Objectives. There must be a at least one clearly stated gender equality goal among other goals
- d. Expected Outcome. Discusses the likely impacts of the project to the target beneficiaries in terms of their knowledge, skills and attitude. It also discusses the impact or benefits that will be derived by the community and the University.
- e. Basis of the Proposal (i.e. consultative sessions and gender analysis results)
- Discuss the consultative sessions or activity that you did in order to identify the problem or issue, as well as in determining the methodology and other aspects of the proposal
 - include information on who participated in the activity (sex-disaggregated data)
 - Discuss the gender gaps/inequalities you identified during or after the consultative sessions or activities

- Discuss the possible challenges and positive points of having males and females (from the target beneficiary group) participate in the PPA.
- f. Methodology (strategies, styles and methods of training to be used)
- Must match the problems/issues identified, as well as the objectives stated
 - Examples of strategies are seminars, training, symposium, workshop, focus group discussion, consultative sessions, research or survey, film showing, alternative classes, distribution of printed IECs, dialogue, submission of position or concept papers for policy recommendations, assemblies, roadshows
 - list the respective sub-activities to be undertaken with information on when each sub-activity will be conducted, where, who are directly involved, and the budget needed for each
 - If you must get an expert, resource person or trainer, include a brief write up on the skills and knowledge of each resource person or trainer that are relevant to the PPA
- g. Possible Risks/Problems and Countermeasures
- list possible hassles and problems that may have a considerable impact or effect among women and men participants and beneficiaries during the implementation of the PPA, with suggested countermeasures
- h. Monitoring and Evaluation Plan
- detailed discussion on how monitoring and evaluation will be conducted, including schedule, percentage of accomplishment that must have been met by a certain date or schedule
 - Make sure that SDD is collected and maintained throughout the PPA implementation
- i. Exit Plan
- Must discuss ways that will ensure the PPA shall have continuity and sustainability and is not just a one-shot activity
 - How will this PPA affect or be used by other BPSU units, offices, organizations (or even by non-BPSU entities)?
- j. Budget Itinerary with Justification of Funding Request
- Must be broken down according to item of expense with corresponding explanation on specific items or coverage of each expense item
 - Specify the source of fund availability

SECTION 50. FUND RAISING ACTIVITIES. Only duly recognized student organizations are allowed

to conduct fund–raising activities by filing a formal letter of application to the Office for Student Affairs and Services.

The letter should include:

- a. Nature and purpose of the activity;
- b. Date(s) time and venue of the activity;
- c. The manner in which the funds raised shall be used;
- d. The names of the member / officers directly in-charge of the fund raising activity.

SECTION 51. Two (2) weeks before the start of the long examinations, a ban on all activities shall be enforced. This is to ensure that all students are given enough time to review for their examination.

SECTION 52. University-recognized activities or gatherings sponsored by students to be held inside or outside the university, and those conducted after 6:00 pm, or those scheduled during non-class days necessitate parental consent and presence of the faculty adviser or his/her representative.

SECTION 53. Organizers of student activities shall submit an accomplishment report of the completed activity to the campus OSAS which shall include narrative report, documentation, attendance, and liquidation report (if necessary). Proposal for the next activity shall be on hold until the sponsoring student organization has submitted the said reports.

SECTION 54. No group activity or gathering inside or outside the campus beyond 9:00 pm shall be allowed.

Any exception to this rule requires clearance from the authorized officials of the University, in which case the students may stay, provided their adviser stays with them.

SECTION 55. USE OF CAMPUS FACILITIES. Student representatives of recognized student organizations may request authorization from the Office of the Director for Student Affairs and Services to sponsor academic, cultural, athletic, spiritual or social activities. These groups may avail themselves of campus facilities for their club or class activities but only after securing the endorsement of the Office for Student Affairs and Services and approval of the concerned offices. Class section activities must be approved by their respective College Deans.

SECTION 56. Activities to be held should be scheduled at such time and place that would not disrupt normal classroom sessions.

SECTION 57. Facilities on campus are for use of the academic community in the pursuit of educational objectives, hence, priority is given to students, faculty and personnel of the University on a “first come, first served” basis.

SECTION 58. Rooms should be reserved at least five (5) working days before the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured.

Requests for special requirements such as sound system, podium, etc. by student organizations and outside groups are also channeled through the concerned offices. The request should be received at least five (5) working days before the intended activity.

SECTION 59. The University will not grant permission for the use of campus facilities when such use will result to clear and present danger and damages property; commission of crime; occasions which are in substantial opposition to public policy, customs and traditions.

SECTION 60. The users of campus facilities and equipment are held responsible for the use, upkeep and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment shall be held liable.

SECTION 61. Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.

SECTION 62. USE OF POSTERS. The size of postings for the same activity shall be determined by the Office for Student Affairs and Services. Request for posting more than the above number will be considered on a case-to-case basis.

SECTION 63. Posters/announcements should not be stapled, attached with thumbtacks or nailed but should be taped (scotch or masking tape). Paste and adhesive should never be used.

SECTION 64. The Office for Student Affairs and Security Department have the right to remove posters/announcements prior approval.

SECTION 65. The use of cloth streamers and the like should also bear the stamp of approval. The standard duration of this type of posting is two (2) weeks only.

SECTION 66. The Office of the Student Affairs and Services has the right to disapprove requests for postings on the bulletin boards when the requesting organization has already violated the above rule/regulations three (3) times. The request could only be granted or approved on the assurance to the Director/Campus Chairperson for Student Affairs and Services that same rules will not be violated again.

SECTION 67. The Office for Student Affairs and Services and the University Administration have the right to remove posted materials to give way to emergency/very important announcements from the university/local government and national government.

CHAPTER 10

LEADERSHIP TRAINING

SECTION 68. There should be programs and opportunities for the students to enhance and develop their leadership skills.

SECTION 69. The Office of Student Affairs and Services shall organize a Leadership Training for student leaders from the classroom to university level. Officers of accredited student organizations will also be provided the same opportunities.

SECTION 70. University wide leadership training should be charged to the university funds.

SECTION 71. The following topics must be discussed in the leadership trainings:

- a. Basic Governance

- b. Communication
- c. Liquidation of Fund
- d. Operational
- e. Procedures

SECTION 72. Student leaders are given opportunities to attend leadership trainings outside the university in the local, regional, or national level. To ensure that student leaders have equal chances to attend such trainings, the OSAS shall develop a queuing system.

SECTION 73. Invites from different organizations will be forwarded by the Office of Student Affairs and Services to the Campus Chairperson who shall recommended participants with the note of the Campus director, depending on the nature of the seminar.

SECTION 74. For personal invitations to Leadership Trainings, recipient shall seek the recommendation of the Campus OSAS and the Campus Director to attend the training.

SECTION 75. Attendance to outside trainings will require participants to comply with the institutional policy on the conduct and attendance to off campus activity.

SECTION 76. Student leaders who have attended trainings are required to submit narrative report, liquidation and copy of the lecture from the training to the Campus OSAS. An echo seminar shall also be scheduled.

SECTION 77. In attending other trainings, seminars, and conferences, students shall seek the recommendation of the Campus OSAS/ Dean and the Campus Director to attend the training.

SECTION 78. Budget allocation for Leadership Training will be based on CHED Memo 20 series of 2011 Article III Section 6.(UNIFAST BOARD).

SECTION 79. The office of Student Development Section will regularly conduct capacity building training among student/s leaders to enhance their competency in addressing student issue and concern and will schedule quarterly consultatively session to ensure the student welfare and development. Likewise, linkages and partnership through memorandum of understanding will be established with other agencies and institutions to provide students will avenues in addressing their interest, challenges and concern.

Likewise student organizations are encourage to join and participate to sessions conducted by the BPSU GFPS-CHRE capacity to building trainings.

CHAPTER 11

STUDENT GOVERNMENT ORGANIZATIONAL STRUCTURE

THE CONSTITUTION AND BY- LAWS OF THE STUDENT GOVERNMENT OF BATAAN PENINSULA STATE UNIVERSITY

PREAMBLE

We, the students of Bataan Peninsula State University, implore the aid of Almighty God, in order to establish a nationalistic and democratic council which shall embody our ideals, protect and promote our common interest, rights, and welfare, foster unity and cooperation with the members of the faculty and school administration, bind ourselves in the pursuit of academic and vocational excellence and uphold academic freedom under the principles of justice and truth, do hereby ordain and promulgate this constitution.

VISION

A student government that complements the upholding of the students' rights, welfare, and development.

MISSION

Provide relevant and quality student services that contribute to students' holistic development.

ARTICLE I ***NAME AND OFFICE***

SECTION 1. The official organization of the Students of this University shall be called Bataan Peninsula State University – University Student Government (USG), while the official organization of each campus shall be called Bataan Peninsula State University – Campus Student Government (CSG), while the official organization of each College/ Institute shall be called Bataan Peninsula State University – College/Institute Student Government (BPSU-CoSG/ISG).

SECTION 2. The office of the USG shall be located in BPSU Main Campus

ARTICLE II ***ORGANIZATIONAL LOGO***

SECTION 1. Both the USG and the CSG shall adapt a universal logo which shall be used in all their official businesses.

SECTION 2. The logo is symbolic of the mission and vision of the University's Student Government which is to ultimately serve and protect the welfare of the studentry

SECTION 3. The USG may change the design of the logo provided that a special session with the CSGs of each campus is called for that purpose. The decision of changing the logo design must be subjected to a competition process, where a special committee must be created by a body created by the USG to oversee the process of competition and selection.

SECTION 4. A written proposal must be addressed to the USG from the officers of the CSG to call the session.

SECTION 5. Interpretation and definition of the CSG's Logo

5.1 University Student Government (USG) & Campus Student Government (CSG)

- a. Stands for the office of the Government
- 5.2 Colors of the SG Seal
 - a. Maroon represents the supremacy of the student government to its constituents. It is also the University color.
 - b. Yellow-Gold refers to the unity among the governments, organizations and their constituents
- 5.3 Shield
 - a. Represents the gallantry of the students of the BPSU
 - b. Pays homage to the valor of the Bataenos
- 5.4 5 Stars
 - a. Stands for the 5 campuses of the University
- 5.5 Laurel
 - a. Stands for quality and excellence of student services
- 5.6 Yellow Gold Ribbon
 - a. Stands for unity and bind of the students in BPSU
- 5.7 2007
 - a. The year in which the University was established

ARTICLE III

GENERAL PROVISIONS

SECTION 1. This Constitution and By- Laws (CBL) shall be called and known as the “BPSU Student Government Constitution and By- Laws”.

SECTION 2. This CBL shall govern the USG, the CSGs of each campus, the various CoSG/ ISG, PSG, and Class Officers of BPSU.

SECTION 3. DEFINITION OF TERMS. For purpose of this Constitution and By- Laws, the following terms are used and their definitions are within the context of this CBL.

- 3.1 “University” signifies the Bataan Peninsula State University.
- 3.2 “Student Government” refers to the federation of all the political organizations of the University.
- 3.3 “USG” means University Student Government and is composed of all CSGs of the University.
- 3.4 “CSG” means Campus Student Government or the duly constituted central student organization of the campus.
- 3.5 “CSG- AC” means Campus Student Government -Abucay Campus.

- 3.6 "CSG- BC" means Campus Student Government - Balanga Campus.
- 3.7 "CSG- BEC" means Campus Student Government – Bagac Extension Campus.
- 3.8 "CSG – DC" means Campus Student Government – Dinalupihan Campus
- 3.9 "CSG – MC" means Campus Student Government – Main Campus
- 3.10 "CSG – OC" means Campus Student Government – Orani Campus
- 3.11 "USG President" means the duly elected representative of students in the BPSU Board of Regents
- 3.12 "CoSG/ISG" means College/Institute Student Government or the duly constituted central student organization of a college/ an institute.
- 3.13 "Administrators" signifies the duly constituted authorities or officials of the university
- 3.14 "Permanent vacancy" exists when the office has been vacated by reasons of death, resignation, impeachment, permanent illness preventing him from performing the functions of his/her office on the remaining period of his term.
- 3.15 "Majority vote" refers to fifty percent plus one (50%+1) of the total votes casts in a quorum.
- 3.16 "Studentry" refers to all bona fide students of the University.

ARTICLE IV

Declaration of Principles and Objectives

SECTION 1. The Student Government subscribes to the following principles:

- 1.1 Promote and foster unity and cooperation, solidarity among their members and protect their interests, rights and welfare;
- 1.2 Encourage, promote and maintain peaceful, harmonious and friendly relationship between and among the studentry, faculty and administration based on mutual trust, respect, honesty, equality and fairness in pursuit of the goals of the university;
- 1.3 Extend support and assistance to the efforts and pivotal roles of the teachers in moral, intellectual, profession, ethical, and social development of the youth;
- 1.4 Promote, uphold and protect the students' right and welfare;
- 1.5 Represent the studentry in the highest policy making the body of the university;
- 1.6 Practice the rule of the law rather than the rule of men under democratic process;
- 1.7 Create different activities in order to raise funds to be used for their projects that they

want to implement;

SECTION 2. The Student Government shall at all times strive to:

- 2.1 Be autonomous and democratic student organizations.
- 2.2 Serve as active fora for students' ideas and sentiments.
- 2.3 Ensure democratic participation and representation in policy making bodies on matters directly affecting student rights and welfare.
- 2.4 Uphold the ideals and principles of the university that are geared towards ensuring holistic, rights based and gender sensitive, well- rounded, and intellectual, social, cultural and physical development of every students.
- 2.5 Develop social awareness and responsibility gearing towards the development of nationalism bounded on democratic principles.
- 2.6 Seek educational reforms for the full development of human potentials that promote academic freedom and respond to social realities.
- 2.7 Forge unity with other sectors of the university and society toward the fulfillment of these objectives.

ARTICLE V ***Bill of Rights***

Every student has the right to:

SECTION 1. Be properly informed of or participate in making university policies, rules and regulation and information on matters affecting the studentry.

SECTION 2. Suffrage.

SECTION 3. Do research, extension, and entrepreneurial services and to publish and discuss findings and recommendations in accordance with the principle of academic freedom in terms of vocational and academic excellence.

SECTION 4. Establish, organize, join, and actively participate in clubs, organizations, and other associations in conformity with the rules and regulations adopted by the Student Government and the administration.

SECTION 5. Enjoy the freedom of speech and of the press.

SECTION 6. Exercise the freedom of religious, ideological, political, beliefs, faith and spiritual practices.

SECTION 7. Due process of law and appeal in any decision affecting their rights, interests and welfare or disciplinary action against them.

SECTION 8. Enjoy to the fullest adequate facilities and the services provided by the university.

SECTION 9. Be free from exploitation, harassment, cruel and any unjust punishment.

SECTION 10. Have access to his/ her official records and other pertinent documents and papers pertaining to official acts, transactions, or decisions

SECTION 11. Have all other rights stipulated in Education Act of 1982 as adopted by the university

ARTICLE VI

Membership

SECTION 1. All undergraduate students of the BPSU who are enrolled shall be automatically considered bona fide members of the Student Government.

SECTION 2. All enrolled students who have been dropped out from their college are no longer considered as members.

SECTION 3. Duties and Responsibilities of Members

- 3.1 Attend all meetings and activities called upon by the student government which requires their presence.
- 3.2 Abide by the prescribed rules, regulations and other decisions of the Student Government.
- 3.3 Provide relevant information and/ or suggestions for the benefits and welfare of the Student Government.

ARTICLE VII

Duties and Responsibilities of Students

SECTION 1. Students shall at all times observe the laws of the land, uphold this Constitution and By-Laws and comply with the university policies, rules and regulations.

SECTION 2. Students shall exercise their rights and responsibilities with regards for the rights of their fellow students and respect the rights of faculty, administration and other members of the community.

SECTION 3. Students should participate to broaden their vocational and academic capability with co- curricular participations that may help promote their intellectual development.

SECTION 4. Students are encouraged to participate in extra-curricular activities to promote other aspects of human development.

SECTION 5. Students must support the USG, CSG and CoSG/ ISG and effectively participate in their undertakings.

SECTION 6. Every student has the right to elect his/her respective Class, CoSG/ISG, and CSG officers and leaders except the student regent who will be elected by the members of the CSGs.

SECTION 7. It is the duty of every student to:

- 7.1 Support and participate in the activities and projects of the Student Government, cast his/her vote in plebiscites, referenda and elections initiated by the student governments.
- 7.2 Exercise his/her rights responsibly.
- 7.3 Abide by all the provisions of the Constitution and By-Laws.

SECTION 8. Students shall likewise perform all other obligations, duties, and responsibilities embodied in the Education Act of 1982 as adopted by the university.

ARTICLE VIII
The University Student Government

SECTION 1. The University Student Government shall be the highest governing body of all BPSU students.

SECTION 2. The USG shall be composed of all the duly elected USG Representatives of each campus forming the Executive Committee.

SECTION 3. The Executive Committee shall be the USG President, USG Vice President, USG Secretary, USG, and Chairperson for Student Programs and Services, Chairperson for Student Welfare, and Chairperson for Student Development

SECTION 4. The USG Executive Committee shall be formed after the USG President has been elected.

SECTION 5. The members of the Executive Committee, except the USG President, shall be appointed from the USG Representatives during their preliminary assembly.

SECTION 6. It shall be the duty of the USG Executive Committee to:

- 6.1 Decide on matters concerning students' rights and welfare.
- 6.2 Recommend to the Board of Regents regarding policies, rules and management governing the studentry.
- 6.3 Coordinate the programs of the CSGs.

SECTION 7. The USG President shall be the official and authorized representative of the students in the Board of Regents.

SECTION 8. The USG President shall be selected from among the duly elected USG Representatives of each campus.

SECTION 9. The election of the USG President shall be supervised by the Office of the Student Affairs and Services.

SECTION 10. The manner of election for the USG President shall be through a voting process during a convention of all the CGS's of all the campuses. The USG Representative who gained the most

number of votes will then be declared as the USG President.

SECTION 11. The President shall be the chief executive officer of the USG. It shall be his/her duty to:

- 11.1 Head the USG Assembly;
- 11.2 Sign all resolutions, communications and papers of the USG;
- 11.3 Preside over-all meetings of the Government. Provided that in case he/she desires to take part in the debate or discussion he/she may name the Vice President, or in the absence of the latter, any member of the Government to take the chair;
- 11.4 Guarantee that all disbursements are reasonable, justified, and authorized;
- 11.5 Be the official and authorized representative of all BPSU students in the Board of Regents;
- 11.6 To execute and implement all decisions, regulations, and resolutions adopted by the Government;
- 11.7 Represent the USG in his/her official capacity as President on occasions and events where the organization needs the representation; and
- 11.8 Perform such duties that may be necessary or incidental to the discharge and performance of the functions of his/her office.

to be submitted to the Office of Student Affairs and Services within thirty (30) days after the semester.

SECTION 12. There shall be an appointed Vice President of the USG. It shall be his/her duty to:

- 12.1 Serve as the assistant chief executive of the Government;
- 12.2 Assume powers and functions of the USG President in the absence or incapacity of the latter;
- 12.3 Update from time to time the financial status of the Government and present a financial report whenever requested; and
- 12.4 Prepare the financial statement of the Government with attached necessary supporting documents

SECTION 13. There shall be an appointed Secretary of the USG. It shall be his/her duty to:

- 13.1 Call the roll and read the minutes of the previous meetings and proceedings of the USG;
- 13.2 Record the minutes of every meetings and its documentation;
- 13.3 Prepare communications for every announcement of regular and emergency meetings;
- 13.4 Safeguard the pertinent records as well as confidential documents of the Council;

13.5 Exercise other functions as prescribed by the Council from time to time; and

13.6 Keep a record, together with the supporting documents (official receipts, invoices, contracts, deposit and withdrawal slips, etc.) of all financial transactions of the USG

SECTION 14. There shall be an appointed USG Chairperson for Student Welfare. It shall be his/her duty to:

14.1 Coordinate with the Chairperson for Student Welfare from the Office of Student Affairs and Services in organizing, and implementing programs and activities concerning student welfare such as Information, Orientation and Awareness, Guidance and Counselling, Career and Placement, Economic Enterprise Development, and Student Handbook Development;

14.2 Head the committee composed of different officers of the Campus Student Government of each campus.

SECTION 15. There shall be an appointed USG Chairperson for Student Development. It shall be his/her duty to:

15.1 Coordinate with the Chairperson for Student Development from the Office of Student Affairs and Services in organizing, and implementing programs and activities designed for enhancement and deepening of leadership skills and social responsibility which include Leadership Training Programs, special interest, student discipline, etc.;

15.2 Head the committee composed of different officers of the Campus Student Government of each campus.

SECTION 16. There shall be an appointed USG Chairperson for Student Services. It shall be his/her duty to:

16.1 Coordinate with the Chairperson for Student Services from the Office of Student Affairs and Services in organizing, and implementing programs and activities concerning student services which include Admission, Scholarship and Financial Assistance, Food, Health, Security and Safety, Housing and Residential Services, Multi-Faith, Foreign/ International Students, services for Students with Special Needs, and other programs such as culture and arts, sports, social, and community services.

16.2 Head the committee composed of different officers of the Campus Student Government of each campus.

ARTICLE IX

The Campus Student Government

SECTION 1. Each campus shall have a Campus Student Government.

SECTION 2. The Campus Student Government shall:

- 2.1 Serve as the highest governing body of all students in each campus.
- 2.2 Initiate, organize and implement student activities of campus wide concern in line with the general policies of the university and with due consultation to the studentry on each campus.
- 2.3 Coordinate with the designated university authorities regarding student matters, affairs and activities.
- 2.4 Serve as a feedback information center of the studentry in their respective campus.
- 2.5 Adopt its own house rules for its internal procedure.

SECTION 3. The constituents of the CSGs shall be the students duly enrolled in their respective campuses.

SECTION 4. The CSCs shall be composed of the President, Vice President and the seven senators who shall be elected at large in their respective campuses.

SECTION 5. The CSGs shall coordinate with the USG; provided that it shall be autonomous in the management of its own internal affairs and implementations of its own programs and activities.

SECTION 6. Powers, Duties and Responsibilities of Officers of CSG

6.1 The President shall have the following powers and duties:

- 6.1.1 to serve as the chief executive officer of the CSG;
- 6.1.2 to call and preside overall meetings of the Government;
- 6.1.3 to execute and implement all decisions, regulations and resolutions adopted by the Government;
- 6.1.4 to sign all resolutions, communications and papers of the CSG;
- 6.1.5 represent the CSG in his official capacity as CEO and President on occasions and events where the organization needs the representation;
- 6.1.6 to exercise general administrative supervision of the functions and activities of the Government; and
- 6.1.7 to perform such duties that may be necessary or incidental to the discharge and performance of the functions of his/her office.
- 6.1.8 to sit as one of the student representatives to the Student Disciplinary Tribunal.

6.2 The Vice President shall have the following powers and duties:

- 6.2.1 to assist the President in all matters that his assistance is required;
- 6.2.2 to take over the function of the President whenever the latter's office is vacant by

the reason of his death, resignation, removal, suspension, illness, absence of physical or mental capacity or his failure to qualify in his office; and

6.2.3 to preside over meetings of the Council whenever required by the president in order that the latter may participate in the deliberation of the body.

6.2.4 to act as a liaison between the COSG and CSG, and

6.2.5 to perform other duties and functions as the President may assign.

6.3 The CSG senators shall have the following powers and duties:

6.3.1 to assist the President and the Vice-President on all matters affecting the student Government;

6.3.2 To head committees which will be formed by the CSG; their appointments shall be deliberated and determined by the officers of the CSG; and

6.3.3 To perform such duties that may be necessary or incidental to the discharge and performance of the functions of the Campus Student Government.

SECTION 7. There shall be a Communication Secretary of the CSG which shall be elected among the seven senators. The election of such shall be the discretion of respective CSGs.

7.1 The Communication Secretary shall have the following powers and duties:

7.1.1 To call the roll and read the minutes of the previous meetings;

7.1.2 To record the minutes of every meetings and its documentation;

7.1.3 To prepare communications for every announcement of regular and emergency meetings;

7.1.4 To exercise other functions as prescribed by the Government from time to time; and

7.1.5 To prepare all the needed documents of the Government, such as the Action plan, Letter Proposals, Narrative reports and Accomplishment Reports.

SECTION 8. There shall be an Information Secretary of the CSG which shall be elected among the seven senators. The election of such shall be the discretion of respective CSGs.

8.1 The Information Secretary shall have the following powers and duties:

8.1.1 To disseminate information and announcements of the CSG before every activity; and

8.1.2 To safeguard the pertinent records as well as confidential documents of the Government

SECTION 9. There shall be a CSG Treasurer which shall be elected among the seven senators. The

election of such shall be upon the discretion of respective CSG.

9.1 The Treasurer shall have the following powers and duties:

- 9.1.1 To have custody of and responsibility for specific funds for projects and activities, petty cash and properties of the Government;
- 9.1.2 To safeguard the records of the funds and report financial status in every meeting;
- 9.1.3 To receive and disburse fees, fines, contributions, donations, and other properties due to the Government with the approval of the authorities
- 9.1.4 To maintain the book of accounts of the Government;
- 9.1.5 To submit financial report, at the end of each semester which shall be publicized for the information of constituents; and
- 9.1.6 to perform such other duties as the council or the President may assign him/her from time to time.

SECTION 10 There shall be a CSG Auditor which shall be elected among the seven senators. The election of such shall be upon the discretion of respective CSG.

10.1 The Auditor shall have the following powers and duties:

- 10.1.1 To control and safeguard the handling and disposition of funds and properties of the Government;
- 10.1.2 To check, audit and verify as to the correctness and reasonableness of disbursement and acquisition or purchases of property and materials;
- 10.1.3 To recommend approval or disapproval of vouchers or other papers and documents involving the financial transactions of the Government;
- 10.1.4 To prepare all the inventory purchases by the Government.

ARTICLE X

The College/Institute Student Government

SECTION 1. The official political student organization in each College shall be called College/Institute Student Government or CoSG/ ISG.

SECTION 2. Each College/Academic Unit shall have its own CoSG/ISG.

SECTION 3. The College/Institute Student Government shall:

- 3.1 Serve as the highest governing body of all students in a particular college/ institute.
- 3.2 Initiate, organize and implement student activities of college/institute wide concern in line with the general policies of the university after due consultation to all concerned.

- 3.3 Coordinate with the designated university authorities regarding student matters, affairs and activities.
- 3.4 Serve as a feedback information center for the mass of the studentry in their respective college/institute.
- 3.5 Adopt its own house rules for its internal procedure.
- 3.6 Make its own budget which will become operational upon approval of the officers and after due consultation to all concerned.

SECTION 4. The constituents/members of the CoSGs shall be the students duly enrolled in their respective college/institute.

4.1 Duties and Responsibilities of Members are:

- 4.1.1 to attend all meetings and activities called upon by the government which requires their presence.
- 4.1.2 to abide with the prescribed rules, regulations and other decisions of the government.
- 4.1.3 to give pertinent and relevant information and/ or suggestion for the benefits and welfare of the government.

SECTION 5. The CoSG/ISG shall be composed of the Governor, Vice Governor, Board Members and Program Coordinators per department who shall be elected at large in their respective colleges/ institute.

SECTION 6. The College/Institute shall only follow the structure provided in Section 5 so as to ensure uniformity in the structure of political student organizations.

SECTION 7. The CoSG/ISG shall coordinate with the CSG; provided that it shall be autonomous in the management of its own internal affairs and implementations of its own programs and activities.

SECTION 9. Powers, Duties and Responsibilities of Officers

9.1 The Governor shall have the following powers and duties:

- 9.1.1 To serve as the chief executive officer of the CoSG/ISG;
- 9.1.2 To call and preside overall meetings and activities of the Government;
- 9.1.3 To execute and implement all decisions, regulations and resolutions adopted by the Government;
- 9.1.4 To sign all resolutions, communications and papers of the CoSG/ISG;
- 9.1.5 To represent the CoSG/ISG in his/her official capacity as CEO and Governor on occasion and events where the organization needs the representation;
- 9.1.6 To exercise general administrative supervision of the functions and activities of the

government;

9.1.7 Perform such duties that may be necessary or incidental to the discharge and performance of the functions of his/her office; and

9.1.8 to sit as one of the student representatives to the Student Disciplinary Tribunal.

9.2 The Vice Governor shall have the following powers and duties:

9.2.1 to assist the Governor in all matters that his/her assistance is required;

9.2.2 take over the function of the Governor whenever the latter's office is vacant by reason of his/her death, resignation, removal, suspension, illness, absence of physical/mental incapacity or his/her failure to qualify in his/her office; and

9.2.3 to preside over meetings of the Government whenever required by the governor in order that the latter may participate in the deliberation of the body.

9.3 The CoSG/ISG Board Members shall have the following powers and duties:

9.3.1 to assist the Governor and the Vice- Governor on all matters affecting the student government;

9.3.2 To head committees which will be formed by the CoSG/ISG; their appointments shall be deliberated and determined by the officers of the CoSG/ISG; and

9.3.3 To perform such duties that may be necessary or incidental to the discharge and performance of the functions of the College/Institute Student Government.

SECTION 10 There shall be a CoSG/ISG Secretary which shall be elected among the Board Members. The election of such shall be upon the discretion of respective CoSG/ISG/

10.1 The CoSG/ISG Secretary shall have the following powers and duties:

10.1.1 To call the roll and read the minutes of the previous meetings;

10.1.2 To record the minutes of every meeting and its documentation;

10.1.3 To prepare communications for every announcement of regular and emergency meetings;

10.1.4 To safeguard the pertinent records as well as confidential documents of the CoSG/ISG; and

10.1.5 To exercise other functions as prescribed by the CoSG/ISG from time to time.

SECTION 11 There shall be a CoSG/ISG Treasurer which shall be elected among the Board Members. The election of such shall be upon the discretion of respective CoSG/ISG.

11.1 The CoSG/ISG Treasurer shall have the following powers and duties:

- 11.1.1 To have custody of and responsibility for all the funds and properties of the CoSG/ISG;
- 11.1.2 To safeguard the records of the funds and report financial status during every meeting;
- 11.1.3 To collect, receive and disburse fees, fines, contributions, donations, and other properties due to the CoSG/ISG with the approval of the authorities;
- 11.1.4 To maintain the book of accounts of the CoSG/ISG;
- 11.1.5 To submit financial report, at the end of each semester which shall be publicized for the information of constituents; and
- 11.1.6 To perform such other duties as the CoSG/ISG or the President may assign him/her from time to time.

SECTION 12 There shall be a CoSG/ISG Auditor which shall be elected among the Board Members. The election of such shall be upon the discretion of respective CoSG/ISG.

12.1 The CoSG/ISG Treasurer shall have the following powers and duties:

- 12.1.1 To control and safeguard the handling and disposition of funds and properties of the CoSG/ISG;
- 12.1.2 To check, audit and verify as to the correctness and reasonableness of disbursement and acquisition or purchases of property and materials;
- 12.1.3 To recommend, approved or disapproved vouchers or other papers and documents involving the financial transactions of the CoSG/ISG

SECTION 13 There shall be a CoSG/ISG Business Manager which shall be elected among the seven Board Members. The election of such shall be upon the discretion of respective CoSG/ISG.

13.1 The CoSG/ISG Business Manager shall have the following powers and duties:

- 13.1.1 To have direct and active management of the business engaged in by the Council, provided that such management shall be in accordance with his/her sound discretion and judgment whenever not expressed or limited by any standing order, regulation or resolution.

SECTION 14 There shall be a CoSG/ISG Public Relations Officer (PRO) which shall be elected among the Board Members. The election of such shall be upon the discretion of respective CoSG/ISG.

14.1 The CoSG/ISG PRO shall have the following powers and duties:

- 14.1.1 To be in charge of information dissemination of the minutes and agenda of the meeting to his/her constituents;
- 14.1.2 To be the spokesperson of the CoSG/ISG. Any vital and official information related

to the CoSG/ISG shall be made known through him/her. No information shall be made without the knowledge of the governor; and

14.1.3 To perform such other duties and responsibilities that may be assigned to him by the governor.

SECTION 15 There shall be a CoSG/ISG Program Coordinators which shall be appointed upon the discretion of the Governor with the concurrence of the body.

15.1 The CoSG/ISG Program Coordinators shall have the following powers and duties:

15.1.1 To coordinate all programs, projects and activities to all offices and sectors concerned;

15.1.2 To assist the PROs' in information dissemination;

15.1.3 To coordinate information among members of the CoSG/ISG; and

15.1.4 To perform such other duties and responsibilities that may be assigned by the governor.

SECTION 16. The CoSG/ISG may create special committees to hasten its operations and facilitate efficient and effective delivery of services

ARTICLE XI

Program Student Government

SECTION 1. There shall be a Program Student Government for every program offered in the university adopting their own Constitution and By-Laws.

SECTION 2. The program student government (PSG) president shall have the privilege to be one of the student representatives in the Student Disciplinary Tribunal for each of their respective program cases.

ARTICLE XII

Class Officers

SECTION 1. There shall be a set of class officers in each class elected at large in their respective classes.

SECTION 2. The functions of the class officers are:

2.1 To disseminate information prior to the communication of the higher student governments, Faculties and university administration;

2.2 To provide assistance to the activities of the CoSGs whenever required and needed;

2.3 To coordinate with the higher student governments in their particular college/institute;

2.4 To report sudden harmful incidents within the classroom premises; and

2.5 To serve as the representative of the classroom in decision making that will affect the class.

SECTION 3. The class officers shall be composed of Mayor, Vice Mayor, Secretary, Treasurer, and Auditor

SECTION 4. Powers and Duties of the Class Officers

4.1 Class Mayor

4.1.1 Be the representative of his/her respective class;

4.1.2 To consult the class regarding in their opinions/decisions in general; and

4.1.3 Take charge of the class during activities and events.

4.2 Class Vice Mayor

4.2.1 Take charge in case the mayor is in absence; and

4.2.2 Assist the Mayor in managing the class

4.3 Secretary

4.3.1 Preserve class records, keeps minutes of board and class meetings and retains meetings minutes; and

4.3.2 Prepare communication letters if necessary.

4.4 Treasurer

4.4.1 Be in charge of collections; and

4.4.2 Take full responsibility of the authorized collections.

SECTION 5. Elections for the Class officers will be held on the 2nd week after the first day of classes

SECTION 6. Elections will be spearheaded by the adviser of each respective class

SECTION 7. The class officers will have their federated mayor per year level program (e.g. BSME-2 Federated Mayor)

SECTION 8. The Federated Class Mayor will have the privilege to be one of the student representatives in the Student Disciplinary Tribunal for each of their respective year level and program cases.

SECTION 9. The manner of election should be nomination process among the class mayors.

ARTICLE XIII
Student Disciplinary Tribunal

SECTION 1. There shall be a student representation in the Student Disciplinary Tribunal under the supervision of the Office of the Student Affairs and Services.

SECTION 2. The student representation shall be composed of the USG President, CSG President CoSG/ISG Governor, PSG President, and the Federated Year Level Mayor of any program involved.

SECTION 3. The student representation, together with other members of the Student Disciplinary Tribunal, shall:

- 3.1 Receive and investigate complaints of misconduct committed by students;
- 3.2 Conduct formal hearings, deliberate and recommend appropriate penalties to students when found guilty of the complaints against them.

ARTICLE XIV

Qualifications of Officers

A. Campus Student Government Officers

SECTION 1. All candidates aspiring for president or vice-president position must have at least one (1) year of residency in the campus where he is seeking position.

SECTION 2. All candidates aspiring for senatorial position must be a bona fide and undergraduate student.

SECTION 3. The candidate must have no record of violation of the University rules and regulations with suspension as penalty.

SECTION 4. The candidate must have no failing grades in any of his/her subjects on his/her previous academic year given that the failed subjects previously was retaken and passed.

SECTION 5. No student shall hold two or more top positions like presidency and/or chairpersonship in any other student organizations – theater, performing arts, sports and athletics - or editorship in any recognized student publications. And the CSG President shall not hold any other position, major or minor, other than his/her presidency.

B. College/Institute Student Government

SECTION 1. All candidates aspiring for gubernatorial or vice-gubernatorial position must have at least one (1) year of residency in the campus where he is seeking position.

SECTION 2. The candidate must have no violation of the University rules and regulations with suspension as penalty.

SECTION 3. The candidate must have no failing grades in any of his/her subjects on his/her previous academic year given that the failed subjects previously was retaken and passed

SECTION 4. No student shall hold two or more top positions like presidency and/or chairmanship in any other student organizations – theater, performing arts, sports and athletics - or editorship in any recognized student publications.

ARTICLE XV
Election and Induction of Officers

SECTION 1. All qualified undergraduate students of BPSU have the right to be elected in the Student Government.

SECTION 2. Election for the Campus Student Government and College/ Institute Student Governments Officers shall be held every academic year in accordance with the rules promulgated by the Director for Student Affairs and Services, and the Commission on Student Election.

SECTION 4. The CSG and CoSG/ISG Officers shall be elected not later than the 3rd week of September by all qualified members through secret balloting and continue to hold office until the oath of their

SECTION 3. All other electoral activities shall be held on the dates specified by the Office of the Student Affairs and Services.

SECTION 5. The election shall be in line with the policies and close supervision of the Commission on Student Election (ComSElec).

SECTION 6. The CSG officers shall be elected at large in their respective campuses.

SECTION 7. The CoSG/ ISG officers shall be elected at large in their respective colleges/ institutes.

SECTION 8. The induction of officers shall take place during the first SG Assembly. The oath is to be administered by the University President or his duly authorized representative

ARTICLE XVI
System of Election

SECTION 1. There shall be a definite system to be observed in the election of the USG President, CSC, CoSG/ISG and Class Officers.

SECTION 2. The system shall be as follows:

- 2.1 The Class Officers shall be elected by their respective section constituents within two weeks after the sections had been organized by their respective vocational and academic supervisors/Dean of Colleges (or Institutes)/advisers;
- 2.2 All CoSG/ISG officers shall be elected by all bona fide students of each college/institute in a manner provided for by the ComSElec and the Office of Student Affairs and Services;
- 2.3 All CSG officers shall be elected in a same manner as in CoSG/ISG;
- 2.4 The USG President shall be elected in the manner provided in Article VIII Section 10; and
- 2.5 Any candidates who run unopposed, in any position shall need 50% + 1 of the total number of students who actually voted during the elections. Otherwise, the election for the unopposed position will be repeated until the required number of votes is reached.

ARTICLE XVII

Commission on Student Election (ComSElec)

SECTION 1. Commission on Student Election (ComSElec) of the CSG/CoSG/ISG shall be composed of the following:

- 1.1 The Chairmanship of ComSElec shall come from the faculty of the respective campuses as recommended by the OSAS Chairperson and to be approved by the Director of Student Affairs and Services;
- 1.2 One (1) faculty chairperson of ComSElec from each campus as recommended by the OSAS Chairperson and to be approved by the Director of Student Affairs and Services;
- 1.3 The faculty members shall be appointed by the ComSElec Chairperson; whose number will be determined according to the population or need of the campus;
- 1.4 The students appointed by the ComSElec Chairperson must not members of any political student organizations; the number of whom will be determined according to the number of faculty members

SECTION 2. The ComSElec shall abide the Election Code formulated by the USG and all other matters related to the nature of their work

ARTICLE XVIII

Tenure of Officers

SECTION 1. The tenure of all elected and appointed officers shall be for a period of one (1) year from the moment they have taken oath of office or until the succeeding officers have taken their oath.

SECTION 2. Any permanent vacancy in the office of the CSG President shall be filled by the Vice President provided that if the permanent vacancy occurs in the office of the latter, the senator with the highest number of votes shall assume the vacant position of the Vice President.

- 2.1 If the vacancy occurs in the office of the CSG Senators, the candidate who obtained the next highest number of votes in the last election of the CSG shall fill the vacant position.
- 2.2 The vacant position of the seventh senator shall be filled by the defeated candidate who has the highest votes.

SECTION 3. Any permanent vacancy in the office of the College/ Institute Governor shall be filled by the Vice Governor provided that if the permanent vacancy occurs in the office of the Vice Governor, board member with the highest number of votes shall assume the vacant position of the vice governor.

- 3.1 A vacancy in the other positions in CoSG/ ISG Officers shall be filled in the manner provided above for the CSG Senators. Should this not be possible, then the CoSG shall expeditiously select his replacement.

ARTICLE XIX
Accountability of Officers

SECTION 1. All officers of the USG, CSG, CoSG/ ISG, PSG, Federated Year Level, and Classroom Officers shall be at all times be accountable to the studentry whom they should serve with responsibility, integrity, loyalty, efficiency and nationalism.

ARTICLE XX
Disciplinary Measures

SECTION 1. The Student Government shall have a committee that shall take charge of its erring members.

SECTION 2. Any constituent may file an impeachment or suspension procedure against any Student Government Officer to the Disciplinary Committee formed by the USG.

SECTION 3. An officer may be suspended/ impeached for any of the following reasons:

3.a. Grounds for Suspension:

- 3.a.1. Failure to attend three (3) consecutive regular meetings without any valid reasons.
- 3.a.2. Involvement to any scandalous activities as defined in the Student Manual.
- 3.a.3. Misconduct that will undermine the integrity of the Council.
- 3.a.4. Simple Neglect of duty.
- 3.a.5. Violations of Rules and Regulations of the University and/or College.
- 3.a.6. Violation of Students' Rights and Obligations under Educ. Act of 1982.

3.b. Grounds for Termination:

- 3.b.1. Absence without leave (2 months)
- 3.b.2. Gross neglect of duty.
- 3.b.3. Falsification of documents.
- 3.b.4. Malversation of funds.
- 3.b.5. Violation of human rights.
- 3.b.6. Gross violation of Students' Rights and Obligations under Educ. Act of 1982.
- 3.b.7. Gross violation of the rules and regulations of the University and/or College.
- 3.b.8. Suspended three (3) times

SECTION 4. Any suspension or termination will have the following proceedings:

4.a. For USG Members:

- 4.a.1. Then USG shall have the exclusive power to initiate, try and decide all cases of suspension or impeachment of the erring members.

4.b. For CSG, CoSG/ ISG Officers:

- 4.b.1. The Disciplinary Committee formed by the USG shall have the exclusive power to initiate, try and decide all cases of suspension or impeachment of the erring members of CSG CoSG/ISG Officers.

SECTION 5. Any suspension/impeachment will take effect after a 2/3 affirmative vote from the Disciplinary Committee.

SECTION 6. The respondent shall have no right to vote in any of the disciplinary proceedings

SECTION 7. No member shall be subjected to any disciplinary measures without due process of law

SECTION 8. The decision of the disciplinary committee shall be released within fifteen (15) days after the termination/suspension proceedings.

SECTION 9. In case of the filing of an impeachment/ suspension for the USG President, a written complaint shall be forwarded to USG Vice President. He/ she will then coordinate with the Office of Student Affairs and Services to convene all the CSG's of all the campuses to conduct sessions and must establish a 2/3 affirmative vote. After getting the 2/3 vote, the USG will then deliberate the USG President's termination. The duration of the proceeding will be the same with Section 8 of Article XX.

ARTICLE XXI

Source and Disbursement of Funds

SECTION 1. The funds and other collections of the student government shall be derived from membership fees, fines, and contributions from social activities, donations and other grant-aids.

SECTION 2. All undergraduate bona fide students of BPSU shall be charged a student government fee every enrolment. The amount is to be determined by the administration in consultation with the USG and approved by the Board of Regents.

SECTION 3. The student government fee shall be collected at the start of every enrolment.

SECTION 4. The student government fund shall after its collection, be held in trust for the Campus Student Government by the Finance Office.

SECTION 5. The CSG must allocate subsidies to CoSG/ISG, PSG, and Accredited Student Organizations any amount as indicated in the approved plan of action by the CSG.

SECTION 6. The financial report of the CSG shall be submitted by the President and the Treasurer duly attested by the auditor noted by the faculty adviser to the Director of Finance for final auditing and a copy is furnished to the Office of the Student Affairs and Services. Financial Report must be posted on bulletin boards/student publication.

SECTION 7. Disbursement or disposition of funds and properties shall be in accordance with the annual program of expenditures prepared by the Government and supported by a CSG resolution signed by all of its officers noted by the CSG adviser, approved by the SLC, recommended by the

Office of the Student Affairs and Services, and approved by the University President.

SECTION 8. The CSG funds shall be deposited in a reputable bank with three signatories: President, Treasurer and the CSG adviser.

SECTION 9. The financial report of CoSG/ISG shall be prepared at least every semester. The financial report shall be prepared by the Treasurer, checked by the Auditor and noted by the Governor and the adviser. A copy of the report must be forwarded to the Director for Student Affairs and Services, and to the OSAS Campus Chairperson. Likewise, financial report must be posted on bulletin boards.

SECTION 10. The balance of the student government for a specific term shall be returned as the funds of the student governments for the next or succeeding terms.

SECTION 11. The USG shall have its fund which follows the formula:

$$\frac{\text{No. of Bona fide Students in Campus}}{\text{Total No. of Bona fide Students of BPSU}} \times 0.2$$

SECTION 12. USG fund shall be deposited in a refutable bank with three signatories: USG President, USG Vice President and USG Treasurer and USG adviser.

Note: Subject for revision of the student legislative chamber as per recommendation of the Board of Regents.

SECTION 13. USG President is mandated to submit a financial report every end of the semester. The financial report shall be submitted by the USG President to the Director of Finance for final auditing and copy is furnished to the Office of the Student Affairs and Services.

ARTICLE XXII

Faculty Adviser

SECTION 1. The Office of the Student Affairs and Services recommends to the University President for approval of a faculty adviser who shall be chosen from three (3) faculty recommendees submitted by the CSG.

SECTION 2. The adviser of the CoSG/ISG shall be selected among the three recommendees in the list which will be submitted to the Dean of College/Institute who will choose the adviser.

SECTION 3. The adviser for both CSG and CoSG/ISG must be a fulltime and permanent faculty member of the university

SECTION 4. Should there be no permanent faculty member available for recommendation of the CSG and CoSG/ISG, the government can recommend a fulltime contractual faculty member of the University

SECTION 5. The adviser shall extend his/her wholehearted support, guidance, advice, ideas and exert his/her efforts to the best he/she could

SECTION 6. The adviser of either CSG or CoSG/ISG shall only hold one advisory appointment.

SECTION 7. The tenure of the CSG and CoSG/ISG adviser shall be for one (1) academic year or until the next set of officers have taken oath. The adviser may be reappointed for another term.

ARTICLE XXIII **Meetings**

SECTION 1. The regular meetings of the Student Government shall be set by the duly elected officers during their first meeting

SECTION 2. In case of special meetings, the Student Government shall give a “notice of meeting” one day or earlier before the meeting. The notice will be accomplished by the presiding officer of each body and noted by respective advisers.

SECTION 3. The Student Government shall observe simple quorum in which 50% + 1 of the total number of members is required to be present to conduct a meeting.

ARTICLE XXIV **Amendments**

SECTION 1. Any constituent/member has the right to propose any amendment for revision of this BPSU Student Government Constitution and By- Laws.

SECTION 2. Any proposal shall be endorsed in writing one month before the regular session of the USG for the purpose of discussions and further deliberations and to facilitate the amendment/revision process. The USG will then deliberate the proposed amendment/revision.

SECTION 3. An amendment/revision will take effect after an affirmative vote of 50%+1 of the total number of votes cast during a university-wide plebiscite to be held for this purpose.

ARTICLE XXV **Statutory and Transitory Provisions**

SECTION 1. PURPOSE. The purpose of this Constitution and By-Laws is to provide the permanent framework of a students’ system of governance, to assign respective powers and duties, and to establish certain priority and fixed principles on which these student councils are established.

SECTION 2. SAFEGUARD. This Constitution and By-Laws shall safeguard the rights of BPSU Studentry irrespective of their status. It shall always be impartial and shall be applied to the studentry in general.

SECTION 3. REPEALING CLAUSE. This Constitution and By-Laws is hereby repealed or modified accordingly should there be any inconsistency with national laws, decrees, orders, and BPSU rules and regulations.

SECTION 4. SUPREMACY. This Constitution and By-Laws is the basic and paramount law of the BPSU studentry consistent with the University Code and Student Manual.

SECTION 5. PERMANENCE. This Constitution and By-Laws is permanent in nature, unless otherwise amended, revised or revoked; provided, another constitution and by-laws shall have been ratified to supersede it.

SECTION 6. SEPARABILITY CLAUSE. In the event that any of the provisions of this Constitution and By-Laws is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

SECTION 7. INTERPRETATION. The University Student Government shall make and provide the interpretation based upon the BPSU Code and other pertinent promulgated laws of the land, in case of ambiguity and conflict in the provisions, unless the Legal Court shall make a contrary interpretation thereto.

SECTION 8. TRANSITION. This Constitution and By-Laws supersede the 2007 Constitution and By-Laws.

SECTION 9. EFFECTIVITY. This Constitution and By-Laws shall take effect upon ratification by the students and affirmation by the Board of Regents after which it will be published in the University's official student publications.

CHAPTER 12

FUNDS, APPROPRIATIONS, DISBURSEMENT AND LIQUIDATION OF CSG AND USG BUDGET (REFER TO RA 10931)

SECTION 80. The general funds of the CSG shall consist of student fees collected during every registration period.

SECTION 81. All funds collected shall be deposited in government bank.

SECTION 82. CSC Officers should submit Action Plan of Activities with certain Budget Allocation for the following expenses:

1. Programs/Plans and Activities
2. Capacity Building (Seminar Training for Student Leaders)
3. Operational Expenses

SECTION 83. Proposed activities/projects for the current year shall include:

1. At least one community-based project;
2. GAD or Rights-based sensitive project/ program or related activity; or
3. CHED Mandated Activity.

SECTION 84. Accounting Office shall provide updated guidelines for liquidation and accounting.

SECTION 85. All other income derived from sources other than student fees shall be appropriated for special projects duly approved by the CSC upon a resolution. This shall likewise be reported to the OSAS for transparency.

SECTION 86. Immediately upon being elected and duly qualified to office, the CSC officers shall

prepare a budget proposal to be recommended by the Campus Director to the University President through the Vice President for Administration and Finance and the Director for Student Affairs.

SECTION 87. No funds of the CSC shall be appropriated unless its appropriation is sanctioned under the approved budget.

SECTION 88. Budget appropriations shall be governed by the provisions of the constitution and by-laws of student government.

SECTION 89. The CSC shall submit a financial statement to the Director for Student Affairs and Services at the end of every semester and midyear term. Said statement which shall first be audited by the CSC Auditor, shall be signed by the CSC President and Treasurer, and noted by the Adviser.

SECTION 90. All bills, payable notes, checks or other negotiable instruments of the organization, shall be signed and concurred by the adviser, and approved by the Director for Student Affairs and Services.

No officer of the Council shall have the power to make any bill, payable note or other negotiable instruments, or endorse the same in the name of the Council or contract or cause to be contracted any debt or liability in the name or in behalf of the organization, except as herein expressly prescribed and provided.

SECTION 91. The CSC shall not bind the student government to any financial obligation that will affect the financial status and resources of the student government without a duly approved resolution of all CSC officers concurred by the adviser.

In cases wherein an appropriation of collected student fees would be made and remitted to a federation of students or its equivalent outside the University, a referendum in which a majority of the student members voted positively shall be made before the actual appropriation.

SECTION 92. Disbursement constitutes all cash paid out during a given period either in currency or by check.

SECTION 93. All cash or check payments using CSC fund must be accompanied by cash voucher and supported with receipts bearing the amount paid.

SECTION 94. The receipts for the goods, supplies and equipment bought with CSC fund must be inspected by the Campus Disbursement Officer.

All inspected receipts must be kept for financial report.

PART IV

CONDUCT AND DISCIPLINE

CHAPTER 1

GENERAL PRINCIPLES ON CONDUCT AND DISCIPLINE

SECTION 1. At all times, every student must promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious

relationships with fellow students, the teaching and academic staff and other school personnel (Sec. 15 Part 2. Education Act of 1982).

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

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

SECTION 2. The investigation, disposition and corresponding sanctions of students' disciplinary cases shall follow the proceeding set by the proper forum established herein.

SECTION 3. All officials, faculty, staff and security force of the BPSU are mandated to enforce and supervise overall compliance to the provisions of this part in their respective areas of responsibilities.

All student officers particularly the sergeant-at-arms or similarly designated position may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

SECTION 4. Pursuant to the provisions of the chapter, teachers, professors and persons charged with the supervision of student shall be deemed persons in authority and should, therefore, be accorded due respect and protection. (Art. 153 (3), Revised Penal Code, as amended by PD 299, Sept. 19, 1973) and the Education Act of 1982).

SECTION 5. The disciplining authority who is the President of the University shall mete out the punishment recommended by the constituted bodies under this part in accordance with due process

SECTION 6. In meting out punishments, the same penalties shall be imposed for similar offenses and only one (1) penalty shall be imposed in each case. A progressive system of punishment shall be maintained.

SECTION 7. RIGHTS OF RESPONDENT. In addition to the rights guaranteed in this Handbook, every respondent shall enjoy the following specific rights:

1. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
2. To be penalized only on the basis of substantial evidence(s), the burden of proof being with the person filing the charge;
3. To be penalized on the basis of evidence(s) introduced at the proceedings or of which the respondent has been properly appraised and given the opportunity to rebut the same;
4. To enjoy, pending final decisions on the charges, all his rights and privileges as a student. Subject to the recommendation of the Dean of the College concerned, and the Committee on Discipline, the President may order the preventive suspension of the respondents for not more than fifteen (15) days where suspension is necessary to maintain the security of the University; and
5. To defend himself/herself personally or by counsel, or by representative of his/her own choice. If the respondent desires, but is unable to secure the services of counsel, he/she shall manifest the fact at least two (2) days before the date of hearing, and request the

Investigating Forum to designate a counsel for him/her from among the faculty members and staff of the University.

SECTION 8. An Office of Student Discipline is hereby created that shall serve as the implementing arm of the University in relation to all rules and regulations involving student discipline.

The Office of Student Discipline shall be under the Vice-President for Academic Affairs for policy and administrative purposes.

Specifically, this office has the duty to:

1. Be in charge of implementing the university rules and regulations in relation to student discipline;
2. Serve as secretariat, records custodian and coordinating office for all disciplinary cases filed or investigated *moto proprio* by the University Discipline Committee or the College Investigating Committee;
3. Design and plan programs to promote student discipline in the campus;
4. Designate and deputize person to implement the rules and regulations on student discipline;
5. Receive disciplinary complaints against any student under the Single Entry Approach (SEnA);
6. Transmit disciplinary complaints to the appropriate investigating body;
7. Monitor all pending cases involving disciplinary cases up to its conclusion, whether under the jurisdiction of the College Dean or the Student Discipline Committee, ensuring the right of the parties are protected and any violation is prevented;
8. Inform the parents/guardian of any disciplinary action taken against a student.

Pending the creation of the Office of Student Discipline, the function of said office shall be performed by the Office of Student Affairs and Services Chairperson.

SECTION 9. SINGLE ENTRY APPROACH (SENA). All disciplinary complaints against a student shall be filed with the Office of Student Discipline which has the ministerial duty to receive and transmit the case to the proper investigating body for resolution.

Any complaint, report or information received by any other office involving student discipline shall be forwarded to the Office of Student Discipline for appropriate action within two (2) days from receipt thereof.

CHAPTER 2

GENERAL RULES ON CONDUCT AND DISCIPLINE

SECTION 10. RATIONALE OF THE RULE. A student in this university assumes an obligation to conduct himself/herself in a proper and refined manner. Therefore, in the exercise of his/her

rights as well as in the performance of his/her obligations, he/she must act in accordance with the principles and ideals of the school. He/She should not hamper the school from the discharge of its functions. He/She is expected to accept the rules and regulations which the school prescribes for the members of the school community in order that it can effectively fulfill its missions.

Violation of the institutional rules and regulation shall be penalized accordingly. (See Disciplinary Action)

SECTION 11. SCHOOL UNIFORM AND PERSONAL ATTIRE. The school uniform is one general way of identifying a student as officially enrolled in BPSU. Students are required to wear the prescribed school uniform of the University. Colleges may prescribe OJT uniform according to the requirements of the program.

The school uniform must be worn with respect and dignity. Only students wearing the prescribed uniform of the college will be allowed to enter the school premises and the classroom.

Other policies on personal attire include:

- a. Wearing of slippers or wooden/plastic shoes is allowed during heavy rains.
- b. During wash days, students must wear clothing and attire based on common community standards (attach images and pictures) and generally accepted norms on decency.
- c. PE uniform can be worn during the day in which the student has a scheduled PE class.
- d. College/course shirts can be worn during wash day only.

SECTION 12. ID REQUIREMENTS. The following are the policies regarding Student ID:

1. All ID cards should be pinned on the school uniform while in the University campus.
2. Lost ID cards should be reported immediately to the Registrar's Office in accordance with the following procedure:
 - a. Secure loss form and temporary permit from the Registrar's Office.
 - b. Proceed to the Cashier's Office for the payment of the issuance of a new I.D. card.
 - c. Present receipt to the Management Information Systems Office for the processing of new I.D card.

The temporary permit shall be effective for at least five (5) working days in order to give time to students coming from satellite campuses.

The foregoing steps must be accomplished within forty-eight (48) hours from the time of the issuance of temporary permit.

SECTION 13. ORDERLINESS AND CLEANLINESS. One of the desirable traits of any citizen of the country is pride in one's surroundings. In order to develop in the students a sense of pride in and responsibility for their community, they must be trained in orderliness and cleanliness.

For this, students are expected to:

- a. Dispose garbage in trash cans.
- b. Avoid stepping on decorative/ornamental plants.
- c. Keep feet off when leaning on walls especially along corridors.
- d. Help maintain the cleanliness and orderliness of the classrooms / shops / comfort rooms.

SECTION 14. ON PROPER USE OF FACILITIES. Students, being members of the school community, are responsible for the upkeep and economical use of the school facilities. Thus, they should:

1. Turn off the lights, electric fans and the air-condition units when not needed, especially at dismissal time during the last period and during power interruptions, as well.
2. Turn off the faucet after use.
3. Exert utmost care and concern in handling and using machines, shop tools and laboratory equipment.
4. Be extra careful in using and reading reference materials in the libraries.
5. Avoid vandalism of books, walls, chairs, windows, bulletin boards, toilet facilities and electrical gadgets.
6. Charging of any electronic devices is prohibited.

SECTION 15. ON DECENCY. Conduct and behavior generally accepted to young men and women is expected of BPSU students at all times.

SECTION 16. ORDER INSIDE THE UNIVERSITY. For purpose of maintaining a conducive learning environment, students are expected to:

1. Be mindful of the interest of their fellow students either in class or outside class; thus loitering and talking aloud along corridors during class sessions must be avoided because these create disturbances for others.
2. Keep absolute silence inside the libraries or in any of the classroom where silence is required.
3. Return on time borrowed library books to give other students a chance to use the said books.
4. Strictly follow the smoking ban policy of the University. (CMO attachment)

SECTION 17. CONDUCT OUTSIDE THE UNIVERSITY. Any student who puts the name of the University in bad light for any misconduct he/she commits outside the University may be held liable.

SECTION 18. USE OF ELECTRONIC GADGETS INSIDE THE CLASSROOM. Use of cellular phones, digital cameras, audio/video players, and other electronic gadgets shall only be allowed for educational purposes if used during the conduct of classes except during examinations.

SECTION 19. STAGING PLAYS, SKITS, FARCES, ETC. No play, skit, farce, comedy, scene or any other similar act shall be staged or presented inside or outside of BPSU without prior authorization and approval of the Office for Student Affairs and Services through the Culture and Arts Office, or its duly designated representative whose duty shall be to supervise all activities of this nature.

SECTION 20. ON CONDUCTING PAGEANT AND THE LIKE. Request to conduct pageant and the like must be approved by the Office of Student Affairs and Services. When approved, the Office of Culture and Arts will oversee/ supervise the contest to ensure the guidelines set are followed.

No contest that will put the contestants in indecent attires/outfits and behaviors shall be allowed.

SECTION 20. ON CONDUCT OF STUDENT ACTIVITIES. Student organizations are encourage to explore advocacy programs and projects that would materialize their goals and mission as a group. Conduct of activities that would put any student from any form of body shaming activity and objectification of women are highly discouraged.

SECTION 21. POSTING AND ANNOUNCEMENTS. Posting includes notices of organizational meetings, assemblies, announcements, messages and the like, provided they are not contrary to law and school policy. The standard duration of all posting is two (2) weeks.

OSAS shall not approve posters/streamers that contain malicious, derogatory, or vulgar and gender insensitive language/pictures.

Leaflets and other similar materials shall not circulate inside the campus unless the sponsors submit a sample to OSAS for approval prior to circulation.

CHAPTER 3

DISCIPLINARY ACTIONS

SECTION 22. GENERAL PROVISION. Students shall at all times observe the laws of the land and the rules and regulations of the University. Every student shall have the right to due process of law.

SECTION 23. VIOLATION OF RULES AND REGULATIONS. Whenever a student, either as an officer or as a member of an organization, or as an individual, has been charged of having violated the rules and regulations affecting student activities of any student organization, or the whole BPSU, the Office of the Director for Student Affairs and Services shall immediately convene the Board of Discipline (BOD), and direct an investigation of the case. If the student is found guilty, the sanction shall be based on the provisions of the BPSU Student Handbook.

SECTION 24. BOARD OF DISCIPLINE. The Board of discipline shall be composed of the following:

1. University Level (Central)

Vice President for Academic Affairs	- Chairperson
Director for Student Affairs and Services Campus Director	- Co-chair
Section Chairperson, Student Development	- Member
Campus Chairperson, OSAS	- Member
Dean/Dean of Instruction/concerned	- Member

Student Regent	- <i>Member</i>
Campus Student Council President(s)	- <i>Member</i>
	- <i>Secretary (to be designated by Director of OSAS)</i>
Faculty Adviser concerned (invitational)	- <i>Observer</i>
Legal Counsel (Optional)	- <i>Resource</i>

2. Campus Level

Campus Chairperson, OSAS	- <i>Chairperson</i>
Dean/Dean of Instruction/concerned	- <i>Member</i>
Campus Student Council President(s)	- <i>Member</i>
	- <i>Secretary (to be designated by the CD)</i>
Faculty Adviser concerned (invitational)	- <i>Observer</i>
Legal Counsel (Optional)	- <i>Resource</i>

3. College Level

Dean/Dean of Instruction/concerned	- <i>Chairperson</i>
Program Coordinator	- <i>Co-Chair</i>
College Student Council Governor	- <i>Member</i>
	- <i>Secretary (to be designated by the Dean)</i>
Faculty Adviser concerned (invitational)	- <i>Observer</i>
Legal Counsel (Optional)	- <i>Resource</i>

Amicable settlement in the College level shall be encouraged for the solution of cases.

The Student Discipline Committee shall be under the supervision of the Vice-President for Academic Affairs, who shall designate its chairperson and members for a period of one (1) year.

SECTION 25. JURISDICTION. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the Student Discipline Committee, except the following cases which shall fall under the jurisdiction of the appropriate College Discipline Committee:

1. Misconduct punishable by reprimand, warning, or suspension of not more than 15 days, or any penalty of similar severity;
2. Cases involving students of two different colleges shall be within the jurisdiction of the college where the respondent belongs. In case where there are more than one respondent and they belong to different colleges, jurisdiction shall be in the college where one of the respondent belong, at the option of the respondents.

CHAPTER 4

ON FILING AND HEARING OF CASES

SECTION 26. FILING OF CHARGES. A disciplinary proceeding shall be instituted *moto proprio* by the appropriate authority or upon the filing of a written charge specifying the acts or omission constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations.

Upon the filing of said charge or report with the Office of Student Discipline, an entry shall be made in an official entry/docket book kept for the purpose, specifying the person or persons charged, the complainant/s, his/her witnesses, if any, the date of filing, and the substance of the charge.

SECTION 27. PRELIMINARY INQUIRY. Upon receipt of the complaint or report, the Office of Student Discipline, within three (3) days, shall transmit the complaint to the Student Discipline Committee or to the College Discipline Committee concerned, as the case may be. The Chairperson of the Student Discipline Committee or the College Discipline Committee, as the case may be, shall determine, within ten (10) days from receipt of the complaint, whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent.

The Formal Charge/s shall be contained in a Charge Sheet indicating the following: Name of the Complainant/s, name of the respondent/s, the rule violated, approximate time and date of commission, place of commission, and the narration of facts detailing the specific act/s of the alleged violation.

In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

SECTION 28. ANSWER. Each respondent shall be notified of the formal charge against him/her. In such notice, he/she shall be required to answer in writing within a period of not less than three (3) days from receipt of the charge or charges. Formal investigation shall be held on notice as provided in Section 31.

SECTION 29. HEARINGS. Hearings shall begin not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

SECTION 30. DURATION OF HEARING. No hearing on any case shall last beyond one (1) calendar month.

SECTION 31. NOTICE OF HEARING. All parties concerned shall be notified of the date set for hearing at least three (days) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

SECTION 32. FAILURE TO APPEAR AT HEARING. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

SECTION 33. POSTPONEMENT. Application for postponement may be granted for good cause for

such period as the ends of justice and the right of the parties to a speedy hearing require.

SECTION 34. CASE REPORT OF THE STUDENT DISCIPLINE COMMITTEE OR COLLEGE DISCIPLINE COMMITTEE. The Student Discipline Committee or the College Discipline Committee shall submit a case report within fifteen (15) calendar days after the termination of the hearing.

The case report and the recommendation shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

Case reports dealing with minor offenses shall be decided by the Campus Director.

Case reports dealing with major offenses shall be decided by the University President.

SECTION 35. FINALITY OF DECISION. Any decision of the Student Discipline Committee or College Discipline Committee, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless a Motion for Reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

Decision imposing the penalty of expulsion, permanent disqualification from enrollment, suspension for more than thirty (30) calendar days or any decision of similar severity shall be subject to automatic review by the President. The Committee shall transmit the records of the case to the Office of the President within two (2) days from issuance of the decision.

SECTION 36. APPEAL. In all cases before the finality of decision, the respondent may file an appeal with the President within fifteen (15) calendar days exclusive of Sundays and official holidays after receipt of the decision.

SECTION 37. ACTION BY THE PRESIDENT. The President shall decide, on appeal or automatic review, the case within fifteen (15) days from receipt of the record. When the best interest of the university requires, the President, at his/her option, may transmit, within three (3) days from receipt, the appeal or automatic review to the legal counsel of the University for decision.

The President shall render decision based on the recommendation of the legal counsel within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal or the records for automatic review.

The President, in consultation with the legal counsel, shall automatically review and decide, without need of an appeal, all student disciplinary cases in which the penalty of suspension for more than thirty (30) days, expulsion, withdrawal of registration privileges or other penalty of similar severity is imposed.

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

The decision of the President shall be final and executory except in cases where appeal to the Board of Regents is allowed under this rule.

SECTION 38. APPEAL TO THE BOARD OF REGENTS. The Board may review on appeal decisions of the President only when the penalty imposed is expulsion, suspension for six (6) months or more or any other penalty of equivalent severity.

Appeal to the Board of Regents may be filed within fifteen (15) days from receipt of the decision of the President.

The decision of the Board of Regent shall be final and executory

SECTION 39. PREVENTIVE SUSPENSION. Preventive suspension may be applied to students holding position in a student organization, pending the investigation of his/her case, when there is just cause to believe that he/she is guilty of grave and serious misconduct.

Preventive suspension is not a penalty. It is designed merely as a measure of precaution so that the student charged may be removed from the scene of his/her alleged offense while the same is being investigated.

Upon petition of the complainant or moto proprio, the Student Discipline Committee may issue an order of preventive suspension upon determination that all of the following requisites are present:

1. The complaint or report is sufficient to warrant formal investigation;
2. The charge involves an offense punishable by suspension of more than six (6) months; and
3. An order of preventive suspension may be issued to temporarily remove the respondent to preclude the possibility of:
 - a. exerting undue influence or pressure on the witnesses against him/her, or
 - b. tampering with evidence that may be used against him/her.

An order for preventive suspension must be in writing and must contain a brief statement of the fact and the specific regulations on which the preventive suspension is based.

SECTION 40. EFFECT OF DECISION. Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

SECTION 41. RECORDS. All proceedings before the Committee shall be set down in writing by a competent transcriber. Original records pertaining to student discipline shall be under the custody of the University Student Affairs and Services. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he/she is involved therein, or unless he/she has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

SECTION 42. Any disciplinary action taken against a student shall also be reported in writing to his/her parents/guardian, within three (3) working days from filing of complaint up to its conclusion.

SECTION 43. DISCIPLINARY ACTION. The following shall be the disciplinary action to be imposed for the various categories of offenses:

CLASSIFICATION OF OFFENSES

A. Minor Offenses

1. Disobedience to the security guards (major) revise to "Disobedience to all personnel of the university")
2. Smoking inside and within the immediate vicinity of the university (major)
3. Sitting on ledges
4. Loitering along corridors, loud talking, laughing, singing, and/or other forms of disturbance while classes are going on
5. Non-wearing of school ID on campus
6. Use of mobile phones not for educational purpose during classes
7. Unauthorized use of school facilities
8. Unauthorized and/or inappropriate use/ misuse of emergency buttons, circuit breaker, bell, fire extinguisher
9. Unauthorized entry of visitors invited by student or student organization
10. Unauthorized overnight activity
11. Defacing/ mutilating and removing officially posted materials
12. Littering
13. Tampering of official school announcements including those in official administrative, department and activity bulletin board

B. Major Offenses

1. Offenses Involving Person
 - a. Use of language that is morally above reproach; use of words that are offensive, vulgar, indecent or blasphemous
 - b. Disrespect for and/or insubordination to any member of the academic community
 - c. Voyeurism
 - d. Possession and dissemination of immoral or obscene literature or phone videos
 - e. Fighting on-campus or off-campus
 - f. Assaulting fellow students or employees on-campus or off-campus, if the incident originated in the campus
 - g. Grave threat
 - h. Use of social networking tools (like chats, blogs and the like) and emails for any illegal, malicious intent (refer to laws on social media; provide specific provisions if possible)

- i. Bullying or cyber-bullying
- j. Preventing or threatening students and faculty and administrator from discharging their duties and from attending their classes or entering school premises (ex. Locking the door to prevent a student/ faculty from coming inside/ going outside the room)
- 2. Offenses Involving Money And Property
 - a. Stealing or theft
 - b. Unauthorized collection or exaction of money, checks or other instruments of monetary equivalent from any student, faculty member or employee
 - c. Misuse of Student Fund
 - d. All forms of Gambling
 - e. Destruction of University properties
- 3. Offenses Involving The Community
 - a. Tumults, rumbles and other disturbances of public order, disturbances in a place or office, interruption/disturbances of public performances or taking part in any tumultuous affairs/disruption of school activities.
 - b. Any form of public scandal
 - c. Frequent and contemptuous disregard of established school policies
 - d. Unauthorized entry of visitors invited by student or student organization that caused tumults or rumble
 - e. Any scandalous activity outside the university, while wearing the university uniform, or any misconduct that puts the university in a bad light.
- 4. Offenses Involving Academic And Official Business
 - a. Tampering of BPSU ID cards
 - b. Acts of Cheating such as but not limited to the following:
 - i. Unauthorized possessions of notes or any materials relevant to the examinations
 - ii. Copying or allowing another student to copy from one's examination papers, assigned homework, assigned reports, thesis, reaction papers and similar materials
 - iii. Communicating with another student during examination, without permission from the professor or proctor
 - iv. Passing or communicating information through cell phones or other similar communication gadgets during examination
 - v. Plagiarism or submitting another person's work as one's own
 - vi. Taking an examination for another student, in which case both parties shall be liable
 - vii. Other forms of dishonesty during examination, in passing of homework or assigned projects or any other academic work
 - c. Plagiarism

- d. Unauthorized educational trips/ tours
- e. Unauthorized field visits/ field studies
- f. Use of university name without authority

5. Serious Offenses Not Covered In The Foregoing

- a. Possession of deadly weapons
- b. Intoxication or bringing into, consumption of intoxicating liquor within the campus
- c. Willful failure to comply with summons or notices issued for purposes of investigation conducted in connection with discipline related offenses
- d. Violation of any penal statute or of rules and regulations promulgated by the CHED of the policies and regulations of the university or of any valid order by proper authority/ or any serious violations of the laws of the land within or outside the campus
- e. Misconduct
 - i. Gross and deliberate discourtesy to any University official, faculty member or person in authority
 - ii. Other form of misconduct as defined by law

C. Major Offenses under the Revised Penal Code

- 1. Forging of and/or tampering/falsifying school documents
- 2. Sexual assault/rape
- 3. Grave or serious physical injuries
- 4. Acts of lasciviousness
- 5. Discrimination and other forms of harassment
- 6. Possession or use of marijuana, hallucinogens, narcotic drugs and other illegal drugs, or any drug paraphernalia

Corresponding Sanctions

For Minor Offenses the following sanctions shall be imposed:

1st Offense	Written Warning with Promissory note attested by the parent/s or guardian
2nd Offense	Suspension (1-2 days)
3rd Offense	Suspension (3-4 days)
4th Offense	Suspension (5-7 days)
5th Offense	Suspension (8-10 days)

Major Offenses the following sanctions shall be imposed:

1st Offense	Suspension (one week to one month)
2nd Offense	Suspension (two weeks to three months)
3rd Offense	Suspension (one semester to one year)
4th Offense	Dismissal

Major Offenses under the Revised Penal Code the following sanction shall be imposed:

1. Forging of and/or tampering/falsifying school documents

1st Offense	Suspension (one week to one month)
2nd Offense	Suspension (two weeks to three months)
3rd Offense	Suspension (one semester to one year)
4th Offense	Dismissal

2. Sexual assault/rape

1st Offense	Dismissal
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3. Grave or serious physical injuries (define serious physical injury)

1st Offense	Suspension (one week to one month) pay hospitalization of the aggrieved party
2nd Offense	Suspension (two weeks to three months) pay hospitalization of the aggrieved party
3rd Offense	Suspension (one semester to one year) pay hospitalization of the aggrieved party
4th Offense	Dismissal pay hospitalization of the aggrieved party

4. Acts of lasciviousness

1st Offense	Suspension (one week to one month)
2nd Offense	Suspension (two weeks to three months)
3rd Offense	Suspension (one semester to one year)
4th Offense	Dismissal

5. Discrimination and other forms of harassment

1st Offense	Suspension (one week to one month)
2nd Offense	Suspension (two weeks to three months)
3rd Offense	Suspension (one semester to one year)
4th Offense	Dismissal

SECTION 44. Any student who had been meted of punishment for at least two (2) weeks suspension shall be ineligible to receive university honors, i.e., academic honors or other student awards.

SECTION 45. Any student who induces or directs another or cooperates in the commission of an offense shall be meted the same punishment as that of one who committed the offenses. Penalties that cannot be served during vacation shall be imposed one (1) week after the opening of classes.

SECTION 46. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

SECTION 47. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him/her is filed shall prejudice his/her future enrollment in any unit of the University.

CHAPTER 5

GRIEVANCE COMMITTEE

SECTION 48. Grievance is a feeling of resentment, discontentment or injustice due to offense inflicted upon a BPSU student by either a faculty member or a non-teaching personnel. The aggrieved student shall express his/her complaint in writing against faculty members or other University personnel.

SECTION 49. If the subject of a complaint is a faculty member, the letter shall be addressed to the concerned Dean of the College to which the faculty belongs carbon copy of the complaint to the Chairperson of Student Affairs and Services. If the subject of the complaint is a BPSU non-teaching personnel, the complaint shall be addressed directly to the Chairperson of Administrative Services and to the Director of Administrative Services and a copy furnished to the Chairperson of Student Affairs, Director GAD/CHRE and to the Director of the Office of the Student Affairs and Services.

SECTION 50. A complaint, in any form, filed in any office, against any faculty member, non-teaching personnel, officers of the university, or any staff or employee of the university shall be transmitted to the Grievance Committee for appropriate action.

SECTION 51. There shall be a Grievance Committee to address the grievance of the student, which shall be composed of the following. Designated members of the committee shall be present during the deliberation. Representatives due to nonattendance of the committee member will not be considered.

Chairperson	Vice President for Academic Affairs (if the subject of grievance is a faculty); or Vice President for Administration and Finance (if the subject is a non-teaching personnel)
Co-Chairperson	Director of Administrative Services (if non teaching)
Members	Dean of the Concerned College
	Faculty Adviser Concerned for the Undergraduate Level or Program Head for Graduate School Level
	CSG President Concerned
	FASSO Federated President for teaching
	FASEA President for non teaching
	Concerned Campus Chair OSAS
	USG President
	Campus Director Concerned
	CHRE Focal Person or Member or representative (Re- source Person; non-voting)

SECTION 52. The duty of the Grievance Committee is to receive the complaint of the student and determine whether the complaint is sufficient to warrant an investigation.

SECTION 53. If the case warrants an investigation and a fair trial, due process as provided as contained in the Civil Service Commission (CSC) Rules and Laws will be applied.

PART V

STUDENT PUBLICATION

CHAPTER 1

PRELIMINARY MATTERS

SECTION 1. The University shall provide opportunities for student publication in keeping with the students' constitutional freedom of speech and of press.

SECTION 2. All matters governing any kind of student publication shall be covered herein and governed by pertinent rules and regulations issued by CHED from time to time.

SECTION 3. Any adviser, whether of a publication by a student organization or the official school publication shall be charged with the following duties and responsibilities:

- a. To guide the editorial board in technical matters pertaining to the production of every issue of the publication;

- b. To guide the staffers on matters affecting their specific articles submitted for publication particularly those that may violate existing laws, institutional policies, rules and regulations and public policy, decency and customs;
- c. To supervise the printing of every issue of the publication so as to meet the due date for distribution;
- d. To upgrade the competencies of the staff through training and other forms of training programs;
- e. To appoint ad hoc staff members in case of vacancy until such time a permanent member is selected.

SECTION 4. A publication, whether printed or mimeographed, can only obtain official recognition if it is sponsored by a recognized student organization and after it has been registered with the Office for Student Affairs and Services.

SECTION 5. The printing or mimeographing of any publication may use existing funds reserved for the organization if, and only if, it has been given due recognition.

Cost of printing and materials accrued by an organization without official sanction will be charged to whoever is responsible.

SECTION 6. To obtain official recognition, the following procedure must be followed:

The student organization must present a proposal which shall specify the following:

- 1. The purpose of the periodical or newsletter congruent to the field of interest or specialization of sponsoring group;
- 2. A listing of the editorial board of the newsletter or periodical. In case competitive exams and screening are necessary, an interim board must be duly appointed by the officers and/or adviser of the organization and their names must be included.
- 3. The number of copies to be printed and circulated as well as the recipients of the publication;
- 4. A budget with a breakdown of cost duly certified by the president/chairman and treasurer of the organization sponsoring the publication;
- 5. An adviser or board of advisers, as the case may be, chosen from among the faculty members of the University following the procedure for official student publication.
- 6. The publication will receive official recognition only after the requirements have been fulfilled and approved by the Office for Student Affairs and Services.

SECTION 7. Three (3) copies of every issue of the publication must be submitted to the Office for Student Affairs and Services on the day of actual circulation for filing purposes of the Committee on Student Publications.

SECTION 8. Failure to comply with the above requirements shall warrant disciplinary measures

on the Editorial Board of erring publication and on the President/Chairperson of the sponsoring student organization.

SECTION 9. A Committee on Student Publication (CSP) shall be convened to assess the technical quality and performance of all student publications given official authorization. The Committee on Student Publications shall be composed of the adviser/s and the editor-in-chief of student publication, the student representative appointed or endorsed by the Student Council, one student representative appointed or endorsed by the Student Council, and one student representative to be selected and endorsed through a joint agreement by recognized student organizations

SECTION 10. The Committee on Student Publications will have the following powers and functions:

1. To assess the performance of various student publications (periodicals, magazines, newsletters and others which may be mimeographed or printed) one month prior to the end of every semester based on clear and promulgated criteria agreed upon by its members.
2. To provide recommendations for the improvement of the technical and professional qualities of various publications;
3. To validate the continuation of existing privileges of the members of the Editorial Board based on their performance as manifested by their publication ; and
4. To ensure that all guidelines for student publications are implemented.

SECTION 11. Students are given full responsibility for materials published whether printed or mimeographed for the consumption of the University.

1. All materials in periodicals, magazines, newsletters and handouts must carry by-lines which give proper and definite identification of the writer(s);
2. The Editorial Board of the publication and the officers of the duly recognized student organizations sponsoring the materials shall be held solely responsible for repercussions arising from legal or legislative violations in the content of materials without by-lines.
3. All handouts—painted, printed, dittoed or mimeographed, and circulated in the campus and sponsored by recognized student organizations—should bear the signature of its elected organizations such as the president or chairperson; and
4. The Editorial Board of the various publications shall be held responsible for all comments, issues, validity and veracity of information found in the editorial essays.

CHAPTER 2

OFFICIAL STUDENT PUBLICATION

SECTION 12. AIMS OF THE STUDENT PUBLICATION. The Student Publication shall be the official newspaper of the students of BPSU. There shall be one (1) official newspaper in each campus. It shall be devoted primarily to the publication of news that are of general interest to the students; and it shall not be used as a medium for the promotion of personal and regional interests.

Further, the Student Publication shall be utilized to train interested students in:

1. The application of the communication arts in journalism;
2. The basic mechanism and technical skills in journalism;
3. The use of the student publication in support of the educational development of the students, the community, and the country.
4. The application of the art and science of journalism;
5. Serving as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives;
6. Advocating social consciousness and uphold the interests of the Filipino people;
7. Advance students' rights and responsibilities as well as promote their general welfare; and
8. Develop intelligent and responsible student leadership and good citizenship in a free and democratic society

SECTION 13. FUNDING OF STUDENT PUBLICATION. Student subscriptions and revenues realized from advertisements, donations and grants shall be the sources of funding for the Student Publication. Subscription fees from students shall be collected during enrolment period.

Release of funds shall be upon the submission of Project Procurement Management Plan (PPMP) and Action Plan. Allocation of funds must be specified in the action plan and shall be subject to usual accounting procedures. (UNIFAST LAW)

SECTION 14. All funds collected shall be deposited in reputable government bank.

SECTION 15. USE OF STUDENTS PUBLICATION FUNDS. Subscription fees, savings, donation, grants and other funds collected from other sources for the Student Publication shall be for its exclusive use. The money collected shall be spent for the printing costs of the Student Publication, transportation, food and needs of the staff and teacher-adviser during their work at the printing press, office and photo supplies, attendance of Student Publication representatives and teacher-adviser at press conference/workshops, allowances for staffers and teacher adviser and other incidental expenses.

SECTION 16. PRINTING OF STUDENT PUBLICATION. The printing of the Student Publication by a private printer shall be conducted by the editorial board and student publication staff through canvass or public bidding.

SECTION 17. PUBLICATION ADVISER. Each student publication shall nominate at least three advisers whose acceptance of the position as adviser must be done in writing and filed to Campus OSAS. With a note from the Campus Director, Campus OSAS shall endorse the three nominated faculty, to the University President through the Director of Student Affairs and Services. The function of the Faculty Adviser shall be one of technical guidance.

For this reason, the Student Publication Adviser or the school administration shall not be held responsible or accountable for any breach of law/regulation pertaining to press media matters.

The editorial board, with exception of the Faculty Adviser, shall be held fully responsible for the contents of the Student Publication

SECTION 18. SELECTION OF STAFF MEMBERS. The following shall be used for the selection of staff members:

1. New staffers of the campus official student publication shall be chosen through a competitive written examination to be given during the first fifteen (15) days of the academic year by the existing staff and appointed faculty adviser.
2. The content of the examination shall depend on the needs of the student publication. The result of the selection process shall be based on the examination output (50%) and interview (50%).
3. Only bona fide students having a general weighted average of "2.5" or better and without any grade of "5" or "Inc." are qualified to take the examination.

Candidates must present a written certificate from the Office of Student Affairs and Services stating that they have not been the subject of disciplinary action or misconduct of any kind and that they are responsible persons of good character

4. No editor-in-chief shall be allowed to hold any major position in any recognized student organization in the University. This is to ensure his/her total commitment to the Public office.
5. Section editors shall be determined through a competitive examination which shall be open to all interested staffers.

SECTION 19. The position as editor-in-chief shall be applied for by staffers who have at least one year residency in the student publication. There shall be a written examination and interview for editor-in-chief applicants to be facilitated by the adviser.

SECTION 20. The term of office of the editor-in-chief and campus official student publication staff shall be for one (1) academic year or until the selection of successors.

On the recommendation of the Faculty Adviser and on the approval of the Director for Student Affairs and Services, the editor-in-chief and campus official student publication staff may edit the BPSU Publication during summer, subject to such restrictions and conditions as may be imposed by the President.

SECTION 21. Any student writer may be liable when he/she causes the publication of his/her writing which give public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition or status, or circumstances tending to cause dishonor, discredit, or contempt of a natural or judicial person.

SECTION 22. Expulsion or suspension of staffers shall be implemented by the Grievance and Discipline Committee upon consultation with the Editorial Board Members and after due process.

SECTION 23. The following shall be grounds for expulsion or suspension of any staffers from the official student publication:

- a. Failure to produce commendable work assessed by the section chief in consultation with the Editorial Board and Adviser;
- b. Misuse of resources available to the staff and the office of Student Publications;

- c. Violation of the ethics of professional journalism;
- d. Violation of any of the guidelines for procedures of the publications;
- e. Any similar act.

SECTION 24. DUTIES AND RESPONSIBILITIES. Official student publications are expected to prepare, publish and circulate their materials to the University community with utmost feasible frequency.

All publications will be assessed as to quality as well as frequency of release.

SECTION 25. Student publications shall submit the following to the Office of Student Affairs through the Student Development Office.

- 1. Three sample releases
- 2. Inventory of equipment
- 3. Liquidation report
- 4. Accomplishment report of activities conducted and participated (including narrative report, documentation and attendance)

SECTION 26. All money disbursement must be the responsibility of the editor-in-chief, the managing editor (business manager) and the adviser.

In the absence of the editor-in-chief, the signature of the adviser with a reasonable explanation for the proxy attached will be accepted. In the absence of the managing editor (business manager), the signature of the members of the Editorial Board upon consultation with the adviser will validate the requisition.

SECTION 27. All expenditures must be supported by official receipts to be submitted to the Director of Finance Management Services through Office of the Accountant for accounting and Director of Student Affairs and Services for monitoring purposes.

SECTION 28. Facilities belonging to the publications may be utilized only by the members of the Editorial Board and their staff.

Publication equipment and supplies may not be taken out of the respective offices or venues where the staffers hold office.

SECTION 29. Violation of rules regarding publication policies designed by the editorial boards and policies on professional journalism is subjected to suspension or expulsion from the staff and in extreme cases, disciplinary action.

SECTION 30. There shall be one constitution and by-laws which shall govern all the official student publications of every campus in the university.

PART VI

STUDENT ASSEMBLIES

CHAPTER 1

PRELIMINARY MATTERS

SECTION 1. DEFINITION OF STUDENT ASSEMBLIES. As defined in MECS Order No. 61, s. 1985, a student assembly shall mean any rally, demonstration, march, parade, procession, convocation, seminar, workshop or any other form of meeting or mass action held by students within the premises of school for such purposes as the discussion of issues, presentation of a cause, expression of an opinion or petition for redress of grievance.

SECTION 2. As a matter of principle, the university shall uphold the students' rights to peacefully assemble and petition the lawful school authorities for redress of their grievances, provided however, that the exercise of such rights shall be within the bounds of law, public policy and acceptable customs and traditions.

SECTION 3. The University shall give the students freedom to allow the discussion of ideas and exercise of free speech as long as this exercise by persons of their right to free speech does not disturb, prevent or otherwise infringe upon the exercise of other right engage in their respective studies, work or other peaceful and lawful activities. (Ref. MECS Order No. 61, s, 1985).

CHAPTER 2

PROCEDURES IN CONDUCTING STUDENT ASSEMBLIES

SECTION 4. Student assemblies may be held within the campus or outside of it provided, however, that pertinent provisions under this Chapter on the holding of such assemblies shall be adhered to

SECTION 5. Application for holding of student assemblies shall follow these policies and procedures:

Before any student assembly is held or announced, a permit must be secured by sponsoring recognized student group/s at least five (5) school days before the assembly from the Vice President for Academic Affairs who shall be given a period of two (2) school days to release the permit provided the following is complied:

1. Name of sponsoring organization;
2. Name and signature of the president of the recognized student organization noted by the adviser;
3. Date, time and duration of the assembly;
4. Place of assembly;
5. Estimated number of participants;
6. Name(s) of invited speaker (s), if any;
7. Purpose/purposes of the assembly.

In cases of academic seminar, workshops and fora, a permit is secured from the concerned officials for the use of school facilities and for excuse from classes of participants. It must be channeled

through the proper authority. It shall be filed not less than five (5) school days prior to the holding of the proposed activity.

SECTION 6. CONDUCT OF STUDENT ASSEMBLIES. Before a permit for academic student assembly is granted, to ensure a peaceful assembly, the student leader(s) must agree to adopt the following measures:

1. To police the ranks of the participants;
2. To properly coordinate with the school officials (Vice President for Academic Affairs, Deans of Colleges, Campus Director, President) with regard to the assembly/academic activity;
3. To ensure that no person in the student assembly molests, intimidates or threatens any other person in the school community or interferes in the exercise by others of their rights to engage in their respective studies, work or other peaceful and lawful activities;
 - a. To be sure that the student assembly shall end on the date and time stated in the permit;
 - b. To see to it that the student assembly does not block the gates of the school so as to permit the free entry and exit of students, academic and non-academic personnel;
 - c. To ensure that no education function of the school are in any way disturbed, distracted or interrupted; assemblies should be conducted in a civilized and peaceful manner.
 - d. To see to it that no student under the influence of liquor or prohibited drugs enter the school campus and participate in the assembly. To be accountable to the damage of school facilities due to misuse or abuse; and to conduct the student assemblies within the bounds of law, school rules and regulations including the laws on libel, SLANDER and sedition.

SECTION 7. CREATION OF NEGOTIATING PANEL. In cases where the student mass action is intended for petition for redress of grievances, the student organization/s sponsoring such mass action shall submit with the application for permit the following:

1. A position paper indicating therein the issues to be discussed, the subject/s of the grievances and proposed remedies/solutions/actions to be undertaken by concerned authorities for the settlement of the grievance;
 - a. A structure of the negotiating panel identifying the names of the members therein.

Upon receipt of the above, the Vice President for Academic Affairs shall refer the matter to the President for the designation of a negotiating panel. Such panel shall include the Vice President for Academic Affairs, the Dean of the College where the subject of the grievance is found and another member of the Administrative Council or its equivalent, and representatives from the Student Government, and representatives from the Faculty Association and/or FASEA if applicable

The student organization may suggest the inclusion of a member of the academic community who

is acceptable to them as a member of the negotiating panel of the institution.

The negotiating panel of both sides shall serve to settle the grievances filed with utmost objectivity and impartially to the end that no injustice to either party will be committed. Rules of procedures in the dialogue held by the negotiating panel shall be established by said panels earlier than the date of the student mass action.

The creation of the negotiating panel shall be done within the prescribed period for the issuance of the permit for student mass action.

SECTION 8. SELECTION OF ARBITRATOR. If a satisfactory solution to both parties is not reached by the procedure provided, then the matter shall be submitted to arbitration at the request of either party to one Arbitrator who is mutually acceptable to the parties.

The Arbitrator shall decide on the grievances based on a written report submitted by both parties and after hearing their sides. In reaching a decision, the Arbitrator shall be guided and shall apply existing laws or arguments (if any), regulations, applicable, jurisprudence, the evidence presented or which may be taken judicial notice of the established principles of equity.

The decision of the Arbitrator shall be final and binding on the parties subject on limitations provided by existing laws, rules and regulations.

SECTION 9. Should the grievance or complaint not be settled by the above procedures, only then may either party pursue such other action as may be allowed by law.

SECTION 10. STUDENT ASSEMBLIES HELD IN PUBLIC PLACES. The Public Assembly Act of 1985 and other pertinent laws of the land shall govern activities conducted in public places which include “any highway, boulevard, avenue, road, street bridge for other thoroughfare, park, plaza square, and/or any open space of public ownership where the people are allowed access. “The following procedures shall be adhered to:

- a. A written permit secured from the office of the Mayor shall be required for any student leader/s to organized and hold a public assembly in a public place;
- b. In securing a permit, the name of the University must not be used not unless permitted by school authorities;
- c. The application which is in writing shall be filed with the office of the Mayor based on the perscribed citizen charter if the agency or as may be provided by city or municipal rules and regulations

PART VII

INSTITUTIONAL STUDENT PROGRAMS AND SERVICES

CHAPTER 1

STUDENT ADMISSION

SECTION 1. BASIC POLICY. Admission to the University shall be made without regard to race, color, age, national origin, gender, marital status, and belief. All reasonable efforts shall be made to

accommodate students with physical and learning disabilities. Some specific information, records, and forms shall be required of all applicants. Admission of all students shall be primarily based on academic preparedness and the ability of individual students to benefit from the academic programs.

The University is empowered to deal with their right not to accept any applicant whose qualifications do not meet the standards and requirements of the programs.

CHAPTER 2

ADMISSION MANAGEMENT

SECTION 2. RESPONSIBILITY. The Office of Student Affairs and Services through the Office of Admissions will ensure consistent processes and regulations for admission management.

SECTION 3. POLICIES ON ADMISSION FOR BOARD PROGRAMS. Students must satisfy the following requirements:

1. General weighted average of 85% and above
2. Passing the College Admission Test
3. Passing the Interview
4. Other requirements set by the concerned college specific to their program.
5. Second Year students must pass the Battery of Tests prescribed by each college before admission to the third year level. Students who fail will be referred to other non-board programs.

Each Board Program will set its own quota.

For the Graduate Programs, the Office of the Graduate School shall be responsible for the admission management.

SECTION 4. For First Year Students which refer to Senior High School graduates who have not attended college:

1. Entrance Test Result and Admission Slip for qualifiers shall be issued by the Office of the Admission. For the wait listed, Admission Slip shall be issued by the Office of the Dean.
2. Original Senior High School Report Card or Form 138
3. Medical Examination Certificate from the University, or Government Physician, or any other health services accredited by the university.
4. Philippine Statistics Authority (PSA) copy or Local Civil Registrar Authenticated copy of Birth Certificate
5. Two (2) copies 1 ½ x 1 ½ picture with name tag with plain white background
6. Long Brown Envelope

SECTION 5. For Transferees which are students who have already taken some college programs or have already enrolled in other HEIs.

1. Entrance Test Result issued by the Office of the Admission (Guidance Office)
2. Admission Slip Form issued by the College Dean
3. Honorable Dismissal/Transfer Credential
4. Original and authenticated copy of Transcript of Records
5. Medical Examination Certificate from the University/Government Physician
6. Authenticated copy of Birth Certificate from Local Civil Registrar or Philippine Statistics Authority (PSA)
7. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
8. Long Brown Envelope

SECTION 6. For Foreign Students who graduated from high schools abroad and who have not enrolled in international HEIs:

1. Entrance Test Result issued by the Office of the Admission (Guidance Office)
2. Admission Slip Form issued by the College Dean
3. Original High School Report Card/Transcript of Records/Scholastic Records duly authenticated by the Philippine Embassy or consulate in the Applicant's Country of Origin
4. A notarized affidavit of support and proof of adequate financial support
5. Equivalent High School Diploma
6. Certificate of Good Moral Character
7. Authenticated Birth Certificate
8. Medical Examination Certificate from the University/Government Physician
9. Original or certified copy of Birth Certificate
10. Certified copy of Alien Certificate of Registration (ACR)
11. Study Permit from the Commission on Higher Education (CHED)
12. Authenticated copy of Student Visa and Passport
13. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
14. Long Brown Envelope

SECTION 7. For Re Admission of students who would like to continue their program after taking the leave of absence:

1. Copy of Approved Leave of Absence
 2. Evaluation Record Form from the Registrar's Office
 3. Admission Recommendation from the College Dean
 4. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
 5. Medical Examination Certificate from the University/Government Physician
-

6. Long White Folder

SECTION 8. For Transfer within BPSU, students from another campus who have completed at least fifteen (15) collegiate academic units or one (1) semester, may be admitted as transfer students subject to the rules of the admitting college.

1. Application Form for Admission to College
2. Clearance from the previous College
3. True copy of the grades or evaluation checklist/record form
4. Certificate of No Disciplinary Records from the Guidance Office
5. Student Personal Data Sheet
6. Two (2) copies 1 ½ x 1 ½ picture with name tag (required color coded background per college)
7. Admission recommendation from the College Dean
8. Long Green Folder

SECTION 9. FOR STUDENTS DISMISSED FROM ANOTHER COLLEGE OF BPSU CAMPUSES. No readmission of dismissed or disqualified students shall be considered by the College Dean without the favorable recommendation of the Dean of the college where the student was dismissed. Cases in which the action of the College Dean conflicts with the recommendation of the University Guidance Counselor may be elevated to the Vice President for Academic Affairs whose decision shall be final. (Recast)

SECTION 10. For the Graduate Programs, the following shall be observed:

A student who has been admitted in the master's program must have a cumulative average of 2.00 (85%) in the undergraduate level. Those enrolling in the doctoral level program must have a 1.50 (90%) average in the master's program. Those who do not have the foregoing requirements may be admitted and placed on probation provided he/she possesses the Graduate School Admission Examination (GSAE) and evaluation interview. The enrollee will have a change in status from "on probation" to "regular" after completing 18 units of courses with a grade of 1.50 or better for no less than 9 units. A grade of 2.00 is not acceptable. The documentary requirements for admission to the Graduate School are:

1. Correctly and completely accomplished Application for Admission (Graduate School Form s-0001).
2. Original Copy of Transcript of Records (TOR) for all degrees earned and one (1) set photocopy.
3. For Doctor of Education program applicants are required to submit Original Transcript of Record (TOR) for both Bachelor's and Master's Degree along with the copy of their MS/ MA Thesis.
4. Two (2) copies 1 ½ x 1 ½ picture with name tag with plain white background.
5. Authenticated copy of Birth Certificate from Local Civil Registrar or National Statistics Office (NSO).
6. Authenticated Marriage Contract (for married female applicant).

7. Medical Certificate issued by licensed physician.
8. Permit to Study, if presently employed.
9. A three hundred word essay indicating his/her purpose for applying to the Graduate Program and future plans after completion of the program at the BPSU Graduate School.

SECTION 11. ADMISSION PROCEDURE. The following shall be the standard procedure for admission:

1. Filling out and submission of the BPSU-CAT Application Form available at all BPSU campuses;
2. Payment of the scheduled non-refundable testing fee at the Cashier's office; (mababago dahil may online registration na)
3. Submission of (2) two recent 1 ½ x 1 ½ pictures with name tag;
4. Submission of certified photocopy of latest Form 138 (Report Card)/PEPT/ALS Certificate or Certification of Grades from the school principal;
5. Filling out correctly and completely of the application for BPSU-CAT Form personally at the testing center;
6. Securing a test permit which reflects the date, time, and place of examination;
7. Presentation of the test permit during examination day, applicant is also advised to bring two (2) pieces No. 2 lead pencils, sharpener and rubber eraser to be used in the examination;
8. Posting of examination results through the university website at (www.bpsu.edu.ph), or personal inquiry and confirmation at the Guidance Office;
9. Preparation of the requirements for admission, if the applicant passes the examination

SECTION 12. QUOTAS. The College Dean shall notify the Vice President for Academic Affairs of all quotas fifteen (15) days in advance for any program before the posting of the result of entrance test. In the case where the anticipated number of qualified applicants is expected to exceed the quota, the Dean of the College may limit acceptance to those who meet all admission criteria and those who are the most academically competitive.

SECTION 13. WAITING LISTS. When demand exceeds availability in any given open program, an applicant may be put on the waiting list if he/she qualifies for admission. When slot in the program becomes available, waitlisted applicants will be notified and offered acceptance. Waiting lists shall be established and managed by the College Dean by programs or major courses. Waiting lists should be posted simultaneously with those students who successfully qualify for the admission. Benchmark dates will also be determined by the College Dean and the applicants shall be assessed according to set admission criteria.

SECTION 14. POSTING OF ENTRANCE TEST RESULTS. The Office of the Vice President for Academic Affairs through the Office of Admissions shall notify individual applicants of admission decisions in writing and publish benchmark dates for processing of papers. BPSU Website (www.bpsu.edu.ph) and Announcements Boards located in all BPSU campuses will be used for posting of the entrance test results and this includes the waiting lists.

SECTION 15. PLEDGE UPON ADMISSION. Every student shall, upon admission, sign the following pledge:

“In consideration of my admission to the Bataan Peninsula State University, and of the privileges of students in this institution, I hereby pledge to abide by and comply with all the rules and regulations laid down by the Bataan Peninsula State University and in the College in which I am enrolled.”

Refusal to take this pledge or violation of its terms shall be sufficient cause for denial of admission or dismissal.

SECTION 16. STUDENTS MASTERLIST. List of officially enrolled students shall be issued by the Office of the University/Campus Registrar. Only students whose names appear in the list shall be admitted in the class.

CHAPTER 3

SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM

SECTION 17. Students who are financially in need may work as student assistant to earn for their tuition/school expenses and allowances. The Office of Student Affairs and Services through the Section Institutional Programs and Services manages the processing of application and requirements for student assistantship.

Subject to the availability of funds and upon recommendation from the OSAS to the Vice-President of Academic Affairs the Vice President for Administration and Finance, through the Office of the Director of Finance Management Services, the University President shall approve the designation of student assistants to be assigned in the different units in BPSU.

The wage rate of student assistants shall be based on a rate approved by appropriate bodies, and shall be used as compensation for a required number of hours per month.

Applicants for student assistantship must have satisfactory grades and must be enrolled during the period covered by the appointment.

SECTION 18. The Office of Institutional Programs and Services through the Scholarship and Financial Assistance Office introduce to students various scholarship and financial assistance offered to students either by the university, national government or by a private individual, foundation or company.

Guidelines on qualifications, requirements and procedure for availment of scholarships and financial aid/assistance must be widely and promptly disseminated.

SECTION 19. The Scholarship and Financial Assistance Office shall prepare the necessary forms, set the dates of filing of the applications for scholarship and study grants/aid, and handles the processing of documents needed for the release of the scholarship benefits of the scholars/grantees.

The university shall enter into Memorandum of Agreement with the benefactors of scholarship or financial grants.

SECTION 20. The university provides the students access to scholarship and financial assistance

based on government and institutional laws, policies and standards.

SECTION 21. STUDENT LOAN PROGRAM(FOR POSSIBLE REVISION) . BPSU may allow students to borrow certain amount of money to support their students within an academic year, provided they meet the requirements set by the Office of Student Affairs and Services. Funds for this program are made available from the Student Loan Fund.

SECTION 22. OTHER FINANCIAL ASSISTANCE PROGRAM. Students may enjoy other financial assistance to support their studies within an academic year, provided they meet the requirements set by the Office of Student Affairs and Services.

SECTION 23 Guidelines on the Student Incentive Program (Sip) To University/Institutional Scholars In Lieu Of R.A. 10931

A. RATIONALE

- Institutional scholars are students of the University (BPSU) categorized into two (2) – Academic and Non- Academic.
- Academic scholars are students who demonstrated academic excellence during the previous semester (Dean’s Listers). Hence, they used to enjoy free tuition.
 - a. University Scholars
 - b. College Scholars
- On the otherhand, non-academic scholars are students who were provided with study grants for their service and contribution as:
 - President, Vice President, Secretary, First Senator of Student Councils
 - i. USC
 - ii. CSC- Main
 - iii. CSC- Balanga
 - iv. CSC- Abucay
 - v. CSC- Orani
 - vi. CSC- Dinalupihan
 - vii. CSC- Bagac
 - Editor-in-Chief, Associate Editor-in-Chief, and Managing Editor of Recognized Publication
 - i. The Guilds
 - ii. The Defender
 - iii. Heron
 - iv. The Polytechnician
 - v. Malasimbo
 - vi. Greenfields
 - First-Class and Second-Class Reserve Officers Training Corps Cadets/ Cadettes

- Members of the Varsity Teams
- Senior Members of the different Cultural Groups
 - i. Dance Troupe Members
 - ii. Choir Members
 - iii. Theater Guilds Members
 - iv. Brass Band Members
 - v. Rock Band Members
- In addition, the Children of Faculty and Staff of BPSU had enjoyed free tuition incentives.
- Relevant BOR resolutions had been bases of the University in providing these students with incentives mostly in the form of free tuition.
- CHED/DBM Joint Memorandum Circular 2017-1A under the Special Provision No. 2 and Other Executive Order (OEO)-CHED Volume 1-B pp 172 and with the conditional implementation by President Rodrigo R. Duterte, prior to signing the 2017 GAA provided for Free Tuition to all undergraduate students in all SUCs in the country. This recent development had affected the scholarship scheme implemented by the University among institutional scholars.
- Then, on August 03, 2017, President Rodrigo R. Duterte signed into Law the Republic Act 10931 otherwise known as the Universal Access to Tertiary Education Act of 2017. This great milestone may annihilate the free-tuition grant that these students were previously enjoying. Hence, it is now considered as an entitlement of all BPSU undergraduate students.
- The University therefore is in need to formulate another scheme through which the institutional scholars may be incentivized.

B. OBJECTIVES

- The objective of this proposal is to for all the institutional scholars to be given incentives for their services and for their exemplary academic performance subject to the approval of the BPSU Board of Regents.

C. EXPECTED OUTCOME

- Approval of this proposal will institutionalize the replacement of the Free Tuition incentives these scholars used to receive.

D. FUNDING

- The undersigned would like to realign the allotted budget for Student Development which is 12.5 % in the Budgetary Allocation for Instruction recommended by the Commission of Higher Education No. 20 Series of 2011, "Budget Allocation shall be used for., Scholarship and incentive programs designed to uplift and motivate student achievers, and other similar activities, in furtherance of the goal in support

of the welfare of the general student population”.

E. METHODOLOGY

- The undersigned conducted a Consultative Meeting with the Directors of Student Affairs and Services, Arts and Cultural Affairs, and Sports and Physical Development, as well with some OSAS Campus Chairpersons last June 11, 2018 at the University Board Room, BPSU Main Campus to finalize the amount of incentive be given to each concerned program.
- As per the consultation, the proposed scheme are the following:
 - i. All Academic SIP beneficiaries (formerly called Academic Scholars) shall be given a fixed amount of incentive amounting to Php 6000 or lower depending on the nature of SIP as stipulated on the guidelines per se
 - 1. University SIP beneficiaries (formerly University Scholars) shall receive an incentive equivalent to the full amount of their tuition fee on that particular semester.
 - 2. College SIP beneficiaries (formerly College Scholars) shall receive an incentive equivalent to half amount of their tuition fee on that particular semester.
 - ii. All Non- Academic SIP beneficiaries (formerly called Non-Academic Scholars) shall be given a fixed amount of incentive amounting to Php 6000 or lower depending on the nature of SIP as stipulated on the guidelines per se.
 - 1. Student Council Presidents, Vice Presidents, First Senators shall be given an incentive amounting to Php6000 each per semester. Remaining Senators shall be given Php3000 each per semester.
 - 2. Publication Editors-in Chief, Associate Editors-in-Chief, and Managing Editors shall be given an incentive amounting to Php6000 each per semester. News Editors, Feature Editors, DevCom Editors, Literary Editors, Sports Editors shall be given Php3000 each per semester. Other four staffers based on the hierarchy shall be given Php1500 each per semester.
 - 3. Members of the Varsity Team shall be given an incentive amounting to Php6000 each per semester.
 - 4. First-Class and Second-Class ROTC Cadets/ Cadettes shall be given an incentive amounting to Php6000 each per semester.
 - 5. Members of the University Cultural Groups shall be given Php6000 incentive for full-fledged members and Php3000 for probationary members. Hence, members of the Campus Cultural Groups shall be given Php3000 incentive for full-fledged members and Php1500 for probationary members.
- However, the Vice President of the Academic Affairs also gave inputs and suggestions on the amount of the incentive considering the new guidelines set by CHED with regards to

expenditures and allocation of the income to be given per SUC.

- In view of the availability of fund, the following incentive scheme are proposed:
 - i. All Academic and Non- Academic SIP beneficiaries (formerly called Academic and Non-Academic Scholars) shall be given shall be given a fixed amount of incentive amounting to Php4000/Php3000 or lower depending on the nature of SIP as stipulated on the guidelines per se.
 1. University SIP beneficiaries (formerly University Scholars) shall receive 100% incentive amounting to Php 4000/Php3000 per semester.
 2. College SIP beneficiaries (formerly College Scholars) shall receive 50% incentive amounting to Php 2000/Php1500 per semester.
 3. Student Council Presidents, Vice Presidents, First Senators shall be given an incentive amounting to Php4000/Php3000 each per semester. Remaining Senators shall be given Php2000/Php1500 each per semester.
 4. Publication Editors-in Chief, Associate Editors-in-Chief, and Managing Editors shall be given an incentive amounting to Php4000/Php3000 each per semester. News Editors, Feature Editors, DevCom Editors, Literary Editors, Sports Editors shall be given Php2000/Php1500 each per semester. Other four staffers based on the hierarchy shall be given Php1000 each per semester.
 5. Members of the Varsity Team shall be given an incentive amounting to Php4000/Php3000 each per semester.
 6. First-Class and Second-Class ROTC Cadets/ Cadettes shall be given an incentive amounting to Php2000/Php1500 each per semester.
 7. Members of the University Cultural Groups shall be given Php4000/Php3000 incentive for full-fledged members and Php2000/Php1500 for probationary members. Hence, members of the Campus Cultural Groups shall be given Php2000/Php1500 incentive for full-fledged members and Php1000 for probationary members

PROPOSED INCENTIVE SCHEME BASED ON THE CONSULTATION	PROPOSED INCENTIVE SCHEME BASED ON THE NEW CHED GUIDELINES
1. All Academic SIP beneficiaries (formerly called Academic Scholars) shall be given a fixed amount of incentive amounting to Php 6000 or lower depending on the nature of SIP as stipulated on the guidelines per se.	1. All Academic SIP beneficiaries (formerly called Academic Scholars) shall be given shall be given a fixed amount of incentive amounting to Php3000 or lower depending on the nature of SIP as stipulated on the guidelines per se.

<ul style="list-style-type: none"> • University SIP beneficiaries (formerly University Scholars) shall receive an incentive equivalent to the full amount of their tuition fee on that particular semester. • College SIP beneficiaries (formerly College Scholars) shall receive an incentive equivalent to half amount of their tuition fee on that particular semester. <p>2. All Non- Academic SIP beneficiaries (formerly called Non-Academic Scholars) shall be given a fixed amount of incentive amounting to Php 6000 or lower depending on the nature of SIP as stipulated on the guidelines per se.</p> <ul style="list-style-type: none"> • Student Council Presidents, Vice Presidents, First Senators shall be given an incentive amounting to Php6000 each per semester. Remaining Senators shall be given Php3000 each per semester. • Publication Editors-in Chief, Associate Editors-in-Chief, and Managing Editors shall be given an incentive amounting to Php6000 each per semester. News Editors, Feature Editors, DevCom Editors, Literary Editors, Sports Editors shall be given Php3000 each per semester. Other four staffers based on the hierarchy shall be given Php1500 each per semester. • Members of the Varsity Team shall be given an incentive amounting to Php6000 each per semester. • • First-Class and Second-Class ROTC Cadets/ Cadettes shall be given an incentive amounting to Php6000 each per semester. • Members of the University Cultural Groups shall be given Php6000 incentive for full-fledged members and Php3000 for probationary members. Hence, members of the Campus Cultural Groups shall be given Php3000 incentive for full-fledged members and Php1500 for probationary members. 	<ul style="list-style-type: none"> • University SIP beneficiaries (formerly University Scholars) shall receive 100% incentive amounting to Php3000 per semester. • College SIP beneficiaries (formerly College Scholars) shall receive 50% incentive amounting to Php1500 per semester. <p>2. All Non- Academic SIP beneficiaries (formerly called and Non-Academic Scholars) shall be given shall be given a fixed amount of incentive amounting to Php3000 or lower depending on the nature of SIP as stipulated on the guidelines per se.</p> <ul style="list-style-type: none"> • Student Council Presidents, Vice Presidents, First Senators shall be given an incentive amounting to Php3000 each per semester. Remaining Senators shall be given Php1500 each per semester. • Publication Editors-in Chief, Associate Editors-in-Chief, and Managing Editors shall be given an incentive amounting to Php3000 each per semester. News Editors, Feature Editors, DevCom Editors, Literary Editors, Sports Editors shall be given Php1500 each per semester. Other four staffers based on the hierarchy shall be given Php1000 each per semester. • Members of the Varsity Team shall be given an incentive amounting to Php3000 each per semester. • First-Class and Second-Class ROTC Cadets/ Cadettes shall be given an incentive amounting to Php1500 each per semester. • Members of the University Cultural Groups shall be given Php3000 incentive for full-fledged members and Php1500 for probationary members. Hence, members of the Campus Cultural Groups shall be given Php1500 incentive for full-fledged members and Php1000 for probationary members
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- After seeking the recommendation and approval of the BPSU Administrative Council, it is unanimously that there will be a fixed amount of incentive to be given to eligible SIP Grantees amounting to Php 3000 or lower depending on the proposed implementing rules and guidelines

F. BUDGETARY REQUIREMENT

- Based on the two proposed schemes, here are the budgetary allocation of the SIP

Academic Student Incentive Program				
TYPE OF SIP	PROPOSED AVAILABLE SLOTS	PERCENTAGE OF INCENTIVE	CORRESPONDING AMOUNT MULTIPLIER	ALLOCATION PER SEMESTER
University Student Incentive Program	Varies	100%	Php 3000	Will depend on the number of slots
College Student Incentive Program	Varies	50%	Php 1500	Will depend on the number of slots
TOTAL				

Non-Academic Student Incentive Program				
TYPE OF SIP	PROPOSED AVAILABLE SLOTS	PERCENTAGE OF INCENTIVE	CORRESPONDING AMOUNT MULTIPLIER	ALLOCATION PER SEMESTER
STUDENT COUNCIL				
•President, Vice President, First Senator	19	100%	Php 3000	Php 57 000
•Remaining Senators	36	50%	Php 1500	Php 54 000
STUDENT PUBLICATION				
•Editor-in Chief, Associate Editor-in-Chief, and Managing Editor	18	100%	Php 3000	Php 54 000
•News Editor, Feature Editor, DevCom Editor, Literary Editor, Sports Editor	30	50%	Php 1500	Php 45 000
•Other four staffers based on hierarchy	24	33.33%	Php 1000	Php 24 000
VARSITY PLAYERS	230	100%	Php 3000	Php 690 000
ROTC FIRST AND SECOND CADETS/ CADETTES	20	50%	Php 1500	Php 30 000

UNIVERSITY CULTURAL GROUPS				
BPSU Singers				
Full-fledged	15	100%	Php 3000	Php 45 000
Probationary	15	50%	Php 1500	Php 22 500
BPSU Brass Band				
Full-fledged	30	100%	Php 3000	Php 90 000
BZ Legs				
Full-fledged	15	100%	Php 3000	Php 45 000
Probationary	15	50%	Php 1500	Php 22 500
Stallions Dance Squad				
Full-fledged	15	100%	Php 3000	Php 45 000
Probationary	15	50%	Php 1500	Php 22 500
Teatro Peninsulares				
Full-fledged	15	100%	Php 3000	Php 45 000
Probationary	15	50%	Php 1500	Php 22 500
CAMPUS CULTURAL GROUPS				
Peninsulares Dance Squad (Main)				
Full-fledged	10	50%	Php 1500	Php 15 000
Probationary	10	33.33%	Php 1000	Php 10 000
BPSU Band (Main)				
Full-fledged	7	50%	Php 1500	Php 10 500
Probationary	7	33.33%	Php 1000	Php 7000
Sinners or Saints (Dinalupihan)				
Full-fledged	15	50%	Php 1500	Php 22 500
Probationary	15	33.33%	Php 1000	Php 15 000
SILAP (Abucay)				
Full-fledged	10	50%	Php 1500	Php 15 000
Probationary	10	33.33%	Php 1000	Php 10 000
TOTAL	611			Php 1 419 000

TYPE OF SIP	SLOTS	PER SEMESTER
ACADEMIC SIP	Varies	Will depend on the number of slots
NON-ACADEMIC SIP	611	Php 1 419 000

G. IMPLEMENTING RULES AND REGULATIONS

- This proposed IRR, once approved, shall serve as the Scholarship Manual in accrediting and accepting students to be granted by the incentive program.
- Here are the complete guidelines and qualifications for various financial grants:

A. ACADEMIC

- i. University Student Incentive Program. A 100% shall be given to students who obtain a General Weighted Average (GWA) of 1.45 or better during the preceding semester provided that the student is enrolled in the regular academic load as stipulated for each semester/term prescribed in the curriculum/program of study.
 1. Must have no grade lower than 2.00
 2. Must have no mark of 'INC'
 3. Must have no failing grades in any subjects
 4. Approved by the University Registrar
 5. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certified True Copy of Grades (previous semester) from the Campus Registrar
 - c. Certificate of Registration (present semester)
- ii. College Student Incentive Program. A 50% incentive shall be given to students who obtain a General Weighted Average (GWA) of 1.75 or above during the preceding semester provided that the student is enrolled in the regular academic load as stipulated for each semester/term prescribed in the curriculum/program of study.
 1. Must have no grade lower than 2.00
 2. Must have no mark of 'INC'
 3. Must have no failing grades in any subjects
 4. Approved by the University Registrar
 5. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certified True Copy of Grades (previous semester) from the Campus Registrar
 - c. Certificate of Registration (previous semester)

B. NON-ACADEMIC

- i. Student Council. Elected officers of the University/Campus Student Council are eligible to receive a full incentive (President, Vice President, First Senators) and a 50% incentive (Other Senators) per semester.

1. Certified by the OSAS Campus Chairperson
 2. Approved by the OSAS Director
 3. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certification as an Elected SC Officer from the OSAS Campus Chairperson
 - c. Certificate of Registration (present semester)
- ii. Student Publication. Staffers of a duly-recognized Official Student Publication of the University are entitled to full incentive (Editor-in-Chief, Associate Editor-in-Chief, and Managing Editor), 50% incentive (News Editor, Feature Editor, DevCom Editor, Literary Editor, Sports Editor), and 33.33% incentive amounting to Php1000 (Other Four Staffers based on the hierarchy) per semester.
1. Certified by their respective Moderator
 2. Approved by the OSAS Director
 3. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certification as a Publication Staffer from the Moderator
 - c. Certificate of Registration (present semester)
- iii. Reserved Officers Training Corps (ROTC). He/she must be a first/ second class cadet/ cadette of the Reserved Officers Training Corps (ROTC) and shall receive a 50% incentive per semester
1. Certified by the ROTC Commandant
 2. Approved by the NSTP Coordinator
 3. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certification as a ROTC first/ second class cadet/ cadette from the Commandant
 - c. Certificate of Registration (present semester)
- iv. Varsity Players. Old and new students who are undergoing trainings and competing for the University and who are compliant to the Implementing Guidelines on the Screening of Athletes set by PASUC (see attached) shall be granted 100% incentive per semester.
1. Certified by the Campus Sports Coordinator
 2. Approved by the OSPD Director
 3. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certification as a member of the varsity team by the Campus Sports Coordinator

- c. Certificate of Registration (present semester)
- v. Cultural Organization. Official members of the duly-recognized cultural groups who exemplify skills, talents or competencies shall be granted incentives per semester.
 1. Full-fledged incentive grantee must have satisfactorily served his/her respective duly- recognized cultural group for at least one (1) Academic Year, which is the required probationary period.
 2. Must have carried a minimum academic load of twelve (12) units in the previous academic year and must have passed the compliant of the academic load requirement set required percentage set by PASUC Manual of Operation on National Culture and the Arts.

Note: A member, who is graduating and carrying an academic load below twelve (12), shall still qualify as incentive grantee upon presentation of certification from the University/ Campus Registrar confirming his/ her status as graduating student

3. Certified by the Cultural Adviser
4. Approved by the Director for Arts and Cultural Affairs
5. Shall present photocopies of the following documentary requirements
 - a. Accomplished Application Form
 - b. Certification as a member of duly-recognized cultural org from the Adviser
 - c. Certificate of Registration (present semester)
6. While he/she undergoes training, a probationary member shall qualify as probationary incentive grantee and shall receive half the amount which a full-fledged grantee receives.
7. Both full-fledged and probationary members shall be strictly monitored on their attendance to rehearsals, trainings, and actual performances, and demeanor as basis for awarding and retaining grants
8. Official student-members of the BPSU Brass Band shall be automatically awarded full- fledged incentive grants due to scarcity of talents in playing brass instruments.

C. RETENTION POLICY

- The students can no longer avail the said scholarship grant if he/she can no longer meet the requirements given. It is renewable every semester with above specified qualifications and requirements.

H. IMPLEMENTING PROCEDURE

- The screening and facilitation of SIP beneficiaries shall be administered by the respective concerned offices.

I. EXIT PLAN

- This is not only in the pursuit of empowering BPSU students to be active in their fields of performance hence we also become proactive contributors to sustainable development through equitable and inclusive programs and services as what our University Vision says.
- As we are one in improving our facilities in the aim of transforming the face of this institution, it entails the kind of service and system wherein the highly valued are the students as major stakeholders.

CHAPTER 4

FOOD SERVICES

SECTION 24. Food service refers to the assurance of available, adequate, safe and healthful food within the campus and its immediate vicinity in accordance with the food, safety and sanitation guidelines of the Department of Health.

SECTION 25. The University shall provide or maintain a Cafeteria for the studentry, faculty, and personnel. The Cafeteria may be run and supervised by the University or BPSU Faculty and Personnel's Cooperative. Private food concessionaires may be allowed inside the campus upon the approval of the University authorities.

SECTION 26. SAFE AND FAIR SERVICES. To ensure that safety, sanitation, and food choices in the school cafeteria are enforced, the following criteria are observed:

- a. The Cafeteria Management serves food that are nutritious and safe.
- b. The price of food shall be reasonably affordable for the students.
- c. All food handlers must be subjected to (bi) annual physical examination.
- d. The canteen has enough ventilation, enough supply of drinking water, and enough chairs and tables for customers.
- e. The Office of Student Affairs and Services through the Section Institutional Programs and Services in coordination with the City/Municipal Health Office, periodically inspects food outlets for sanitation and hygiene. The Sanitary Permit is displayed in a permanent area of the food outlet in the campus vicinity.

SECTION 27. FOOD SOLD OUTSIDE THE CAMPUS. Coordination with the University Health Personnel and the local government (City/Municipal Health Office) is done to ensure that food sold near the university campuses is safe and nutritious.

CHAPTER 5

HEALTH SERVICES

SECTION 28. The primary health care services are administered to all students by licensed medical, dental and allied professionals.

SECTION 29. BPSU provides adequate facilities for keeping health care and maintained updated health records.

SECTION 30. The medical–dental program observes policy on wellness and healthy lifestyle.

SECTION 31. The medical and dental programs are designed for:

1. Diagnostic purposes
2. First aid
3. Prevention and prophylaxis
4. Physical – dental exam
5. Free medicine in accordance with the resources capability of the institution

SECTION 32. All BPSU bona fide students shall be covered by an external insurance policy managed by a private company, following rules, standards and protocol on government procurement.

SECTION 33. The student personal accident insurance shall be under the Office of Student Affairs and Services in coordination with the university doctor and nurses.

SECTION 34. Each BPSU Student shall pay an annual premium or contribution, the amount of which shall be subject to consultation with the students through the University Student Council. This amount shall form part of the student’s miscellaneous fees. The payment of annual premium for each student is taken from the students’ miscellaneous fees as provided by CHED-UNIFAST.

SECTION 35. The terms and conditions of the student personal accident insurance shall be based on an up-to-date assessment.

GUIDELINES IN GRANTING CLAIMS FOR MEDICAL AND BURIAL ASSISTANCE

Coverage:

All bonafide (currently enrolled) students of BPSU.

A. Medical Assistance

- Hospital Confinement for at least 24 hours
- Outpatient – minimum amount of expenses incurred must be P5,000.00

EXPENSES INCURRED	AMOUNT OF MEDICAL ASSISTANCE
Less than 5,000	50% of the total amount of expenses incurred
5,000-9,000	3,000
10,000-15,000	6,000
16,000-20,000	8,000
21,000-30,000	10,000
31,000-40,000	14,000
41,000-60,000	16,000
61,000-99,000	18,000
100,000 and more	20,000

B. Burial Assistance

- An amount of Ten Thousand Pesos (Php 10,000.00) shall be given to the family of the deceased BPSU Student.
- An amount of Five Thousand Pesos (Php 5,000.00) shall be given to a married BPSU student for the demise of his/her spouse or child.

CLAIM REQUIREMENT:

A. Medical Assistance

- Medical Abstract
- Hospital Bill with OR of paid bill(Original Copy)
- Receipts for medicines bought
- Certificate of Registration(COR)

B. Burial Assistance

- For BPSU Student: Death Certificate and COR
- For Spouse: Death Certificate and Marriage Contract
- For Child: Death Certificate and Birth Certificate

CHAPTER 6

SAFETY AND SECURITY SERVICES

SECTION 36. Safety and Security Services refer to the provision of a safe and secure environment and that of the member of the academic community.

SECTION 37. Licensed and competent security personnel ensure the safety and security of students.

SECTION 38. Security and Risk Reduction Management Services prepares contingency plan to address disaster risk reduction and management concerns including persons with disabilities, needs in compliance with RA 10121, otherwise known as the “Philippine Disaster Risk Reduction and Management Act of 2010”.

SECTION 39. There is a regular conduct of earthquakes and fire drills involving students, faculty and administrative staff.

SECTION 40. There is a DRRMC for each campus which could be tasked in creating Pre-Disaster, during disaster and after disaster action plan including contingency plan according to campus location.

CHAPTER 7

STUDENT HOUSING AND RESIDENTIAL SERVICES

SECTION 41. Student housing and Residential Services refer to the assistance provided to ensure access to accommodation that is safe and conducive to housing.

SECTION 42. The University responds to the housing needs of students and maintains the implementation of the housing rules and regulations, procedures and guidelines for accommodation.

SECTION 43. The housing service is through the dormitory system where residents live in simulated home conditions. Residents are expected to comply with dormitory rules and regulations.

SECTION 44. ADMISSION AND RETENTION.

- a. All students seeking accommodation at the dormitory shall file an application to the Dorm Manager during enrollment every semester.
- b. Only bona fide and duly enrolled students of BPSU can apply for admission.
- c. Preference is given to first year student applications specially those coming from far places and not capable of paying outside boarding houses to fill up vacancies at the beginning of every semester.

- d. Applicants who have earlier resided in outside boarding houses shall not be accepted without clearance from their previous landlord/landlady.
- e. Transients may be accommodated during semester breaks and summer only.
- f. Clearance is mandatory to all residents whose residency has ended, terminated and those leaving the dorm voluntarily. Upon failure to do so, the resident will be subjected to appropriate sanction.

SECTION 45. FEES AND PAYMENTS

- a. Upon admission to the BPSU dormitory, the student shall pay a one semester dorm fee to the University/Campus cashier. Receipts are to be presented to the dorm manager for proper recording.
- b. All dorm fee payments shall be paid at the University Cashier's Office, receipts must be presented to the dorm manager for proper recording of the compliance of payments.
- c. Failure to pay the dorm fee for two (2) successive months shall automatically cancel the resident's privilege to stay in the dormitory.
- d. Residents who will relinquish their space before the end of the semester are required to pay the full dorm fee for the whole semester.
- e. All dorm payments are non-transferable and nonrefundable.
- f. Residents will not be cleared of their dormitory accounts unless they have cleared themselves from monetary and financial obligations and accountabilities.

SECTION 46. PROPER BEHAVIOR AND CONDUCT.

- a. Like a member of the family, residents are expected to behave properly by being considerate, courteous, conscientious and respectful to their co-residents as well as to the constituted authorities. As a policy, the resident's behavior in the dormitory will serve as one of the major basis in evaluating whether a resident can stay longer in the dormitory or not.
- b. Any behavior which is considered improper, unethical, and immoral shall be dealt with accordingly.
- c. Parents/guardians will be informed regarding their sons'/daughter's/ward's misbehavior.
- d. The dorm manager may refer dorm residents with grave misconduct or subsequent violations of the dorm policies to the OSAS through the Campus Head/Section Chairperson of the Institutional Programs and Services.
- e. Anybody found stealing or willfully destroying other's property shall be dismissed immediately.
- f. Students who are found guilty of smoking, drinking alcohol beverages, taking prohibited drugs, and/or in possession thereof shall be dismissed immediately.

- g. Gambling in any form is not allowed in the dormitory.

SECTION 47. GENERAL GUIDELINES.

- a. Punctuality. Each resident is expected to be punctual and faithfully observe and adhere to the duly set schedule for cooking, eating, visiting hours, study period, silence, meetings, lights-off, TV viewing, curfew, cleaning time, other dorm activities, school activities and obtaining and returning absence/excuse slips

- b. Study Period and Silence. Study period is from 8:30 p.m. until not later than 11:00 p.m. Silence shall be strictly observed during study periods.

Residents may opt to continue studying beyond the study hour but not later than 12:00 midnight and should only use as much light as necessary.

- c. Cleanliness and Orderliness. Residents are enjoined to cooperate in the preservation and maintenance of cleanliness, orderliness, beautification and sanitation of the dormitory.

Residents are responsible in cleaning their room, comfort rooms and other areas of the dorm. They are also required to render monthly mass work and general cleaning.

Garbage receptacles should have covers for sanitary purposes and must be kept inside the room. Occupants of each room should provide their own trash cans.

Keeping pets inside the building is strictly prohibited.

It is absolutely prohibited to bring into the bedrooms kitchen utensils, messy or smelly food. Only in extreme cases or upon securing permission can meals be served to a sick resident inside the room.

- d. Visitors and Visiting Hours. Daily visiting schedule must be strictly observed. Daily visiting schedule shall be from 8:00 a.m. to 6:00 p.m. Parents, guardians, and siblings can visit up to 8:00 p.m.

Residents should entertain their visitors at the receiving room only. It is strictly prohibited to entertain visitors inside the bedroom and along the pathways to the dorm.

Residents shall observe proper decorum when entertaining their visitors.

No visitors under the influence of liquor should be entertained.

Parents, guardians, and siblings of a resident may be allowed to stay overnight for free but succeeding nights shall be charged as transient.

- e. Curfew Hours. Residents are expected to be back at the dormitory by 7:30 p.m. and not later than 8:00 p.m. As such; residents are supposed to be at the dorm from 8:00 p.m. to 5:00 a.m.

- f. Leaves and Absences. Residents are allowed to go home only on weekends. They shall not be permitted to go home during major examinations, important activities and functions of the dormitory, and/or during a very bad weather.

- g. Resident Logbook. Residents are required to sign out on the logbook and accomplish the leave/absence slip whenever they go to places other than their classes. These should be accurately filled out and initialed by the dorm manager/student assistant

SECTION 48. DORMITORY FACILITIES.

- a. Residents are permitted to use the facilities inside the dormitory such as beds, cabinets, tables, light, water, and other room fixtures.

All facilities are maintained in good and operational condition.

The dorm manager must be immediately notified of any disorder or malfunction of any dorm facility, especially when such facilities are destroyed for reasons other than the usual wear and tear.

Residents are not permitted to make electrical connections for appliances and other gadgets other than those provided by the University. They are also not permitted to tamper with dorm facilities. Outright confiscation of appliances shall be made in all unauthorized use of appliances needing electrical power

SECTION 49. CONSERVATION OF WATER AND ELECTRICITY. Bedroom lights should be switched off at exactly 11:00 p.m. Those who wish to study after 11:00 p.m. should use minimum number of lights. Lights at the corridors, stairways and comfort rooms should be correspondingly switched on according to need.

Lights should be turned off during the day, unless it is very necessary to have them on.

SECTION 50. LAUNDRY AND DRYING. Doing the laundry in the bathroom is prohibited except for undergarments. Washing of clothes must be done at the laundry area from 5:00 a.m to 7:00 p.m.

Hanging of laundry is allowed only in duly designated areas. It is prohibited to hang or dry wet clothing, shoes and other garments inside the room, windows and along corridors.

SECTION 51. ACTIVITIES, RECREATION AND OUTSIDE INVITATIONS. Any activity to be held within the dormitory premises need permission from the dorm manager and the OSAS Campus Head.

Residents wishing to participate/watch University-organized activities may be permitted until the end of the activity, provided that the said activity shall end not later than 11:00 p.m.

SECTION 52. WELFARE, SICKNESS AND HOSPITALIZATION. The dorm manager may be consulted at any time for counsel on problems of personal or general academic in nature, while major counseling will be referred to the Guidance Counselor of the Campus.

- a. Residents who suffer from recurrent ailments of any kind should inform the dorm manager about their condition so that proper attention within the dormitory may be given them and proper assistance could be arranged with the University Medical Clinic.
- b. Cases of illness or accident must be immediately reported to the attention of the dorm manager or University Clinic. When deemed necessary, the sick resident may be brought to a separate room or may even be hospitalized.

- c. Notification to the parents/guardian of the sick resident is the responsibility of the dorm manager. Hence, while it is appreciated that a friend/roommate does it in behalf of a sick co-resident, this may only be done upon the explicit instruction or permission of the dorm manager.

SECTION 53. SAFETY AND SECURITY MEASURES.

- a. Residents are held responsible for the safety of their belongings and valuables. Lockers should never be left unlocked. Large amount of money should normally be deposited in the bank and expensive jewelries must be properly kept.
- b. Igniting or burning anything inside the room is strictly prohibited. Those using candles during power interruptions must provide appropriate containers for their candles. It shall be considered as outright offense for those residents who do not adhere to this policy.
- c. Ownership and/or possession of drugs or bringing in of deadly weapons of any kind are strictly prohibited.
- d. Cooking paraphernalia specially liquefied petroleum gas (LPG) should not be left unattended and must be kept closed after use, otherwise, severe sanctions are to be given to concerned residents.

SECTION 54. TELEVISION AND TELEPHONE/INTERCOM. The television may be switched on daily except during midterm and final examination. The schedule of television viewing is as follows:

Monday to Thursday - 05:00 p.m. – 07:00 p.m.

Friday & Saturday - 06:00 a.m. - 10:00 p.m.

Sunday - 06:00 a.m. – 06:00 p.m.

CHAPTER 8

VIOLATIONS OF DORMITORY POLICIES AND DISCIPLINARY SANCTIONS

SECTION 55. EVALUATION. Residents who incurred violations during the semester/term shall be evaluated by the Evaluation Committee composed of the dorm manager, house parents, resident assistant and OSAS Campus Head.

SECTION 56. VIOLATIONS AND SANCTIONS. Violations of dormitory rules and regulations are classified into major violations and minor violations.

SECTION 57. MAJOR VIOLATIONS.

- a. theft/stealing
- b. entering or leaving the dorm through the fire exists
- c. smoking, drunkenness, possession and/or taking in the intoxicating beverages
- d. vandalism or destruction
- e. possession of deadly weapon
- f. fighting resulting to physical injury

- g. uttering of derogatory remarks against co-residents and the constituted authorities
- h. using candles without appropriate containers
- i. sleeping outside the dormitory without absence slip forms

Sanctions for the first offense shall be termination with forty-eight (48) hours/non-admittance at the dormitory.

SECTION 58. MINOR VIOLATIONS.

- a. Non-compliance to curfew and visiting rules
- b. Extended vacation or leave without permission
- c. Sleeping in another's bedroom
- d. Invalid reason of absence from dormitory activities
- e. Extreme noise at designated hours when study period/silence is to be observed
- f. Non-compliance to use of electricity or connection of unauthorized electrical gadgets
- g. Negligence to cleaning and solid work functions
- h. Making markings on the wall or dorm properties
- i. Hanging of trash on gas tanks, dirty burners and its corresponding area
- j. Unclosed gas tanks
- k. Sleeping outside the dormitory without permission

Sanctions for offenses under this category are as follows:

First Offense: Warning and promissory note

Second Offense: Reprimand and dormitory work

Third Offense: Termination within forty-eight (48) hours

Punishments to be imposed may range from cleaning the halls, corridors, kitchens, comfort rooms, surroundings, throwing of garbage or other similar work.

SECTION 59. STUDENT DORMITORIES AND HOUSING FACILITIES OUTSIDE THE CAMPUS.

The Office of Student Affairs through the Institutional Programs and Services Section coordinates with the local government unit in providing the students assistance and list of student dormitories and housing facilities outside the campus that are safe, clean, affordable, accessible to students and with those with disabilities and conducive to learning.

The section unit, Institutional Programs and Services through proper coordination and assistance of the OSAS Campus Heads periodically conducts monitoring and evaluation of student dormitories and housing facilities inside and outside the campus.

CHAPTER 9

MULTI-FAITH SERVICES

SECTION 60. Multi-faith Services refer to the provision of an environment conducive to free expression of one's religious orientation in accordance with institutional principles and policies.

The university provides facilities such as chapel where students can freely express their religious orientations.

SECTION 61. The OSAS through the Institutional Program and Services Section assists in the accreditation of religious student organization and its activities inside the campus

CHAPTER 10

FOREIGN/INTERNATIONAL STUDENT SERVICES

SECTION 62. Foreign/International Student Services refer to the provision of assistance to address the needs of foreign students.

SECTION 63. OSAS assists foreign students with their academic and nonacademic needs.

SECTION 64. The university provides a liaison officer who assists international students with government agencies like CHED, Department of Foreign Affairs and Bureau of Immigration and submit list of foreign students and compliance reports required by the concerned government agencies

CHAPTER 11

SERVICES FOR STUDENT WITH SPECIAL NEEDS AND PERSONS WITH DISABILITIES

SECTION 65. Services for students with Special Needs and Persons with Disabilities are programs and activities designed to provide equal opportunities to Persons with Disabilities (PWD'S), Indigenous people, solo parents, etc.

SECTION 66. The university accommodates students with disabilities and learners with special needs.

SECTION 67. Programs for life skills training (e.g. conflict management, counseling, testing, referrals to specialist) are done whenever necessary.

SECTION 68. The Guidance and Admission Office keeps records of students with disabilities.

CHAPTER 12

ARTS AND CULTURAL AFFAIRS

SECTION 69. PRELIMINARIES. The Office of the Arts and Cultural Affairs shall be in charge of the formulation, execution, evaluation, and advancement of the University's arts and cultural policies and programs.

It shall be administrated by a Head, who shall be assisted by Campus Coordinators in the discharge of his/her tasks.

SECTION 70. MEMBERSHIP TO ARTS AND CULTURAL GROUPS. Membership to musical, dance, visual and performing arts groups that are recognized by the Office of the Arts and Cultural Affairs requires admission policies, such as, but not limited to, audition and personal interview by the faculty-adviser;

SECTION 71. ELIGIBILITY AND RETENTION. In order to protect the academic interest of the University, the following shall be the guide in the admission and retention of membership to the Arts and Cultural Groups:

- i. A member must be a boni fide student of the University and officially enrolled in the first and second semester of current Academic Year, with at least 12 units of academic load;
- ii. There shall be no grade requirement for first year students provided they carry the required academic load of the program they are enrolled in;

**first year refers to high school graduates who enroll in college/ university for the first time*

- iii. To retain their membership, student-members must have carried a minimum academic load of twelve (12) units in the previous semester or term of an Academic Year and must have passed the required percentage as follows:

ACADEMIC LOAD	PASSING PERCENTAGE
12 units	100%
13-18 units	70%
19-30 units	60%

(Note: NSTP (ROTC; CWTS; LTS) not considered academic course)

(table is based on PASUC National Culture and the Arts Manual of Operations)

- iv. No longer eligible as members of any arts and cultural groups are: (1) college graduates and/or second courser, (2) existing members who have been enrolled in any baccalaureate programs for over seven (7) academic years, and (3) existing members who are above twenty five (25) years old;
- v. Tranfer students from other HEI's are eligible for membership only after having established one (1) year residency prior to current academic year;

**a freshman need not establish one (1) year residency;*

** residency requirement does not apply to a returning student of the University*

SECTION 72. CREATION OF NEW INTEREST GROUP. The University encourages the creation of new interest groups in various forms of arts and culture provided they do not duplicate existing ones. Once recognized, new interest groups shall abide by the provisions stipulated in this Handbook.

SECTION 73. BENEFITS OF MEMBERS. Members shall be entitled to financial assistance and cash allowances during performances and during participation to local, regional, national, and international competitions that are recognized by the office of the Arts and Cultural Affairs.

In case of limitation in the number of participants during a performance or competition, selection shall be decided by the adviser and shall be based on merit.

Cash incentives also await winners in various competitions when officially representing the University, the amount of which shall be decided based on the weight of the competition and by the availability of funds.

SECTION 74. FREEDOM OF ARTISTIC EXPRESSION. The University upholds freedom of artistic expression. However, as an institution of higher learning, exercise of sensitivity and responsibility must be done with due diligence to avoid presumptive offenses.

The University, therefore, reserves the right to exercise restraint against cultural activities that are found to offend the rights, beliefs, customs, and traditions of other people, as well as other institutions.

CHAPTER 13

SPORTS AND PHYSICAL DEVELOPMENT PROGRAM

SECTION 75. ORGANIZATION. The Sports and Physical Development Office is headed by an Office Head who directly reports to the University President in coordination with the office of the Students Affairs and Services. He is tasked in formulating, implementing, evaluating and promoting the University Sports and Physical Development Programs.

There shall be Sports and Physical Development Coordinator in every BPSU Campus who will help the Head in his tasks.

SECTION 76. ACCREDITATION OF VARSITY TEAM. Any varsity team shall be determined by the Head of Sports and Physical Development through evaluation of the team composition and the availability of funds, facilities and equipment, slots in regional and national annual competitions; upon the endorsement of evaluation committee composed of sports and physical development coordinators, university athletic committee and concerned coaches.

SECTION 77. GUIDELINES ON SELECTION OF STUDENT – ATHLETES

1. Bona fide student of Bataan Peninsula State University.
2. Must be enrolled in any bachelor or associate program (Undergraduate Program).
3. Must not exceed the age limit as mandated by the SCUAA Governing Rule.
4. No failed grades in his/her previous semester (for old student).

SECTION 78. APPLICATION FOR THE VARSITY TEAM. A student wishing to join a varsity team shall undergo the following selection process.

- a. Participation to annual summer sports clinics in desired sports event.
- b. Presentation of pertinent documents such as certificate of registration and report of

grades.

- c. Selected by coaches and trainers from sports clinic conducted and talent identification program.
- d. Evaluated by the Athletic training committee composed according to university order and receive probationary status.
- e. Interview with Sports and Physical Development Coordinator and Head.
- f. Attendance to try – out and other related activities as mandated by the office of Sports and Physical Development.
- g. Confirmed by the president through endorsement by the Office of Sports and Physical Development.

SECTION 79. BENEFITS OF STUDENT – ATHLETES. A student-athlete shall be eligible for daily allowance during training and completion. He/she is also entitled for the following:

1. Full Student Incentive Program grant.
2. Travel allowances during trainings and competitions.
3. Free Travel to local and international competitions.
4. Free seminars and workshops for respective events.
5. Free uniforms, competition shoes and other personal equipment.
6. Cash incentives for winners to local, regional, national and international competitions.

SECTION 80. DUTIES AND RESPONSIBILITIES OF STUDENT – ATHLETES

1. Attendance to classes. (Classes are always priority)
2. Establish and maintain athletic and scholastic eligibility.
3. Maintain issued equipment in good condition during training and competition seasons.
4. Return all issued equipment immediately upon completion of your season. (You will be required to pay to any equipment you fail to return due top loss or theft)
5. Attend mandatory training sessions as scheduled and approved by the Office of the University President.
6. Refrain from posting pictures, comments or information on web sites and social media.
7. Refrain from wearing School Athletic Uniform that can be viewed when surfing on the above mentioned sites.
8. Develop good sportsmanship.
9. Develop and foster respect for teammates, coaches, officials, and spectators.
10. Exercise restraint under pressure or when you are confronted with threats, violence or flagrant acts during the contest.

SECTION 81. FORFEITURE FROM THE ROSTER OF STUDENT – ATHLETES

1. Any violation of rules and regulations stated in the BPSU Code and Student Manual.
2. Non participation to practice, tune up games and proper competitions without valid

reasons.

3. Culpable violation of rules and regulations from any sports competitions acknowledged by BPSU.

SECTION 82. STUDENT-ATHLETE'S PERSONAL ACCOUNTABILITY

1. Compliance with all aspects of Student Handbook and competitions acknowledged and participated by BPSU.
2. Prohibited Activities:
 - a. Participating in non-sanctioned SCUAA sports unless approved by BPSU.
 - b. Gambling and the likes.
 - c. Use of tobacco and the likes during practice and competition.
 - d. Use of alcohol during practice or competition.
 - e. Use of alcohol within 48 hours before completion, and/ or before traveling to venue of competition.
 - f. Use of prohibited substances and drugs and/ or performance enhancing drugs.
 - g. Voyeurism, catcalling and the likes.
 - h. Piercings that are presumed dangerous must be removed to play or practice (i.e. tongue, nose, lips, ears and eyebrows)

SECTION 83. INTRAMURALS. This annual sports festival shall be planned by Sports and Development Head and coordinators with the participation of student councils, in consultation with Campus Directors and Deans of Colleges and Office of Student Affairs.

SECTION 84. CONDUCT OF THE GAMES. The Sports and Physical Development Office shall oversee the conduct of different sports events in the campuses.

SECTION 85. STUDENTS' ATTENDANCE. Attendance of all students during the intramurals days shall be checked by the instructors, hence, there will be no classes during the duration of the intramurals.

SECTION 86. Other activities, in addition to the different sports event, such as fun run, fitness festivals and the likes, that may be held during the intramurals must be provide opportunities for entertainment that is conducive to moral and physical well – being, and to the development of the student's multi-intelligences.

SECTION 87. Excessive spending during intramurals is discouraged. A financial report on expenses incurred during the intramurals must be submitted to the University Accountant.

SECTION 88. Intramural night activities shall be allowed up to 9:00 o'clock in the evening only.

SECTION 89. FITNESS SERVICES. The University shall provide and maintain facilities and equipment for fitness and wellness programs for students. Fitness gyms and wellness centers shall be provided in all campuses.

SECTION 90. SPORTS AND RECREATIONAL SERVICES. For sports, recreational and leisure

enthusiasts, the University shall provide and maintain sports and recreational facilities in which students may be able to engage in indoor and outdoor sports and recreational activities. All sports and recreational facilities such as covered courts, fitness gyms and the likes shall be open for all students during vacant periods, from 7:00 am up to 9:00 pm. There shall be no instance that outsiders shall be given priority over any student in the use of all sports and recreational facilities including but not limited to covered courts, gymnasium track and field, etc.

SECTION 91. SPORTS INTEREST GROUPS. A student wishing to join any sports interest groups shall undergo the following procedure.

- a. Accomplish registration form from the office of the sports and physical development.
- b. Attend the orientation seminar to be conducted by the club officers and adviser.
- b. Interview with Sports and Physical Development Coordinator and Head.
- c. Manifesto of Commitment.

SECTION 92. Sports Interest Groups shall be entitled to the following privileges:

- a. Free Use of University Facilities and equipment for its operation subject to institutional policies.
- b. Privilege to carry the name of the university in any activity involving the organization outside the school subject to institutional policies;
- c. Privilege to participate in University activities;
- d. Privilege to avail fund from the office of Sports and Physical Development;
- e. Opportunity to participate in competitions as university's representative.

SECTION 93. SPORTS AND FITNESS PROGRAMS. The office shall offer regular sports and fitness program for students to gain various skills, experience confidence that are helpful in the development of one's personality which is crucial part of student's growth and development.

CHAPTER 14

SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS

SECTION 94. Social and Community Involvement Programs refer to programs and opportunities designed to develop social awareness, personal internalization and meaningful contribution to nation building.

SECTION 95. The university provides opportunities for students to participate in socio and civic action activities that may include volunteerism, environment protection, crime prevention, safety and security of the school premises.

SECTION 96. The university establishes strong partnerships with community agencies / institutions to facilitate social and community involvement among students.

CHAPTER 15

RESEARCH, MONITORING AND EVALUATION OF STUDENT AFFAIRS AND SERVICES

SECTION 97. Semestral monitoring and evaluation of student affairs and services shall be conducted by the Office for Student Affairs and Services to improve the quality of services offered to students. Evaluation instruments shall be floated and retrieved for this purpose.

PART VIII

TRANSITORY PROVISIONS

SECTION 1. REPEALING CLAUSE. Any provision of this Student Handbook or any thereof that are found to be contrary to or inconsistent with the Philippine Constitution or with laws, decrees, rules and regulations are deemed null and void.

SECTION 2. SEPARABILITY OF PROVISIONS. If any part, chapter, section or provisions of this Student Handbook shall be held invalid or unconstitutional, no other part, chapter, section or provisions thereof shall be affected thereby.

SECTION 3. ADOPTION. This Handbook may be adopted by the BPSU provided that the studentry duly represented by its chosen leaders/officers shall be involved in the consultation hearing to be conducted in the University which seeks to adopt this Student Handbook. Provided further that this has been presented to the Administration Council for Comments.

SECTION 4. EFFECTIVITY. The duly ratified Student Handbook shall be effective immediately upon approval by the Board of Regents

PART IX

LIBRARY INFORMATION SERVICES

CHAPTER 1

LIBRARY SERVICES

SECTION 1. DESCRIPTION. The BPSU LIS and AND ITS LEARNING RESOURCE CENTERS in the Main and satellite campuses support the BPSU curricular programs in its teaching, research and information need on technical and professional reading materials, equipment and instructional modus in various formats to enhance better learning process to achieve quality education to all.

SECTION 2. COMPONENTS. The BPSU Library and Information Services that include the Main Library and separate library facilities in the satellite campuses in several towns of the province of Bataan are manned by qualified and licensed librarians.

SECTION 3. ORGANIZATION AND MANAGEMENT. The BPSU Libraries are guided by the system approach of management wherein each unit operates interdependently to achieve a common

purpose as stated in its library objectives and goals in line with the University's vision and mission.

The University Library, SATELLITE Libraries, AND LEARNING RESOURCE CENTERS SHALL BE managed and administered by full-time registered librarians. The libraries are under the supervision of a designated University Librarian for its library operation and management and the Campus Director for its administrative functions with proper coordination with the Office of the Academic Affairs.

SECTION 4. LIBRARY ADVISORY BOARD. Library Advisory Board is chaired by Vice-President for Academic Affairs and Campus Directors as Vice Chairpersons with Deans/Heads of Various academic units, Budget/Accounting Officer, Director, Operations, Planning and Development, President, Campus Student Councils and members and University Librarian and Campus Librarians as Member and Secretariat.

SECTION 5. LIBRARY HOURS. The university library shall be open at least sixty (60) hours per week. The college library shall render at least fifty four (54) service hours per week.

THE GRADUATE SCHOOL SECTION SHALL BE OPENED DURING SATURDAYS TO ACCOMMODATE GRADUATE SCHOOL STUDENTS.

SECTION 6. PUBLIC / READERS' SERVICES. Public service refers to those library activities where direct contacts with the customers occur on a daily basis. This includes circulation, reference, reserve, serials, media and other services.

SECTION 7. REFERENCE SERVICE. Reference service is the personal service offered to library users which takes in three forms:

- a. Finding information to answer specific questions;
- b. Helping customers find information; and
- c. Teaching users how to use library resources and how to do library research.

SECTION 8. INTERNET/COMPUTER SERVICES. The library provides computer and internet services.

- a. The Internet is used for academic and research purposes only;
- b. Computer games, chats, and access to pornographic materials are not allowed.

SECTION 9. REFERRAL SERVICE. This is the assistance given to a library user who wants to use the resources of other institutional libraries on a specified time. A referral letter is issued by the Librarian. Only bonafide students and faculty can avail the referral service.

SECTION 10. MEDIA SERVICES. The main purpose of the Media Services is to support the academic program of the University; therefore, the Media Services distinguishes between the following uses of media equipment in order of priority:

- a. Academic Use. The use of media equipment, either on the University Library or one of the Campus libraries, for teaching and other academic purposes.
 1. The use of Multimedia Section and/or Conference Room and all equipment must be reserved in advance. All Equipment shall be for library use only.
 2. No charges are made for this type of usage.

3. Proper use of the Multimedia facilities and equipment as stated in the Multimedia Center Rules and Regulations shall be observed.
- b. University Use: The use of media equipment for on-campus University sponsored activities but with no academic focus either on the University Library or one of the Campus libraries.
 1. Activities done by administrative staff, and faculty sponsored extra-curricular activities;
 2. The use of Multimedia Section and/ or Conference Room and all equipment must be reserved in advance. LIBRARY EQUIPMENT SHALL BE for library use only;
 3. No charges are made for this type of usage;
 4. Proper use of the Multimedia facilities and equipment as stated in the Multimedia Center Rules and Regulations shall be observed.

SECTION 11. PHOTOCOPYING SERVICE. When a library user wishes to photocopy library materials the following should be observed:

- a. Borrower asks permission from the librarian at the desk, and such material shall be charged properly;
- b. The library shall allow the "Abstract" part of the theses and dissertations to be photocopied.

The photocopier is available for a minimal fee per copy.

SECTION 12. CURRENT AWARENESS SERVICE. To keep up-to-date with the most recently published information and developments, the library promotes current awareness services THROUGH THE CONDUCT OF VARIOUS ACTIVITIES.

SECTION 13. DISCUSSION ROOM SERVICE.

The library provides a discussion room provided that the following guideline is strictly followed,

- a. Fill out a Reservation Slip and present a valid Borrower's Card
- b. The group shall choose among themselves a representative who shall make the reservation.
- c. The group's representative is allowed to book only one schedule for discussion room per day.

SECTION 14. PATHFINDER SERVICE.

The library provides pathfinders basically to support students and faculty in their search for recorded literature and resources available at the BPSU Library.

SECTION 15. GRADUATE SCHOOL READING SECTION. The library provides graduate researches, REFEREED JOURNALS, theses, dissertation, feasibility studies, various supplementary reading materials, additional textbooks, references and professional books on different specialized PROGRAMS of the Graduate studies curriculum.

SECTION 16. READING SECTION. The following shall be observed at this section:

- a. Silence must be observed at all times.
- b. Eating and smoking are prohibited.
- c. Doing artwork is prohibited.

SECTION 17. CONTINUING RESOURCES SECTION. The following shall be observed at this section:

- a. All library materials are for library use only except fiction collections.
- b. Borrower's card must be used in any transaction.
- c. Maintain cleanliness and orderliness at the section.
- d. Silence must be observed at all times.

SECTION 18. MULTIMEDIA CENTER. The following shall be observed at this section:

- a. Reservation should be made at least 3 days before the date of viewing.
- b. Reservation should be done in person.
- c. Cancellation of the reservation should be done a day before the scheduled date of use.
- d. No class will be allowed to use the Multimedia Center in the absence of the instructor or a substitute.
- e. The number of viewers should not exceed the no. of available seats in the section at any given time. However, special arrangement may be done with regards to a bigger number of viewers provided with a valid reason.
- f. The "No Eating and Drinking" policy shall be strictly enforced inside the section.
- g. Maintain cleanliness and orderliness and informed the BPSU Library staff before leaving the section.
- h. The Multimedia Center is not intended for classroom use.
- i. A Multimedia specialist will be stationed inside the section whenever in use and is directly responsible for the technical operation and management.
- j. The BPSU Library reserves the right to cancel reservation/use of the Multimedia Center upon violation of any of the above mentioned rules and regulations.

SECTION 19. ACCESS/ CIRCULATION SECTION

The following shall be observed at this section in terms of loan period:

- a. Consult the Online Public Access Catalog (OPAC) or the Card Catalog to check whether the library has a copy of the material.
- b. Follow procedures in borrowing and returning of library materials posted at the Circulation Desk.

SECTION 20. ELECTRONIC RESOURCES SECTION/E-LIBRARY

1. General Policies

The following shall be observed at this section in terms of loan period:

- a. Internet is used for academic and research purposes only;

- b. Computer games, chats, and access to pornographic materials are not allowed;
- c. The student will be charged of a minimum fee for printing/computer rental/internet;
- d. No charges for computer rental/internet for faculty.

2. Specific Policies

Complying with the copyright regulations authorized users may:

- a. View, download, copy, print or quote and save a copy of search results and/or individual articles;
- b. Use electronic resources for scholarly, educational or scientific research and teaching purposes;
- c. Safeguard institutional access to resources by not sharing their username and password;
- d. Limit users to non-commercial, educational or personal to each purpose.

Users may not:

- a. Systematically download large amounts of information (eq. download all articles in a journal issue, engage in case-scale downloading from licensed resources to create large databases).
- b. Post a copy of a published article to another computer (eq. a website or departmental website). Posting the word to an article is permissible, as it will require a current compose email account to gain access to the text.
- c. Distribute copies of material to individual or groups outside college.
- d. Sell or distribute articles to individuals, intuitions or organizations.
- e. Share their Username and password.

General Note:

- a. The entire contents of the journals or databases are protected by copyrights of the publishers.
- b. The use of library – subscribed e-resources is governed by license. Agreements which prohibited access via robotic tools.
- c. Always acknowledge sources on a published or unpublished document when using the date found on electronic resources.

3. Warning/Sanctions

- a. Users are fully responsible for any legal consequences arising from infringement of applicable copyright laws;
- b. The University has the right to hold the user liable on an indemnity basic for any claims, liabilities, costs and damages the University may suffer as a result if any infringement;
- c. The Library will suspend the user's remote access to all e-resources.

SECTION 21. DISCUSSION ROOM

The following shall be observed at this section

- a. Discussion room is available for reservation by bonfire members of the University (i.e. currently enrolled student, faculty member, staff) for academic purposes only.
- b. A minimum of four (4) persons per group and a maximum of eight (8) persons may use the rooms.
- c. Use of the room is limited to two (2) hours. The group may request for a one-hour extension if there is no standing reservation for the next hour.
- d. Reservation is held for 15 minutes only. If the group fails to show up within the grace period, the reservation is cancelled.
- e. The room may be used until 4:00 pm, Monday to Friday. Reservation can be made up to one day before the intended date of use.

House Rules

- a. Do not leave personal belongings in the room, and never leave the room empty during your reserved period. If you are done, inform the assigned library staff. The library shall not be held responsible for any loss.
- b. Clean as you go. Arrange tables and chairs back in place.
- c. Upon leaving, turn off the lights and air conditioning unit and lock the door.
- d. Failure to comply shall lead to cancellation of privileges to reserve a discussion room for the entire school year.

SECTION 22. LOAN PERIODS FOR THE BOOK SECTION/REFERENCE SECTION. The following shall be observed at this section in terms of loan period:

- a. Reserved books may not be taken out from the library. A student may borrow only one reserve book at a time.
- b. Reference books use is limited two or four hours period, renewable for another hour if there has been no prior request for them.
- c. Books on General Circulation can be charge out on the following classified restricted loan periods.
 1. Overnight
 2. Reserved
 3. One week loan
- d. Home reading books may be taken out for one week or more unless it is not in demand.

Overnight books must be borrowed not earlier than 5:00 P.M. and must be returned in the following day before 9:00 AM.

SECTION 23. OVERDUE. The following shall be observed at this section in terms of loan period:

- a. Disciplinary actions shall be implemented for overdue materials.

No. of Days	Sanctions
1 day	Warning/Reprimand
2-3 days	Deferral of privilege (1 week)
3-4 days	Deferral of privilege (1 month)
1 week	Deferral of privilege (6 months)

- b. Failure to receive a notice does not absolve the borrower from the responsibility of returning the material.
- c. No delinquent borrower shall be allowed to register/borrow unless all library account is settled.

SECTION 24. LOST BOOKS. The following shall be observed at this section in terms of loan period:

- a. Lost book while on loan must be reported immediately to the Section where the book was charged out.

A book must be paid to the value determined by the library based on the current prices or replaced with the same title of current edition plus processing charges.

SECTION 25. HOLDS. A “Hold” can be placed on a needed book which is put on loan by filling out a reservation slip. The book will be reserved for an “overnight” or 1 day use. Failure to get the book after the period automatically cancels the reservation

SECTION 26. DAMAGED MATERIALS. Library materials damaged beyond the normal depreciation must be replaced with the same title plus processing charges or paid for according to the value determined by the library on current prices.

SECTION 27. CIRCULATION SECTION. The following shall be observed at this section in terms of loan period:

- a. Consult the Online Public Access Catalog (OPAC) or the Card Catalog to check whether or not the library has a copy of the material.

Follow procedures in borrowing and returning of library materials posted at the Circulation Desk.

SECTION 28. ELECTRONIC RESOURCE SECTION. The following shall be observed at this Library section:

- 1 Internet is used for academic and research purpose only.
- 2 Computer games, chats, word processing and access to pornographic materials are not allowed.
- 3 The student will be charged a minimum fee for printing/computer rental/internet.

No charge for computer rental/internet for faculty

SECTION 29. GRADUATE SCHOOL READING CENTER. The following shall be observed at this reading center in terms of loan period:

- a. Only students with valid library cards shall be allowed to use the reading center and its collection;
- b. General reference books, theses, dissertations and serials are for library use only;
- c. A maximum of two books at a time shall be allowed per students;
- d. Photocopying of theses and dissertations is strictly prohibited. However, the reading center allowed the "Abstract" part to be photocopied;
- e. Reserved books can be borrowed for photocopying but should be returned after 30 minutes;
- f. Borrowing service observes a cut off hour which is fifteen minutes before the closing time of the reading center;

Lost book while on loan must be reported immediately to the librarian. It must be paid/ replaced after a week after it was reported lost. It must be paid to the value determined by the librarian based on the current prices or replaced with the same title plus processing charges.

SECTION 30. THE LIBRARY CARD. The library card must be presented at the main control desk of the section for identification.

- a. The library card may be obtained in the library and is not transferable.
- b. Duplicate for the lost library card may be issued upon satisfactory proof of loss and payment of replacement fee as prescribed in the library manual/hand-out for students. Replacement shall be issued upon presentation of receipt of payment to the Librarian.
- c. Library card shall be endorsed every semester upon enrolment and must be returned / surrendered whenever the student will transfer or leave the school upon graduation.

Library card is a requirement for the signing of library clearance. No clearance is issued to any student/faculty/staff member who has still unsettled accountability.

SECTION 31. REQUIREMENTS FOR LIBRARY USE. The following are the standard requirements for the use of the library:

- a. For BPSU student library card, duly endorsed for the current term by the University/ Campus librarian;
- b. For faculty and administrative employees, BPSU School I.D;
- c. For foreign/visiting students or professor, endorsement letter from concerned University Official for proper issuance of borrower's card;
- d. For outside researchers, temporary BPSU guest card.

SECTION 32. LIBRARY USERS' DISCIPLINE

- a. Courtesy and respect must be observed at all times.
- b. All users must comply with all rules and regulations for library use such as:
 1. Bags or attaché case are not allowed inside the library;
 2. Cellphones should be in silent mode;
 3. Charging of electronic gadget (cellphones, laptop, etc.) is prohibited;

Tearing, mutilating and or stealing library materials shall be subjected to disciplinary action.

SECTION 33. LOSS OF LIBRARY PRIVILEGES. The following shall cause the curtailment or suspension of library privileges:

- a. Non-compliance with the library rules and regulations will result in the curtailment or suspension of the library privileges of the offender;
- b. Borrower who fails to return borrowed material after two recall notices will be temporarily suspended on their library privileges until the materials are returned and accrued fined are paid;
- c. Repeated offenses may lead to total loss of the library privileges including the use of any campus libraries, and may lead to disciplinary action as provided under the rules for the students/staff/faculty conduct.

APPENDICES

APPENDIX A

Republic Act No. 8049

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES AND ORGANIZATIONS AND PROVIDING PENALTIES THEREOF

- Section 1. Hazing as used in this Act is an initiation rite of practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.
- The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or Officer and cadet corps of the Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purpose of this Act.
- Section 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of initiation. The written notice shall indicate the period of the initiation activities which shall serve not exceed three (3) days, shall include the names of those subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.
- Section 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the study of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.
- Section 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The persons who participated in the hazing shall suffer:
- a. The penalty of reclusion Perpetua if death, rape, sodomy, or mutilation results therefrom.
 - b. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
 - c. The penalty of reclusion temporal in its maximum period if in consequence of the hazing victim shall lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
 - d. The penalty of reclusion temporal in its minimum period if in consequence of the hazing victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
 - e. The penalty of prison mayor in its maximum period if in consequence of the hazing

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

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

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

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

- 1. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- 2. When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- 3. When the recruit neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- 4. When the hazing is committed outside of the school or institution; or e) When the victim is below twelve (12) years of age at the time of hazing.

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

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

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

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

Any person charged under this provision shall not be entitled to the mitigating circumstances that there was intention to commit so grave a wrong.

This section shall apply to the president, manager director or other responsible office of a corporation for employment in the manner provided therein.

- Section 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.
- Section 6. All laws, orders, rules or regulation which are consistent with or contrary to the provisions of this Act are hereby amended or repeated accordingly.
- Section 7. This act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved:

(SGD) JOSE DE VENECIA, JR.

Speaker of the House of Representative

(SGD) EDGARDO J. ANGARA

President of the Senate

This Act, which is a consolidation of Senate Bill No. 176 and House Bill No. 1240 was finally passed by the Senate and the House of Representatives on June 2, 1995

(SGD) CAMILO L. SABIO

Secretary General of House of Representative

(SGD) EDGARDO E. TUMANGAN

Secretary of the Senate

Approved: June 07, 1995

(SGD) FIDEL V. RAMOS

President of the Philippines

APPENDIX B

Republic Act No. 9165

AN ACT OF INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Article II
Unlawful Acts and Penalties

Section 4. *Importation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall import or bring into the Philippines any dangerous drug, regardless of the quantity and purity involved, including any and all species of opium poppy or any part thereof or substances derived therefrom even for floral, decorative and culinary purposes.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall import any controlled precursor and essential chemical.

The maximum penalty provided for under this Section shall be imposed upon any person, who, unless authorized under this Act, shall import or bring into the Philippines any dangerous drug and/or controlled precursor and essential chemical through the use of a diplomatic passport, diplomatic facilities or any other means involving his/her official status intended to facilitate the unlawful entry of the same. In addition, the diplomatic passport shall be confiscated and canceled.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a protector/coddler of any violator of the provisions under this Section.

Section 5. *Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* The penalty of life imprisonment to death and a fine ranging from Five - 8 - hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any dangerous drug, including any and all species of opium poppy regardless of the quantity and purity involved, or shall act as a broker in any of such transactions.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions.

If the sale, trading, administration, dispensation, delivery, distribution or transportation of any dangerous drug and/or controlled precursor and essential chemical transpires within one hundred (100) meters from the school, the maximum penalty shall be imposed in every case.

For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemicals trade, the maximum penalty shall be imposed in every case.

If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim thereof, the maximum penalty provided for under this Section shall be imposed.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a protector/coddler of any violator of the provisions under this Section.

Section 6.

Maintenance of a Den, Dive or Resort. The penalty of life imprisonment to death and a fine ranging from Five hundred - 9 - thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive or resort where any dangerous drug is used or sold in any form.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive, or resort where any controlled precursor and essential chemical is used or sold in any form.

The maximum penalty provided for under this Section shall be imposed in every case where any dangerous drug is administered, delivered or sold to a minor who is allowed to use the same in such a place.

Should any dangerous drug be the proximate cause of the death of a person using the same in such den, dive or resort, the penalty of death and a fine ranging from One million (P1,000,000.00) to Fifteen million pesos (P15,000,000.00) shall be imposed on the maintainer, owner and/or operator.

If such den, dive or resort is owned by a third person, the same shall be confiscated and escheated in favor of the government: Provided, That the criminal complaint shall specifically allege that such place is intentionally used in the furtherance of the crime: Provided, further, That the prosecution shall prove such intent on the part of the owner to use the property for such purpose: Provided, finally, That the owner shall be included as an accused in the criminal complaint.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a "financier" of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a protector/coddler of any violator of the provisions under this Section.

- Section 7. *Employees and Visitors of a Den, Dive or Resort.* The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon:
- a) Any employee of a den, dive or resort, who is aware of the nature of the place as such; and
 - b) Any person who, not being included in the provisions of the next preceding paragraph, is aware of the nature of the place as such and shall knowingly visit the same.
- Section 8. *Manufacture of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall engage in the manufacture of any dangerous drug.
- The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall manufacture any controlled precursor and essential chemical.
- The presence of any controlled precursor and essential chemical or laboratory equipment in the clandestine laboratory is a prima facie proof of manufacture of any dangerous drug. It shall be considered an aggravating circumstance if the clandestine laboratory is undertaken or established under the following circumstances:
- a. Any phase of the manufacturing process was conducted in the presence or with the help of minor/s;
 - b. Any phase or manufacturing process was established or undertaken within one hundred (100) meters of a residential, business, church or school premises;
 - c. Any clandestine laboratory was secured or protected with booby traps;
 - d. Any clandestine laboratory was concealed with legitimate business operations; or
 - e. Any employment of a practitioner, chemical engineer, public official or foreigner.
- The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section.
- The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a protector/coddler of any violator of the provisions under this Section.
- Section 9. *Illegal Chemical Diversion of Controlled Precursors and Essential Chemicals.* The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall illegally divert any controlled precursor and essential chemical.
- Section 10. *Manufacture or Delivery of Equipment, Instrument, Apparatus, and Other Paraphernalia for Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.* The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person who shall deliver, possess with intent to deliver, or manufacture with intent to deliver equipment, instrument, apparatus and other paraphernalia for dangerous drugs, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or

conceal any dangerous drug and/or controlled precursor and essential chemical in violation of this Act.

The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed if it will be used to inject, ingest, inhale or otherwise introduce into the human body a dangerous drug in violation of this Act.

The maximum penalty provided for under this Section shall be imposed upon any person, who uses a minor or a mentally incapacitated individual to deliver such equipment, instrument, apparatus and other paraphernalia for dangerous drugs.

Section 11.

Possession of Dangerous Drugs. The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;
- (3) 10 grams or more of heroin;
- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana;
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDMA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

1. Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
2. Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDMA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five hundred (500) grams of marijuana;
3. Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred

thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or “shabu”, or other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDMA) or “ecstasy”, paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

Section 12. *Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs.* The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body: Provided, That in the case of medical practitioners and various professionals who are required to carry such equipment, instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof.

The possession of such equipment, instrument, apparatus and other paraphernalia fit or intended for any of the purposes enumerated in the preceding paragraph shall be prima facie evidence that the possessor has smoked, consumed, administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

Section 13. *Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.* Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of the dangerous drugs.

Section 14. *Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gatherings or Meetings.* The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person, who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

Section 15. *Use of Dangerous Drugs.* A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): Provided, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 10 of this Act, in which case the provisions stated therein shall apply.

Section 16. *Cultivation or Culture of Plants Classified as Dangerous Drugs or Are Sources Thereof.* The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person who shall plant, cultivate or culture marijuana, opium poppy or any other plant regardless of quantity, which is or may hereafter be classified as a dangerous drug or as a source from

which any dangerous drug may be manufactured or derived: Provided, That in the case of medical laboratories and medical research centers which cultivate or culture marijuana, opium poppy and other plants, or materials of dangerous drugs for medical experiments and research purposes, or for the creation of new types of medicine, the Board shall prescribe the necessary implementing guidelines for the proper cultivation, culture, handling, experimentation and disposal of such plants and materials.

The land or portions thereof and/or greenhouses on which any of said plants is cultivated or cultured shall be confiscated and escheated in favor of the State, unless the owner thereof can prove lack of knowledge of such cultivation or culture despite the exercise of due diligence on his/her part. If the land involved is part of the public domain, the maximum penalty provided for under this Section shall be imposed upon the offender.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a protector/coddler of any violator of the provisions under this Section.

Article IV

Participation of the Family, Students, Teachers and School Authorities in the Enforcement of this Act

- Section 41. *Involvement of the Family.* The family being the basic unit of the Filipino society shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.
- Section 42. *Student Councils and Campus Organizations.* All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.
- Section 43. *School Curricula.* Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:
1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
 2. Preventive measures against drug abuse;
 3. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem;
 4. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
 5. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.
- Section 44. *Heads, Supervisors, and Teachers of Schools.* For the purpose of enforcing the provisions

of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers. Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities.

Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Section 45. *Publication and Distribution of Materials on Dangerous Drugs.* With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.

Section 46. *Special Drug Education Center.* With the assistance of the Board, the Department of Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

APPENDIX C

Republic Act No. 9710

MAGNA CARTA FOR WOMEN

Chapter IV

Rights and Empowerment

Section 8. *Human Rights of Women.* All rights in the Constitution and those rights recognized under international instruments duly signed and ratified by the Philippines, in consonance with Philippine law, shall be rights of woman under this Act to be enjoyed without discrimination.

Section 9. *Protection from Violence.* The State shall ensure that all women shall be protected from all forms of violence as provided for in existing laws. Agencies of government shall give priority to the defense and protection of women against gender-based offenses and help women attain justice and healing.

Towards this end, measures to prosecute and reform offenders shall likewise be pursued.

- a. Within the next five (5) years, there shall be an incremental increase in the recruitment and training of women in the police force, forensics and medico-legal, legal services, and social work services availed of by women who are victims of gender-related offenses until fifty percent (50%) of the personnel thereof shall be women.
- b. Women shall have the right to protection and security in situations of armed conflict and militarization. Towards this end, they shall be protected from all forms of gender-based violence, particularly rape and other forms of sexual abuse, and all forms of violence in situations of armed conflict. The State shall observe international standards for the protection of civilian population in circumstances of emergency and armed conflict. It shall not force women, especially indigenous people, to abandon their lands, territories, and means of subsistence, or relocate them in special centers for military purposes under any discriminatory condition. (c) All government personnel involved in the protection and defense of women against gender-based violence shall undergo a mandatory training on human rights and gender sensitivity pursuant to this Act.

Section 10. *Women Affected by Disasters, Calamities, and Other Crisis Situations.* Women have the right to protection and security in times of disasters, calamities, and other crisis situations especially in all phases of relief, recovery, rehabilitation, and construction efforts. The State shall provide for immediate humanitarian assistance, allocation of resources, and early resettlement, if necessary. It shall also address the particular needs of women from a gender perspective to ensure their full protection from sexual exploitation and other sexual and gender-based violence committed against them. Responses to disaster situations shall include the provision of services, such as psychosocial support, livelihood support, education, psychological health, and comprehensive health services, including protection during pregnancy.

Section 11. *Participating and Representation.* The State shall undertake temporary special measures to accelerate the participation and equitable representation of women in all spheres of society particularly in the decision-making and policy-making processes in government and private entities to fully realize their role as agents and beneficiaries of development.

The State shall institute the following affirmative action mechanisms so that women can participate meaningfully in the formulation, implementation, and evaluation of policies, plans, and programs for national, regional, and local development:

- a. Empowerment within the Civil Service. – Within the next five (5) years, the number of women in third (3rd) level positions in government shall be incrementally increased to achieve a fifty-fifty (50-50) gender balance;
- b. Development Councils and Planning Bodies. – To ensure the participation of women in all levels of development planning and program implementation, at least forty percent (40%) of membership of all development councils from the regional, provincial, city, municipal, and barangay levels shall be composed of women;
- c. Other Policy and Decision-Making Bodies. – Women's groups shall also be represented in international, national, and local special and decision-making bodies;
- d. International Bodies. – The State shall take all appropriate measures to ensure the opportunity of women, on equal terms with men and without any discrimination to represent their government at the international level and to participate in the work of international organizations;
- e. Integration of Women in Political Parties. – The State shall provide incentives to political parties with women's agenda. It shall likewise encourage the integration of women in their leadership hierarchy internal policy-making structures, appointive, and electoral nominating processes; and
- f. Private Sector. – The State shall take measures to encourage women leadership in the private sector in the form of incentives.

Section 12. *Equal Treatment Before the Law.* The State shall take steps to review and, when necessary, amend and/or repeal existing laws that are discriminatory to women within three (3) years from the effectivity of this Act.

Section 13. *Equal Access and Elimination of Discrimination in Education, Scholarships, and Training.*

- a. The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.
- b. Enrollment of women in nontraditional skills training in vocational and tertiary levels shall be encouraged.
- c. Expulsion and non-readmission of women faculty due to pregnancy outside of marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school.

Section 14. *Women in Sports.* The State shall develop, establish, and strengthen programs for the participating of women and girl-children in competitive and noncompetitive sports as a means to achieve excellence, promote physical and social well-being, eliminate gender-role stereotyping, and provide equal access to the full benefits of development for all persons regardless of sex, gender identity, and other similar factors.

For this purpose, all sports-related organizations shall create guidelines that will establish and integrate affirmative action as a strategy and gender equality as a framework in planning and implementing their policies, budgets, programs, and activities relating to the participation of women and girls in sports.

The State will also provide material and nonmaterial incentives to local government units, media organizations, and the private sector for promoting, training, and preparing women and girls for participation in competitive and noncompetitive sports, especially in local and

international events, including, but not limited to, the Palarong Pambansa, Southeast Asian Games, Asian Games, and the Olympics.

No sports event or tournament will offer or award a different sports prize, with respect to its amount or value, to women and men winners in the same sports category: Provided, That the said tournament, contest, race, match, event, or game is open to both sexes: Provided, further, That the sports event or tournament is divided into male or female divisions.

The State shall also ensure the safety and well-being of all women and girls participating in sports, especially, but not limited to, trainees, reserve members, members, coaches, and mentors of national sports teams, whether in studying, training, or performance phases, by providing them comprehensive health and medical insurance coverage, as well as integrated medical, nutritional, and healthcare services.

Schools, colleges, universities, or any other learning institution shall take into account its total women student population in granting athletic scholarship. There shall be a pro rata representation of women in the athletic scholarship program based on the percentage of women in the whole student population.

Section 15.

Women in the Military. The State shall pursue appropriate measures to eliminate discrimination of women in the military, police, and other similar services, including revising or abolishing policies and practices that restrict women from availing of both combat and noncombat training that are open to men, or from taking on functions other than administrative tasks, such as engaging in combat, security-related, or field operations. Women in the military shall be accorded the same promotional privileges and opportunities as men, including pay increases, additional remunerations and benefits, and awards based on their competency and quality of performance. Towards this end, the State shall ensure that the personal of women shall always be respected.

Women in the military, police, and other similar services shall be provided with the same right to employment as men on equal conditions. Equally, they shall be accorded the same capacity as men to act in and enter into contracts, including marriage.

Further, women in the military, police, and other similar services shall be entitled to leave benefits such as maternity leave, as provided for by existing laws.

Section 16.

Nondiscriminatory and Nonderogatory Portrayal of Women in Media and Film. The State shall formulate policies and programs for the advancement of women in collaboration with government and nongovernment media-related organizations. It shall likewise endeavor to raise the consciousness of the general public in recognizing the dignity of women and the role and contribution of women in the family, community, and the society through the strategic use of mass media.

For this purpose, the State shall ensure allocation of space, airtime, and resources, strengthen programming, production, and image-making that appropriately present women's needs, issues, and concerns in all forms of media, communication, information dissemination, and advertising.

The State, in cooperation with all schools of journalism, information, and communication, as well as the national media federations and associations, shall require all media organizations and corporations to integrate into their human resource development components regular training on gender equality and gender-based discrimination create and use gender equality guidelines in all aspects of management, training, production, information, dissemination, communication, and programming; and convene a gender equality committee that will promote gender mainstreaming as a framework and affirmative action as a strategy, and monitor and evaluate the implementation of gender equality guidelines

Section 17.

Women's Right to Health.

- a. Comprehensive Health Services. The State shall, at all times, provide for a

comprehensive, culture sensitive, and gender-responsive health services and programs covering all stages of a woman's life cycle and which addresses the major causes of women's mortality and morbidity: Provided, That in the provision for comprehensive health services, due respect shall be accorded to women's religious convictions, the rights of the spouses to found a family in accordance with their religious convictions, and the demands of responsible parenthood, and the right of women to protection from hazardous drugs, devices, interventions, and substances.

Access to the following services shall be ensured:

1. Maternal care to include pre-and post-natal services to address pregnancy and infant health and nutrition;
2. Promotion of breastfeeding;
3. Responsible, ethical, legal, safe, and effective methods of family planning;
4. Family and State collaboration in youth sexuality education and health services without prejudice to the primary right and duty of parents to educate their children;
5. Prevention and management of reproductive tract infections, including sexually transmitted diseases, HIV, and AIDS;
6. Prevention and management of reproductive tract cancers like breast and cervical cancers, and other gynecological conditions and disorders;
7. Prevention of abortion and management of pregnancy-related complications;
8. In cases of violence against women and children, women and children victims and survivors shall be provided with comprehensive health services that include psychosocial, therapeutic, medical, and legal interventions and assistance towards healing, recovery, and empowerment;
9. Prevention and management of infertility and sexual dysfunction pursuant to ethical norms and medical standards;
10. Care of the elderly women beyond their child-bearing years; and
11. Management, treatment, and intervention of mental health problems of woman and girls.

In addition, healthy lifestyle activities are encouraged and promoted through programs and projects as strategies in the prevention of diseases.

- b. Comprehensive Health Information and Education. – The State shall provide women in all sectors with appropriate, timely, complete, and accurate information and education of all the above-stated aspects of women's health in government education and training programs, with due regard to the following:
 1. The natural and primary right and duty of parents in the rearing of the youth and the development of moral character and the right of children to be brought up in an atmosphere of morality and rectitude for the enrichment and strengthening of character;
 2. The formation of a person's sexuality that affirms human dignity; and
 3. Ethical, legal, safe, and effective family planning methods including fertility awareness

Section 18. *Special Leave Benefits for Women.* A woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

Section 19.

Equal Rights in All Matters Relating to Marriage and Family Relations. The State shall take all appropriate measures to eliminate discrimination against women in all matters relating to marriage and family relations and shall ensure:

- a. The same rights to enter into and leave marriages without prejudice to personal or religious beliefs and subjects to existing laws;
- b. The same rights to choose freely a spouse and to enter into marriage only with their free and full consent. The betrothal and the marriage of a child shall have no legal effect;
- c. The joint decision on the number and spacing of their children and to have access to the information, education and means to enable them to exercise these rights;
- d. The same personal rights between spouses or common law spouses including the right to choose freely a profession and an occupation;
- e. The same rights for both spouses and common law spouses in respect of the ownership, acquisition, management, admiration, enjoyment, and disposition of property;
- f. The same rights to properties and resources, whether titled or not, and inheritance, whether formal or customary; and
- g. Women shall have equal rights with men to acquire, change, or retain their nationality. The State shall ensure in particular that neither marriage to an alien nor change of nationality by the husband during marriage shall automatically change the nationality by the wife, render her stateless or force upon her the nationality of the husband. Various statutes of other countries concerning dual citizenship that may be enjoyed equally by women and men shall likewise be considered.

Customary laws shall be respected: Provided, however, that they do not discriminate against women.

APPENDIX D

Bataan Peninsula State University
Policy on Anti-Sexual Harassment

In compliance with the Republic Act No. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”, the Bataan Peninsula State University promulgates its rules and regulations based on the Administrative Disciplinary Rules on Sexual Harassment Cases of the Civil Service Commission (Resolution No. 01-940 series of 2001) to be referred to as Bataan Peninsula State University (BPSU) Policy on Anti-Sexual Harassment.

I. Legal Bases

- 1.1 Section 11, Article of 1987 Philippine Constitution which provides that the State values the dignity of every human person and guarantees full respect for human rights.
- 1.2 Republic Act No. 7877, otherwise known as “Anti-Sexual Harassment act of 1995 declares unlawful sexual harassment against women and men in the employment, education and training environment.
 - 1.2.1 Section 4 (a) of R.A. 7877 mandates every employer or head of agency in the public and private sector to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions.
 - 1.2.2 Section 58, Civil Service Commission Resolution No. 01-0940 series of 2001 entitled “Administrative Disciplinary Rules on Sexual Harassment Cases” mandates all national and local government-owned or controlled corporations with original charter to promulgate or modify their own rules and regulations in conformity with these Rules, in consultation with their employers, within six (6) months from the effectivity of this Resolution.

II. Coverage

The policy shall apply to all officials and employees of the University, regardless of their appointment status.

III. Office Decorum

Section 4 of Republic Act No. 6713 (Otherwise known as the “Code of Conduct and Ethical Standard for Public Officials and Employees) provides norms of personal conduct for public officials and employees, and specifically directs that they shall act without discrimination against anyone, and shall at all times respect the rights of others and refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest.

IV. General Policy Against Sexual Harassment

Any act of sexual harassment is prohibited. Sexual harassment is an act, or series of acts, involving any unwelcome sexual advance, request or demand for sexual favor, or other verbal or physical behavior of the sexual nature, committed by a university employee or official in a work-related, training or education related environment of the person complained of.

4.1 Work-related sexual harassment is committed under the following circumstances:

4.1.1 Submission to or rejection of the act or series of acts is used as a basis for any employment decision including, but not limited to matters related to hiring, promotion, raise in salary, job security, benefits and any other personnel action affecting the applicant/employee, or

4.1.2 the act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or

4.1.3 the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer or ward of the person complained of.

4.2 Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender; or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by the offender when:

4.2.1 submission to or rejection of the act or series of acts is used as basis for any decision affecting the complainant, including, but not limited to giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or giving of any benefit, privilege or consideration.

4.2.2 The act or series of acts have the purpose or effect of interfering with the performance or creating an intimidating, hostile or offensive academic environment of the complainant; or

4.2.3 The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

4.3 Sexual harassment may take place in the following

4.3.1 In the premises of the workplace or office of the university campuses

4.3.2 In any place where the parties were found as result of work or education or training responsibilities or relations

4.3.3 At work or education or training related social functions

4.3.4 While on official business outside the office of university or during work or

school or training-related

- 4.3.5 At official conferences, for a symposia or training sessions; or
- 4.3.6 By telephone, cellular phone, fax machine or electronic mail.

V. Illustrative Forms of Sexual Harassment

5.1 Physical

- 5.1.1 Malicious Touching
- 5.1.2 Overt sexual advances
- 5.1.3 Gestures with led insinuation

5.2 Verbal, such as but not limited to requests or demands for sexual favors, and lurid remarks

5.3 Use objects, pictures or graphics, letters or written notes with sexual underpinnings

5.4 Other forms analogous to the foregoing

VI. Persons Liable for Sexual Harassment

Any university official or employee, regardless of sex is liable for sexual harassment when he/she:

- 6.1 Directly participate in the execution of any act of sexual harassment as defined by these rules
- 6.2 Induces or directs another or others to commit sexual harassment as defined by these rules
- 6.3 Cooperate in the commission of sexual harassment by another through previous simultaneous acts.

VII. Committee on Decorum and Investigation (CODI) of Sexual Harassment

A committee on Decorum and Investigation shall be created and will perform the following functions:

- 7.1 Receive complaints of sexual harassment
- 7.2 Investigate sexual harassment complaints in accordance with the prescribed procedure.
- 7.3 Submit a report of its findings with the corresponding recommendation to the disciplining authority for decisions.
- 7.4 Lead in the conduct of discussions about sexual harassment within the university to increase understanding and prevent incidents of sexual harassment

VIII. Composition of CODI

- 8.1 Vice Presidents for Academic Affairs (for faculty)
- 8.2 Vice president for Finance and Administration (for non-teaching personnel)
- 8.3 Director of Administrative Services
- 8.4 Dean of College concerned (for faculty and the student)
- 8.5 Representative from the faculty (if the person concerned belong to faculty)
- 8.6 Representative from non-teaching (if the person involved belong to non-teaching)
- 8.7 Director of student Affairs (If student is involved)
- 8.8 Federated Student Council President (If student is involved)

IX. Pre-Filling Standard Operating Procedures in attending to victims of sexual harassment

- 9.1 the Pre-filling Stage-the alleged victim may be referred to the Guidance and Counseling Office for advice an options available before filing the complaint

X. Standard Procedural Requirement

- 10.1 The complaint is filed with the CODI
- 10.2 The complaint must be writing, signed and sworn to by the complainant. It shall contain the following:
 - 10.2.1 The full name and address of the complainant
 - 10.2.2 The full name, address and position of the respondent
 - 10.2.3 A brief statement of the relevant facts
 - 10.2.4 Evidence in support of the complaint, if any
 - 10.2.5 a certification of non-forum shopping (forum-shopping refers to the filing of an administrative action or complaint before another agency or tribunal against the same party involving the same act or causes of action or relief.
- 10.3 The CODI shall require the person complained of to submit affidavit under oath within 3 days upon receipt of the notice
- 10.4 A preliminary investigation shall be conducted by the CODI which involves the ex parte examination of the documents submitted by both parties, to find out if there is a prima facie case to warrant issuance of the formal charge.
- 10.5 A preliminary investigation shall start not later than five (5) days from the receipt of the complaint by the CODI and shall be terminated within fifteen (15) working days.

10.6 Within five (5) working days from the termination of the preliminary investigation, the CODI shall submit the investigation report and the complete records of the case to the disciplinary authority.

10.7 If a prima facie case is established during the investigation, a formal charge shall be issued by the disciplinary authority within three (3) working days from the receipt of the investigation report.

10.8 In the absence of a prima facie case, the complaint shall be dismissed in the same period.

XI. Administrative Liability

11.1 The head of office who fails to act within fifteen (15) days from receipt of any complaint for sexual harassment properly filed against any employee shall be charged with neglect of duty.

XII. Formal Investigation

12.1 The conduct of formal investigation shall be held not earlier than five (5) days not later than ten (10) days from receipt of the respondent's answer. Said investigation shall be finished within thirty (30) days from the issuance of the formal charge.

12.2 The formal charge shall contain the specific charge/s accompanied by documentary evidences, if any, and a directive to the respondent to answer the charges in writes under oath is not less than seventy two (72) hours from receipt of such formal charge.

12.3 Failure of the respondent to answer the formal charge within the prescribed period shall mean he/she has waived his right to file an answer and a formal investigation may start.

12.4 At the start of the formal investigation, the CODI may call on the parties to appear to discuss with them the procedures set by committee.

12.5 Continuous hearings shall be conducted until the case is terminated. Postponement may be granted only upon written request and subject to the discretion of the CODI.

XIII. Formal Investigation

13.1 Within ten (10) working days after the conclusion of the formal investigation, a request containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as recommendation, shall be submitted by the CODI to the University President.

XIV. Decision of the Case

14.1 The university President shall render his decision on the case within thirty (30) days from receipt of the Report of Investigation.

14.2 A penalty of suspension exceeding thirty (30) days or dismissal shall be subject to the approval of the Board of Regents.

XV. Filing of Motion for Reconsideration

15.1 The person adversely affected by the decision may file a motion for reconsideration with the authority who rendered the decision, within fifteen (15) days from receipt of the discussion.

15.2 The motion for reconsideration shall base in any of the following:

15.2.1 New evidence has been discovered which materially affects the decision rendered; or

15.2.2 The decision is not supported by the evidence on record; or

15.2.3 Irregularities have been committed prejudicial to the interest of the person asking for reconsideration.

XVI. Filing of Appeal

16.1 The decision rendered by the University President may be appealed to the Board of Regents.

16.2 The penalty of more than thirty (30) days suspension or dismissal maybe appealed to the Civil Service Commission (CSC).

16.3 In the case of an appeal filed to the CSC, the procedures on filing of appeals to the Commission shall be followed.

XVII. Classification of Acts of Sexual Harassment

17.1 Grave Offenses shall include but not limited to:

17.1.1 Unwanted touching of private parts of the body (genitalia, buttocks and the breast);

17.1.2 Sexual Assault

17.1.3 Malicious touching

17.1.4 Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignment, a passing grade, the granting of honors or scholarship, or benefits or payment of a stipend or allowance;

17.1.5 Other analogous cases;

17.2 Less grave Offenses shall be include but not limited to:

17.2.1 Unwanted touching or brushing against a victim's body;

17.2.2 Pinching not falling under grave offenses;

17.2.3 Derogatory or degrading remarks or innuendoes directed toward the members

of one's sex or one's sexual orientation or used to describe a person;

17.2.4 Verbal abuse or threats with sexual overtones; and

17.2.5 Other analogous cases

17.3 The following shall considered light offense

17.3.1 Sexual Assault;

17.3.2 Surreptitiously looking or stealing a look at a person's private part or worn undergarments;

17.3.3 Telling sexiest/smitty jokes or sending these through text, electronic mail; or other similar means, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or vulgar;

17.3.4 Malicious leering or ogling;

17.3.5 The display of sexually offensive pictures, material or graffiti;

17.3.6 Unwelcome inquiries or comments about a person's sex life;

17.3.7 Unwelcome sexual flirtation, advances, and prostitutions;

17.3.8 Making offensive hand or body gestures at an employees;

17.3.9 Persistent unwanted attention.

17.3.10 unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver;

17.3.11 other analogous cases

XVIII. Penalties shall be corresponding to the gravity and seriousness of the offense.

18.1 For light offense:

18.1.1 1st offense- Written Reprimand (to be include in the 201 files)

18.1.2 2nd offense- Fine or suspension not exceeding thirty (30) days

18.1.3 3rd offense- Dismissal

18.2 For less grave offenses18.2.1 1st offense- Fine or suspension not less than thirty (30) days and not exceeding six (6) months

18.2.2 2nd offense- Dismissal

18.3 For grave offenses- Dismissal

18.4 if the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.

XIX. Effectivity

This policy shall take effect after its approval by the Board of Regents and a copy has been submitted to the Civil Service Commission for attestation.

LEARNING CONTINUITY PLAN

ENSURING THAT HIGHER EDUCATION WILL BE DELIVERED UNHAMPERED AMIDST ACADEMIC DISRUPTIONS

EXECUTIVE SUMMARY

Guided by the advisories issued by the Inter-Agency Task Force for the Management of Emerging Infectious Disease (IATF-EID), Department of Health (DOH), Commission on Higher Education (CHED) and the Philippine Association of State Universities and Colleges (PASUC), the University has come up with a Learning Continuity Plan (LCP) amidst academic disruptions caused by COVID-19.

The said LCP intends to uphold the commitment of the University to deliver quality instructions and essential services to the students and other stakeholders unhampered. It covers policies, systems and procedures adopted by the University to smoothly transition to the “new normal”.

Capacity building activities were held and participated by the employees of the University. Faculty were trained on the use of various platforms to ensure that learning will be provided continuously even in the remote setting using flexible learning modality. Likewise, course modules along with the course packets have been developed by the faculty during the lockdown period and while working at home.

Series of orientations were held for the faculty, students, and parents to make them aware of the initiatives being taken by the University to ensure that the learning of the students will continue while giving premium on their health and safety.

Health safety protocols were also established to mitigate the possible infection of employees while reporting onsite to provide continuous and unhindered services.

Also, various schemes were considered as to face-to-face instruction if ever permitted.

LEARNING CONTINUITY ACTIVITIES AND INITIATIVES

1. Sanitation, Proper Hygiene and Safety

- Proper sanitation and stringent social distancing measures shall be imposed in all campuses of the University.
- Faculty, employees, students and visitors shall be required to wear face masks and body temperature shall be taken upon entry in the campus. Those with flu-like symptoms shall not be allowed to enter the campus.
- Students who are sick shall not be allowed to report to school. Alternative mode of teaching-learning delivery shall be made available by the faculty so as not to compromise the learning of the students.
- Each classroom, laboratory and shoproom shall continuously be equipped with disinfectants available for both faculty and students use.
- Faculty, personnel and students are advised to observe proper hygiene and

always to wash their hands.

- During face-to-face instructions, both faculty and students are advised to wear face masks and maintain appropriate physical distance.
- The University may distribute face masks to all faculty and students, together with other disinfectants and immune boosters.
- Both faculty and students are encouraged to bring their own food and personally prepared lunch.

2. Travels of Faculty and Students

- All travels of faculty and students are suspended particularly to those places with known cases of COVID-19.
- Travel to regional/central offices may be allowed based on the importance and urgency of concerns that will be requiring personal appearance.
- Faculty, employees and students shall be required to journal their daily travel route to facilitate contact tracing, in case of another wave of infection.

2. Academic Affairs

- **Second Semester, AY 2019-2020 and Mid-Year Classes, AY 2019-2020**

a) Second Semester, AY 2019-2020

- ***Conduct of Classes***

- The University shall end the Second Semester as scheduled on 23 May 2020 but both faculty and students shall not be required to come to school anymore starting May 04, 2020.
- Faculty shall continue developing learning modules and learning materials at home.

- ***Course Content Delivery***

- The University shall continue to exercise its judgment in the deployment of available flexible learning and other alternative modes of learning in-lieu of onsite or in-campus learning considering its available resources. The exercise of discretion by the University and the faculty must be reasonable, transparent and outcomes-based validated.
- Faculty, during the ECQ, prepared instructional materials and learning modules that shall be distributed, either in print or digital form, among students for self-phased/self-directed/independent learning.

- ***Student Internship Program / On-the-Job Training (OJT)***

- *For degree programs that require internship and clinical duties, such as nursing, midwifery and allied health programs like psychology:*

- Appropriate alternative learning platforms may be utilized by the concerned Colleges (e.g., electronic and non-electronic learning methods, modules, self-directed learning activities, simulations, case-based scenarios, among others) in exchange for the required contact hours to achieve the course outcomes/program outcomes including evaluation and assessment based on the University's assessment of its instructional capabilities.
- The University, through the Deans, Program Heads and Student Internship Coordinators, may modify or reduce program requirements (e.g. number of: clinical/surgical procedures assisted/done, reports submitted, bedside procedures assisted/done, among others) in order to meet the requirements for graduation/promotion during this interim period. The University may use the extension of classes or summer/midterm to comply with requirements of laws covering specific professions (such as R.A. 7392 or the Philippine Midwifery Act of 1992).
- The University, through the Student Internship Coordinators, shall coordinate with the various health facilities where students used to be deployed before ECQ and coordinate plans regarding the flexible curricular modification arrangements being advanced to facilitate issuance of necessary certificates of completion.
- The exercise of maximum consideration and leniency shall be accorded to students/clinical rotators in the conduct of make-up classes/clinical duties and modification of curricular requirements without compromising the attainment of learning outcomes.
- ***For other non-health related degree programs:***
 - Students undergoing OJT/internship where they have been pulled out of their respective training centers and transferred to the University due to the ECQ shall not be allowed to go back to their respective companies or offices. The total number of training hours earned in their respective training centers prior to the implementation of ECQ shall be considered and credited by the University.
 - The Student Internship/OJT Coordinators shall exercise discretion in facilitating flexible learning activities based on the established training plan of the program, to comply with the remaining number of required training hours. They are also responsible in assessing/evaluating the outputs of the student-trainees and in the computation and submission of their grades.

- Alternative learning activities such as modules, self-directed learning activities, case studies, assignments or other related activities performed by the student-trainees in the offices or industries shall be part of the portfolio to be submitted by the students.
- ***On Academic Performance and Assessment***
 - The University shall undertake alternative assessment and remediation and consider **STUDENT ASSESSMENT AND COMPUTATION OF GRADES TO BE BASED ON THE EXISTING STUDENT RECORDS PRIOR TO ECQ IN ACCORDANCE WITH THE UNIVERSITY ACADEMIC POLICIES** (PASUC Region 3 agreed action).
 - Students who fell short of passing the course due to some deficiencies shall be given remediation or assignment to improve their performance further.
 - Students who unsuccessfully complied with the requirements shall be considered “incomplete” or “INC” in the course. Students shall be given until a period of one (1) year to complete the course requirements.
 - Existing University grading system shall still be observed.
 - The University is also waiving academic rules as well as policies on scholastic standing to include:

Dropping of Subjects

The deadline for dropping of subjects for the Second Semester, AY 2019-2020 shall be lifted.

Leave of Absence

The deadline for filing of Leave of Absence for the Second Semester, AY 2019-2020 shall be lifted.

Maximum Residence

Residence for the Second Semester AY 2019-2020 shall not be included in the reckoning or in the counting of years of residence of a student.

Pre-requisites to Courses

Students who enrolled in a course in the Second Semester, AY 2019-2020 that is a prerequisite to another, shall be allowed to enroll in the latter course for credit, despite having a pending grade for the prerequisite course. Students shall be responsible for catching up with the course in the First Semester, AY 2020-2021 by engaging themselves in self-phased independent learning.

Removal of Incomplete (INC)

The deadline for dropping of subjects for the Second Semester,

A student who incurred an **“INC”** during the previous semester shall be allowed to remove the **“INC”** for a period of one (1) year.

Rules on Scholastic Standing

University policies on scholastic standing and delinquency as reflected in the University Student Handbook, are **SUSPENDED** for the Second Semester AY 2019-2020:

- 1) Warning***
- 2) Probation***
- 3) Dismissal***
- 4) Barred***

- ***On Posting of Grades***

- Submission/posting of grades is expected to be done **five (5) working days** after the supposed final examination schedule, as per approved Academic Manual of the University.
- The Management Information Systems (MIS) Office shall devise means to encode and post grades of students remotely.

- ***On Deliberation of Candidates for Graduation and Honor Graduates***

- Candidates for 2020 Annual Commencement Exercises, upon completion of the requirements prescribed by their respective programs, shall be deliberated in their respective Colleges (First Reading). They should be properly endorsed by the members of the faculty (preferably, members of Academic Council (AcCo)). The same shall be endorsed by the Campus Academic Council (Second Reading) to the University Academic Council (Final Reading).

The Governing Board shall approve the conferment of degrees of the candidates for graduation as well as the awards for academic excellence.

List of candidates for graduation shall be officially released by the Office of the University Registrar through the official website of the University and other social media platforms.

- ***On the 2020 Annual Commencement Exercises***

- The University President, upon the authority given by the Governing Board, shall confirm the degrees earned by the graduates through an official statement which shall be posted on the official website of the University and other social media platforms.
- There shall be **NO IN-PERSON CEREMONIES** for 2020 Annual Commencement Exercises given the continuing need for social

distancing and the restrictions on mass gathering.

- Graduates of 2020 may opt to join in the 2020 Mid-Year Commencement Exercises, if ever the situation improved.

b) Mid-Year Classes, AY 2019-2020

- Mid-Year Classes, AY 2019-2020 for the undergraduate programs shall commence on 08 June 2020.
- Graduating students who need to complete their academic requirements, students whose subjects are scheduled in summer or mid-year under the content noted curriculum as per policies, standards and guidelines (PSGs) of their degree program, and students taking up graduate studies, shall be allowed to enroll in the Mid-Year Classes.
- Students who enrolled in a course in the Second Semester, AY 2019-2020 that is a prerequisite to another, shall be allowed to enroll in the latter course for credit, despite having a pending grade for the prerequisite course. Students shall be responsible for catching up with the course in the Mid-Year Classes, AY 2019-2020 by engaging themselves in self-phased/self-directed/independent learning.
- Enlistment shall be done using Google Form from 01 to 04 June 2020, while the actual enrollment shall be carried out once the situation improved.
- To stringently observe social distancing, classes shall adopt a “split-half” scheme in conducting classes.

Illustration:

Subject	Day	Time	Room	Students
Rizal's Life, Works and Writings	Tuesday	7:00 – 10:00	ESF 201	Students 1-25 (Face-to-Face) Students 26-50 (Independent Study/Learning)
	Thursday	7:00 – 10:00	ESF 201	Students 1-25 (Independent Study/Learning) Students 26-50 (Face-to-Face)
	Friday	7:00 – 10:00	ESF 201	Students 1-50 (Independent Study/Learning)

Classes shall be held using blended learning, i.e. face-to-face classroom instruction and self-phased/self-directed/independent learning guided by the instructional materials and learning modules prepared by the faculty.

- In the event that the number of cases peaks up, face-to-face instruction shall be suspended; instead, self-phased/self-directed/independent learning shall be adopted throughout the Mid-Year period.

c) Graduate School Third Trimester, AY 2019-2020

- Third Trimester, AY 2019-2020 for the graduate programs shall commence on 02 May 2020.
- Enlistment shall be done using Google Form, while the actual enrollment shall be carried out on 16 May 2020 upon reporting of graduate students.
- To stringently observe social distancing, classes shall adopt a “split-half” scheme in conducting classes.

Classes shall be held using blended learning, i.e. face-to-face classroom instruction and self-phased/self-directed/independent learning guided by the instructional materials and learning modules prepared by the faculty.

- In the event that the number of cases peaks up, face-to-face instruction shall be suspended, instead, self-phased/self-directed/independent learning shall be adopted throughout the Third Trimester.
- Final defense shall be done online using available meeting platforms, if and when public transportation will still be non-operational. Payment of defense fees and submission of other requirements may be settled on May 2020.

- **First Semester, AY 2020-2021 onwards**

a) BPSU College Admission Application and Examination

- Due to the accelerated COVID-19 cases, the **BPSU College Admission Examination** is **CANCELLED**. Instead, the Senior High School GWA of students shall serve as basis for admission. Guided by the quota per program, student shall also be ranked using their GWA.
- Posting of results is scheduled on 15 June 2020.

b) Enrollment for First Semester, AY 2020-2021

- **OPEN ENROLLMENT SHALL BE SUSPENDED.** Instead, **BLOCK SECTIONING SCHEME SHALL BE IMPLEMENTED.** This is due to the proposed “split-half” scheme in conducting classes. (*Refer to Class Schedule for illustration.*)
- The enrollment for the First Semester, AY 2020-2021 shall commence on 08 June 2020.
- Online appointments shall still be imposed.
- Regular students shall be enlisted using the online system. Only those irregular students with approved appointments shall be assisted at the service windows.
- Students shall be required to wear face masks, and body temperature shall be taken upon entry in the campus.
- Proper sanitation and stringent social distancing measures shall be

imposed during the enrollment period.

- If and when the vaccine is made available, all students shall be vaccinated against COVID-19 prior to enrollment.
- To stringently observe social distancing, students per day based on the appointment schedule shall be limited to 250 to 300.
- In the event that there are accelerated incidents of COVID-19 cases, the same shall be postponed until further notice.

c) Opening of Classes for First Semester, AY 2020-2021

- As per schedule, the opening of classes for the First Semester, AY 2020-2021 shall be on 10 August 2020.
- Faculty shall officially report on 03 August 2020 after the 70-day vacation.
- In the event that the number of cases peaks up, depending on the risk management assessment of the local government unit/s, the opening of classes shall be delayed.

d) Class Schedule

- The University shall adopt a four-day class schedule, i.e., from Tuesday to Friday, preferably from 7:00 am to 6:00 pm.
- Faculty shall then be required to observe the ten (10) working hours a day to cover the 40-hour working hours for government employees.
- To stringently observe social distancing, the University shall adopt a “split-half” scheme in conducting classes.

Classes shall be divided into two, wherein the first half of the class will attend the face-to-face classroom instruction, while the other half will engage in self-phased/self-directed/independent learning guided by the learning modules and instructional materials prepared by the faculty.

Illustration:

Subject	Day	Time	Room	Students
Purposive Communication	Tuesday	8:00 – 9:30	ESF 201	Students 1-25 (Face-to-Face)
				Students 26-50 (Independent Study/Learning)
	Thursday	8:00 – 9:30	ESF 201	Students 1-25 (Independent Study/Learning)
				Students 26-50 (Face-to-Face)

e) Classroom Instructions

- It is encouraged that blended learning be practiced in teaching the students since “split-half” scheme will be adopted in conducting classes.
- Faculty are advised to create more engaging learning modules and

instructional materials based on the content provided in the syllabus. Equipped with knowledge on learning management system, particularly on the use of Google Classroom, faculty are advised to upload all instructional materials to a common drive for the students to access.

- Though group dynamics is found to be a good strategy in the teaching-learning process, the same shall be avoided at the moment.

f) School Activities

- Activities that will require mass gatherings, regardless of whether curricular or non-curricular, shall be suspended until further notice.

g) NSTP Activities

- Still, NSTP shall be conducted during Saturdays but shall be limited within the campus premises. Modules must be reviewed and adjusted so as not to compromise the health, safety and welfare of the students.
- Group activities are discouraged; instead, individual activity or independent learning is expected to be adopted.
- If there is a way to adopt alternative modes of learning delivery, the same is hereby encouraged.

h) Student Internship Program / On-the-Job Training (OJT)

- Strict precautionary measures shall be imposed in the carrying out student internship or on-the-job training program. Partner agencies situated in highly vulnerable areas shall be prioritized least in the deployment of student-trainees.
- If and when the vaccine is made available, all student-trainees shall be vaccinated against COVID-19 before deployment.
- The University shall closely monitor the student-trainees through the Student Internship Coordinators.
 - Requirements must be reviewed, and appropriate adjustments must be made to include the number of required hours to complete the student internship program.

Other appropriate alternative learning platforms may be utilized (e.g., electronic and non-electronic learning methods, modules, self-directed learning activities, simulations, case-based scenarios, among others) in exchange for the required contact hours to achieve the course outcomes/program outcomes including evaluation and assessment based on the University's assessment of its instructional capabilities.

- The University, through the Student Internship Coordinators, shall coordinate with the partner agencies where students are to be

deployed and coordinate plans regarding the flexible curricular modification arrangements being advanced to facilitate the issuance of necessary certificates of completion.

- In the event that there are accelerated COVID-19 cases in the area for deployment, OJT/student internship shall be canceled. Either alternative learning activities shall be provided in lieu of the required training hours and learning experience required of the program OR transfer the scheduled OJT/student internship to the succeeding regular semester.

CAPACITY BUILDING FOR FACULTY AND STUDENTS

Ten (10) major activities were identified and slated during the Mid-Year Break 2020 (June 01 to August 07, 2020) for faculty development:

1. Orientation on Flexible Learning and “Split-Half” Classes
2. Crash Course on Basic Computer and Internet Related Operations
3. Training on MS PowerPoint (with Audio-Video Integration)
4. Training on MS Word (with Grammarly and Mendeley)
5. Training on Google Classroom
6. Redesigning of Syllabus (Synchronous and Asynchronous Mode)
7. Training on Learning Module and Educational Packets Preparation
 - General Education Course
 - Bridging Course
 - Mandated Course
 - Foreign Language Course
 - Fundamental/Core Course
 - Major Course
 - Professional Course
 - Elective Course
 - Enhancement Course
8. Orientation on Quality Assurance of Learning Modules and Educational Packets
9. Training on Evaluation Learning Modules and Educational Packets Preparation
10. Training on Online Meeting Platforms

Likewise, students will also have the following activities to smoothly transition to the “new normal”, to wit:

1. Training on Google Classroom
2. Training on the Use of Learning Modules and Educational Packets

3. Orientation on Flexible Learning and “Split-Half” Classes
4. Training on Online Meeting Platforms

RATIONALE OF THE 2020 MID-YEAR BREAK ACADEMIC ACTIVITIES

The said training is **MANDATORY** and **COMPULSORY** among faculty members of the University. The Deans should ensure and monitor the attendance of their faculty.

The training is stretched for more than two (2) months. Each class should have 25 participants. There will be six (6) simultaneous classes as a given schedule. Each day there will be four (4) schedules, thus, expecting 600 participants to be trained with a certain module.

Certificate of Completion shall be given to those participants who will successfully finish the training.

The training was comprehensively planned and will cover topics on:

1. Orientation on Flexible Learning and “Split-Half” Classes
 - a. Concept of Flexible Learning
 - b. Concept of “Split-Half” Classes
2. Crash Course on Basic Computer and Internet Related Operations
 - a. Basic Computer Concepts
 - b. Basic Internet Concepts
 - c. Creating Email Account
3. Training on MS PowerPoint (with Audio-Video Integration)
 - a. Creating Presentation
 - b. Integrating Audio to Presentation
 - c. Integrating Video to Presentation
 - d. Saving Presentation to Video Format
 - e. Saving Presentation to Portable Document Format (PDF)
4. Training on MS Word (with Grammarly and Mendeley)
 - a. Basic Formatting Concepts
 - b. Adding Grammarly as Add-Ins
 - c. Adding Mendeley as Add-Ins
 - d. Saving Document to Portable Document Format (PDF)
5. Training on Google Classroom
 - a. Creating a Class
 - b. Adding Students
 - c. Class Themes and About
 - d. Creating Questions, Announcements or Assignments
 - e. Managing Class Streams

- f. Viewing, Commenting, Grading and Returning Student Works
 - g. Assessments with Google Classroom using Google Forms
 - h. Google Classroom on Mobile Phones
6. Redesigning Syllabus (Synchronous and Asynchronous Mode)
- a. Identifying courses/subjects that can be offered totally offsite through flexible learning. (Lecture-Based Courses)
 - b. Identifying of courses/subjects that can be offered observing the “split-half” scheme based on the principle of flipped classroom. (Laboratory-Based Courses)
 - c. Quality assurance measures for faculty-developed learning modules and educational packets
7. Training on Learning Modules and Educational Packets Preparation
- a. Creating Learning Modules and Educational Packets based on the following institutional standards and guidelines
 - Structure and Sequence
 - Content
 - References
 - Assessment
 - Quality Assurance
 - b. Concentrating on the following:
 - General Education Course
 - Bridging Course
 - Mandated Course
 - Foreign Language Course
 - Fundamental/Core Course
 - Major Course
 - Professional Course
 - Elective Course
 - Enhancement Course
8. Orientation on Quality Assurance of Learning Modules and Educational Packets
- a. Concept on Quality Assurance
 - b. Quality Assurance in Flexible Learning
9. Training on Evaluation of Learning Modules and Educational Packets
- a. Areas of Evaluation
 - b. Rubrics of Evaluation
 - c. Evaluation Process

10. Training on Online Meeting Platforms

- a. Zoom Meeting Application
- b. Google Meet
- c. MS Teams

The training program will be done simultaneously in six (6) classes per schedule. It will be handled and facilitated by the Vice President for Academic Affairs and equally competent faculty from the College of Information and Communications Technology (CICT).

CONSULTATION ACTIVITIES

The University, in its aspiration to listen to the sentiments of the academic community, devised a survey instrument to facilitate the consultation process.

The BPSU Faculty and Employees Association (FASSO-FASEA, through its President, shared their thoughts on the pressing concern the University is facing.

Likewise, the University Student Government, through its President, forwarded list of recommendations that could possibly be considered in making the plan.

Other concerns and issues were picked up from comments and suggestions of BPSU students and faculty from different social media platforms.

GUIDELINES AND PROTOCOLS FOR RETURNING EMPLOYEES

All returning employees during general community quarantine shall undergo a thorough medical history taking and physical examination upon entering the University premises. This initiative shall be done to ensure the safety of all employees to avoid possible contamination.

Upon the entrance of all employees, the following steps shall be imposed:

1. All employees will be placed in the holding area near the gate for history taking with the use of the questionnaire. (if the employee is able to answer the questionnaires online and print it, they can do so prior to reporting to minimize the face to face exposure)
2. While answering the questionnaire, the temperature will be taken using a thermal scanner, will be asked some questions, and will undergo lung auscultation.
3. Once the employee is finished with the checklist and obtained normal breath sounds and temperature, he/she will be allowed to enter the campus premises.
4. If there are presenting signs and symptoms or any possible exposure during a physical exam and history taking, the employee will not be allowed to enter the campus and proper referral, or management will be advised.
5. All employees who are at risk for exposure such as 60 years old above and/or with comorbidities are advised to stay at home and not to report in the University.
6. These vulnerable workers such as the older age group, or with chronic health conditions

are “preferentially supported” or may work from home.

7. Construction workers inside the campus shall submit a fit to work certification to the HSU through their safety officers before reporting in the site.
8. Proper health behavior among employees during this pandemic shall be implemented such as:
 - a. No handshake policy
 - b. Wearing of face mask at all times especially when talking
 - c. Avoid touching surfaces and face unknowingly
 - d. Hand washing and use of alcohol sanitizer.
 - e. Physical distance at least 1-2 meters apart.
9. Employees with symptoms within the last 14 days should not report to work, instead, they should seek online consultation (telemedicine) with the designated school physician on duty that day for further evaluation and management.
10. Frequent self-monitoring among the employees is highly encouraged starting May 16, 2020, because we are not capable of implementing mass testing, and since there are positive cases that are asymptomatic.

ALTERNATIVE WORK ARRANGEMENT FOR FACULTY AND NON-TEACHING PERSONNEL

As per CSC Memorandum Circular No. 10, series of 2020 on the Revised Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government During the Period of State of National Emergency Due to COVID-19 Pandemic, the academic arm of the University shall be adopting the following alternative work arrangements:

- **Combined Alternative Work Arrangements**

This is a four-day compressed workweek scheme combined with skeleton (skeletal) workforce, work-from-home, staggered working hours arrangement. Operational definitions of the four (4) work arrangements as provided under the CSC MC No. 10, series of 2020 were considered, to wit:

- **Work-from-Home** – *refers to an output-oriented work arrangement that authorizes the worker to produce outputs/results and accomplishments outside of the office.*
- **Skeleton (Skeletal) Workforce** – *refers to a work arrangement where a minimum number of employees is required to man the office to render service when full staffing is not possible.*
- **Four-day (Compressed) Workweek** – *refers to a work arrangement whereby the employees’ workweek is compressed to four (4) days each week.*
- **Staggered Working Hours** – *refers to a work arrangement applicable to offices/agencies that observe work shifting or flexible working time. For this purpose, staggered working hours refers to the existing 24/7 shifting schedule and the flexible working time schedule.*

The said combined alternative work arrangement, shall cover both faculty and non-teaching

personnel under the Office of the Vice President for Academic Affairs.

Lifted from the same Memorandum Circular, to properly implement the combined alternative work arrangement, the University shall ensure the following:

1. Both faculty and non-teaching personnel are given tasks to be performed to the full extent possible in terms of man-days per work week.
2. Both faculty and non-teaching personnel under work-from-home shall make themselves available during the work hours that they are at home.
3. Both faculty and non-teaching personnel have access to or is provided with any communication equipment or facilities, such as computer/laptop, internet or e-mail, facsimile, telephone or mobile phone.
4. Appropriate measures such as Pledge of Confidentiality of Information, Data encryptions, etc. are in place to ensure protection of data used and processed by both faculty and non-teaching personnel pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012.
5. The confidential and proprietary information are protected and secured at all times.

Faculty and non-teaching personnel may adopt any of the following schemes:

- **For faculty who are 21 to 59 years old:**

***Three (3) Days Work-from-Home and One (1) Day Physical Onsite Reporting.** During the onsite reporting, the faculty may opt to submit his/her printed Faculty Weekly Accomplishment Report along with the outputs or send them via email to his/her immediate head.*

- **For faculty who are 60 years old and above as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ:**

***Four (4) Days Work-from-Home with One (1) Day Online Reporting.** During the online reporting, the faculty shall submit the soft copy or digital format of his/her Faculty Weekly Accomplishment Report along with the outputs to his/her immediate head.*

- **For non-frontline non-teaching personnel who are 21 to 59 years old:**

***Three (3) Days Work-from-Home and One (1) Day Physical Onsite Reporting.** During the onsite reporting, the non-frontline non-teaching personnel may opt to submit his/her printed Weekly Accomplishment Report along with the outputs or send them via email to his/her immediate head.*

- **For frontline non-teaching personnel who are 21 to 59 years old:**

***Two (2) Days Work-from-Home and Two (2) Days Physical Onsite Reporting or the "2-2 Scheme."** During the onsite reporting, the frontline non-teaching personnel may opt to submit his/her printed Weekly Accomplishment Report along with the outputs or send them via email to his/her immediate head.*

They may choose from the following schedule:

- *Scheme 01*

Week 1

<i>Onsite Reporting</i>	-	<i>Tuesday and Thursday</i>
<i>Work-from-Home</i>	-	<i>Wednesday and Friday</i>

Week 2

<i>Onsite Reporting</i>	-	<i>Wednesday and Friday</i>
<i>Work-from-Home</i>	-	<i>Tuesday and Thursday</i>

- *Scheme 02*

Week 1

<i>Onsite Reporting</i>	-	<i>Tuesday and Friday</i>
<i>Work-from-Home</i>	-	<i>Wednesday and Thursday</i>

<i>Onsite Reporting</i>	-	<i>Wednesday and Thursday</i>
<i>Work-from-Home</i>	-	<i>Tuesday and Friday</i>

- *Scheme 03*

Week 1

<i>Onsite Reporting</i>	-	<i>Tuesday and Wednesday</i>
<i>Work-from-Home</i>	-	<i>Thursday and Friday</i>

Week 2

<i>Onsite Reporting</i>	-	<i>Thursday and Friday</i>
<i>Work-from-Home</i>	-	<i>Tuesday and Wednesday</i>

- **For both frontline and non-frontline non-teaching personnel who are 21 to 59 years old:**

“Weekly Alternate or Work Shifting Scheme”, i.e. Straight Four (4) Days Physical Onsite Reporting followed by Straight Four (4) Days Work-from-Homes. Proper endorsement shall be strictly observed if this scheme will be adopted

They may choose from the following schedule:

Week 1

<i>Onsite Reporting</i>	-	<i>Non-Teaching Personnel 01</i>
<i>Work-from-Home</i>	-	<i>Non-Teaching Personnel 02</i>

Week 2

<i>Onsite Reporting</i>	-	<i>Non-Teaching Personnel 02</i>
<i>Work-from-Home</i>	-	<i>Non-Teaching Personnel 01</i>

- **For both frontline and non-frontline non-teaching personnel who are 60 years old and above as well as those with immunodeficiency, comorbidities, or other health risk, and pregnant women, including those who reside with the aforementioned, and are residing in areas placed under GCQ:**

Four (4) Days Work-from-Home with One (1) Day Online Reporting. During the online reporting, the non-teaching personnel shall submit the soft copy or digital format of his/her Weekly Accomplishment Report along with the outputs to his/her immediate head

• **Working Hours During Onsite Reporting (Once Allowed)**

Following the principle of “*Staggered Working Hours*”, the University shall strategize the adoption of the staggered working hours of both faculty and non-teaching personnel to limit their presence in an office at any given time.

For Faculty : 8:00 am to 12:00 noon
1:00 pm to 5:00 pm

For Non-Teaching Personnel : 7:00 am to 1:00 pm
8:00 am to 2:00 pm

Faculty who are handling “*face-to-face classes*” under “*split-half scheme*” should meet their students one day every other week from 8:00 am to 12:00 noon or 1:00 pm to 5:00 pm.

Example:

Section	Week 01	Week 02	Week 03	Week 04	Week 05	Week 06
A	Face-to-Face (Split-Half) 8:00 am to 12:00 noon	Independent Learning	Face-to-Face (Split-Half) 8:00 am to 12:00 noon	Independent Learning	Face-to-Face (Split-Half) 8:00 am to 12:00 noon	Independent Learning
B	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm	Independent Learning	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm	Independent Learning	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm	Independent Learning
C	Independent Learning	Face-to-Face (Split-Half) 8:00 am to 12:00 noon	Independent Learning	Face-to-Face (Split-Half) 8:00 am to 12:00 noon	Independent Learning	Face-to-Face (Split-Half) 8:00 am to 12:00 noon
D	Independent Learning	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm	Independent Learning	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm	Independent Learning	Face-to-Face (Split-Half) 1:00 pm to 5:00 pm

The University shall ensure that both faculty and non-teaching personnel remain flexible in making themselves available for work duties outside of core hours if required.

- **Office Protocols**

- Concerns or matters considered as urgent and important must be communicated to the immediate head for prompt response.
- Use of electronic signature may be allowed if and when clearance is sought from the immediate head. The same must be properly recorded.
- If office properties will be withdrawn and taken to employee's residence, appropriate clearance must be sought from the immediate head and the same must be logged by the Guard on duty.

- **Monthly Work Plan and Monthly Accomplishment Report**

- There should be an agreed work plan between the employee and the immediate head. This will serve as a basis for monitoring the weekly accomplishment of the employee.
- Monthly Work Plan and Monthly Accomplishment Report forms with weekly details of activities and work outputs, shall be provided for uniformity.

- **General Guidelines**

- The alternative work arrangements shall be adopted only for the duration of the State of National Emergency or until lifted by the Philippine President.
- The University shall give priority to the preferred schedule of employees who are senior citizens, pregnant women, and persons with disabilities (PWD).
- The following activities and precautionary measures should be implemented by the University prior to the resumption of normal office operations:
 - Disinfection or decontamination activities on all its buildings, facilities and office vehicles. The disinfection should be part of the regular maintenance and upkeep of the University.
 - Conduct of health status survey to ensure that all those reporting to the office are in tip-top shape and that no one is exhibiting any of the symptoms of COVID-19 disease.
 - Modification of the workplace layout to ensure observance of physical distancing requirements of those who will be reporting to the office.
- For alternative work arrangements that require physical presence in the office premises, physical distancing requirements should always be observed.
- The University shall implement minimum health standards protocol at all times such as wearing of face masks, taking of body temperature, and presence of sanitation stations.
- The University may use videoconferencing/teleconferencing in conducting meetings to minimize face to face interaction.
- The University shall adopt a monitoring mechanism such as submission of daily/weekly accomplishment report/s, etc., during the implementation of the alternative work arrangements to ensure that public service delivery is not prejudiced.

- The University shall formulate internal rules and regulations governing the alternative work arrangements it adopted and implemented. Said guidelines shall include the work arrangements of its personnel who are in transit (daily/weekly) in reporting to work and going home from the ECQ area to GCQ area or vice-versa, or from the quarantine free area to ECQ or GCQ area.
- The University shall submit a report on the implementation of the alternative work arrangements to the Civil Service Commission through the CSC Regional Offices for policy formulation and records purposes.

PARTNERSHIPS AND COLLABORATIONS

The University is close coordination with the Commission on Higher Education Regional Office (III) as regards to various initiatives to lessen the impact of the global health crisis on higher education. The University actively participated in various initiatives slated by CHEDRO3, including the Central Luzon Higher Education Consortium, which aims to reach out to other HEIs in coping with the impact of COVID-19.

Also, the University received assistance from the Department of Information and Communication Technology (DICT) on the installation of WiFi hotspots across campuses of the University even prior the Luzon lockdown. They are also initiated the use of learning management system (LMS) among public higher education institutions in the country.

The local government units in the Province of Bataan, continuously support the initiatives of the University to provide services to our students. They provided the quarantine sites for our repatriated student-interns from Israel and facilitated their PCR testing.

LGUs also enhanced their internet connectivity down to the barangays to make it more accessible to the students who happened to be their constituents.

MECHANISMS FOR CONTINUOUS QUALITY IMPROVEMENT

Though the University has started some initiatives towards “flexible learning” in the delivery of instruction as we face the challenges brought by Education 4.0, which is focused on innovative-producing education, as early as December 2018; the University revisited and recalibrated its curricular programs focusing on immediate response to this global crisis which intensely affects the global education system.

Even under community quarantine, the University still pushed for continuous quality improvement by engaging its programs to quality assurance.

The remaining programs of the University with incomplete level of compliance were subjected to RQuAT through virtual assessment.


Likewise, the accreditation of the curricular programs is still slated, and preparations are being done by the concerned colleges.

As to the course modules and course packets developed, assessment is expected to be done during the middle of the semester to address the observations and further improve their quality.

Finally, the said LCP shall be adopted and implemented across campuses of the University: Main,

Balanga, Dinalupihan, Orani, Abucay, and Bagac after the lifting of the community quarantine and transitioning to the “new normal”.

Prepared by:


EMMANUEL C. MACARAEG, PhD
Vice President for Academic Affairs

References:

- *BPSU Code*
- *BPSU Office of Student Affairs and Services Report*
- *BPSU Office of the University Registrar Report*
- *BPSU OPD-MIS Report*
- *BPSU Student Handbook*
- *CHED COVID Advisory No. 01, series of 2020*
- *CHED COVID Advisory No. 02, series of 2020*
- *CHED COVID Advisory No. 03, series of 2020*
- *CHED COVID Advisory No. 04, series of 2020*
- *CHED COVID Advisory No. 05, series of 2020*
- *CHED COVID Advisory No. 06, series of 2020*
- *CSC Memorandum Circular No. 05, 2020*
- *CSC Memorandum Circular No. 07, 2020*
- *CSC Memorandum Circular No. 08, 2020*
- *CSC Announcement No. 12, series of 2020*
- *CSC Announcement No. 13, series of 2020*
- *IATF-IED Resolution No. 10, series of 2020*
- *IATF-IED Resolution No. 11, series of 2020*
- *IATF-IED Resolution No. 12, series of 2020*
- *IATF-IED Resolution No. 13, series of 2020*
- *Letter from FASSO-FASEA*
- *Letter from the University Student Government*
- *Memorandum from the Executive Secretary (dated 16 March 2020)*
- *Memorandum from the Executive Secretary (dated 18 March 2020)*
- *Minutes of PASUC Region 3 Online Meetings*
- *Proclamation No. 922*
- *Republic Act 11469 (Bayanihan to Heal as One Act)*

STUDENT HANDBOOK 2020

Supplemental Provision

COVID-19 pandemic brought disruptions in many areas of our lives but the University adheres to continue serving its stakeholders. To do that, different offices in the University made a way to deliver their services. Different modalities were employed to reach out to its stakeholders.

This supplement on policies and procedures, in addition to the existing student handbook, govern the behavior of the students to ensure the achievement of the University's Vision and Mission. These policies and procedures apply to all students and it outlines expectations on the students' behavior on campus, extends off-campus and into remote spaces (Google Meet, Google Classroom, etc.)

PART II

ACADEMIC MATTERS

CHAPTER 1

STUDENT ADMISSION

Admission to the University shall be made without regard to race, color, age, national origin, gender, marital status, and belief. All reasonable efforts shall be made to accommodate students with physical and learning disabilities. Some specific information, records, and forms shall be required of all applicants. Admission of all students shall be primarily based on academic preparedness and the ability of individual students to benefit from the academic programs.

The University is empowered to deal with their right not to accept any applicant whose qualifications do not meet the standards and requirements of the programs.

The Office of Student Affairs and Services through the Office of Admissions will ensure consistent processes and regulations for admission management.

CHAPTER 2

ADMISSION MANAGEMENT

QUALIFICATIONS FOR COLLEGE ADMISSIONS

SENIOR HIGH SCHOOLS

1. General weighted average of 85% and above for Board Programs
2. General weighted average of 80% and above for Non-Board Programs
3. Passing the College Admission Test

Application Requirements

- a. Accomplished BPSU Application Form with signature
- b. Certified electronic copy of your School Form 9 (SF9)

- Grade 11 card (back & front side of the card)
 - Grade 12 card (back & front side of the card)
- c. Certificate of Good Moral Character

TRANSFER STUDENTS

The following rules shall govern the admission of transfer students from other SUCs and HEIs for a college program:

1. They must have obtained an average grade of “2.5”, “80” or “C+” or better with no failing marks, for all the collegiate academic units they have earned outside of BPSU;
2. They are honorably dismissed from their previous school;
3. They will have to complete in this University no less than 50% of his/her units required for his/her program;
4. The quota set by the Dean of the College concerned for the course to which he/she seeks admission has not yet been filled up;
5. They shall be on probation basis until such time that:
 - a. The Registrar of the institution where he/she came from has submitted all the credentials required for admission;
 - b. The transferees have repeated, in accordance with BPSU policies, all courses taken outside BPSU which were not credited.
 - c. They have satisfied admission requirements set by the University

Application Requirements

- a. Accomplished BPSU Application Form with signature
- b. Certified True Copy of Transcript of Records or Certification of Grades and course description from previous school
- c. Certificate of Good Moral Character

OLD HIGH SCHOOL CURRICULUM

Application Requirements

- a. Accomplished BPSU Application Form with signature
- b. Certified electronic copy of latest Form 138
- c. Certificate of Good Moral Character

ALTERNATIVE LEARNING SYSTEM GRADUATES

Application Requirements

- a. Accomplished BPSU Application Form with signature

- b. Certified electronic copy of the certification that you are an ALS passer and is eligible to apply in college
- c. Certificate of Good Moral Character

FOREIGN APPLICANTS

Foreign applicants are individuals belonging or owing allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines.

Application Requirements

- a. Letter of Intent addressed to the University President
- b. School Card
- c. Two (2) pieces passport size picture (1 ½ "x 2") with nametag taken not more than 6 months prior to submission)
- d. Certificate of Good Moral Character
- e. Authenticated Copy of Birth Certificate
- f. Passport
- g. A non-refundable application fee \$50 for resident foreign applicants (supported by Immigrant Certificate of Residence or Natural Born Certificate of Residence) as well as for non-resident foreign applicants

The entry and stay of foreign students in the country is covered by Executive Order (EO) 285 dated September 4, 2000, which amended the provisions of EO 423 of 1997 Re: Guidelines Governing the Entry and Stay of Foreign Students in the Philippines and the Establishment of an Inter-Agency Committee on Foreign Students for the Purpose. The implementing guidelines of this EO are specified in IACFS Memorandum No. 1, s. 2000.

An alien who intends to enter the University as a foreign student must secure a study permit from CHED.

He/She must satisfy the entrance requirements prescribed by the University.

The foreign-student applicant must be at least eighteen years of age at the time of enrollment and must have sufficient means for his/her education. He/She must enter the Philippines for temporary stay with the purpose of taking up a program of study higher than high school at the University.

A foreign-student applicant to the University for the tertiary or college level should be a high school/secondary school graduate or its equivalent.

A foreign-student applicant must submit the following to the Admission Office of the University as requirements for admission:

Five (5) copies of the Student's Personal History Statement (PHS) as required by the accepting school duly signed by him/her, both in English and in his/her national alphabet accompanied by his/her personal seal if any, containing among others, his/her left and right thumb-prints and a 2"X2" photograph on plain white background taken not more than six months prior to submission;

Transcript of Records/Scholastic Records duly authenticated by the Philippines Foreign Service Post

(PFSP) located in the student-applicant's country of origin or legal residence;

Notarized Affidavit of Support including bank statement of the applicant and/or the applicant's parent(s)/guardian, or a notarized grant if the applicant is under institutional scholarship; and

Photocopy of the student's passport showing date and place of birth and birth certificate or its equivalent duly authenticated by the PFSP;

After the evaluation of the submitted documents, a foreign student applicant who qualifies to enroll in any of the University programs shall be issued with a Notice of Acceptance (NOA)

Foreign students shall report to the Bureau of Immigration Student Desk for processing of required documents and to the Office of International Affairs of the University, and shall make his/her enrollment official upon arrival in the Philippines.

The University shall assist foreign students to obtain Student Visa (SV) or Special Study Permit (SSP), Alien Certificate of Registration (ACR) and Certificate of Residence for Temporary Student (CRTS) from the Bureau of Immigration (BI).

Executive Order No. 285 provides the authority for conversion of tourist visa category into student visa. The concerned foreign student shall be issued a Student Visa or Special Study Permit subject to compliance to BI requirements.

An alien admitted into the Philippines under any visa category may apply at the Bureau of Immigration (BI) Student Desk for the change/conversion of his admission status to that of a student, subject to the requirements of BI.

Foreign student's authorized period of stay shall be consistent with the length of the course to which he has been accepted by the University. The initial period is one year and then renewed/extended by the Bureau of Immigration Student Desk accordingly.

Student support programs and services for foreign students and provided to help them meet their socio-psycho cultural, academic and non-academic.

RANKING OF QUALIFIERS

1. Ranking of Qualifiers will be solely based on the results of the applicant's exam. In case that administration of BPSU College Administration Test is not possible (e.g. due to pandemic), colleges may set their own ranking criteria in selecting qualifiers.
2. To determine the Qualifiers on the quota set by Colleges for their Programs, Senior High School, Transferees, Second Coursers, Old High School Curriculum, Alternative Learning System Graduates and Foreign Applicants will be ranked.

Note: In case there are two applicants who have the same score on the last slot, the average grade will be the basis of who gets the slot.

QUOTAS

The College Dean shall notify the Vice President for Academic Affairs of all quotas fifteen (15) days in advance for any program before the posting of the result of entrance test. In the case where the anticipated number of qualified applicants is expected to exceed the quota, the Dean of the College may limit acceptance to those who meet all admission criteria and those who are the most

academically competitive.

WAITING LISTS

When demand exceeds availability in any given program, an applicant may be put on the waiting list if he/she qualifies for admission. When slot in the program becomes available, waitlisted applicants will be notified and offered acceptance. Waiting lists shall be established and managed by the College Dean by programs or major courses. Waiting lists should be posted simultaneously with those students who successfully qualify for the admission. Benchmark dates will also be determined by the College Dean and the applicants shall be assessed according to set admission criteria.

POSTING OF ENTRANCE TEST RESULTS

The Office of the Vice President for Academic Affairs through the Office of Admissions shall notify individual applicants of admission decisions in writing and publish benchmark dates for processing of papers. BPSU Website (www.bpsu.edu.ph) and Announcements Boards located in all BPSU campuses will be used for posting of the entrance test results and this includes the waiting lists.

PLEDGE UPON ADMISSION

Every student shall, upon admission, sign the following pledge:

“In consideration of my admission to the Bataan Peninsula State University, and of the privileges of students in this institution, I hereby pledge to abide by and comply with all the rules and regulations laid down by the Bataan Peninsula State University and in the College in which I am enrolled.”

Refusal to take this pledge or violation of its terms shall be sufficient cause for denial of admission or dismissal.

LIST OF QUALIFIERS

List of qualified applicants shall be issued by the University Admission Center. Only qualified applicants shall proceed to enrollment.

ADMISSION PROCEDURE

The following shall be the standard procedure for admission of regular first year applicants who have not attended college (Graduating/Graduates of Senior High School, Old High School Curriculum Graduates, Alternative Learning System Graduates who are eligible to apply in college):

1. Fill out the online application for BPSU Admission, download and print the accomplished application form, put signature on it and upload the complete requirements in the system. Applicants are also advised to secure hard copies of their requirements (a video tutorial is already provided in the system).
2. The validator will receive the requirements of the applicant and check his/her encoded information against his/her submitted requirements.
3. The applicant will now be able to print his/her confirmation slip containing the details of his/

her examination date, time and room assignment.

The following shall be the standard procedure for admission of Transferee applicants.

1. Fill out the online application for BPSU Admission, download and print the accomplished application form, put signature on it and upload the complete requirements in the system. Applicants are also advised to secure hard copies of their requirements (a video tutorial is already provided in the system).
2. Transferee applicant's submitted requirements will be forwarded to the college where he/she intends to apply for evaluation.
3. Requirements of Transferee applicants who passed the college evaluation shall be validated.
4. The applicant will now be able to print his/her confirmation slip containing the details of his/her examination date, time and room assignment

The following shall be the standard procedure for admission of Second Course applicants.

1. Fill out the online application for BPSU Admission, download and print the accomplished application form, put signature on it and upload the complete requirements in the system. Applicants are also advised to secure hard copies of their requirements (a video tutorial is already provided in the system).
2. Second Course applicant's submitted requirements will be forwarded to the college where he/she intends to apply for evaluation.
3. Second Course applicants who passed the college evaluation shall pay the amount of non-refundable Php 200.00 to the cashier.
4. Once the Admission Fee has been paid by the Second Course applicant, his/her submitted requirements shall be validated.
5. The applicant will now be able to print his/her confirmation slip containing the details of his/her examination date, time and room assignment

The following shall be the standard procedure for admission of Foreign applicants.

1. Admission Office will advise the foreign applicant about the requirements.
2. The Foreign applicant will submit his/her requirements to the Office of the University President and also must coordinated with the Office of International Affairs.
3. The Admissions Office will receive a notice from the Office of the President regarding the Foreign Applicant's application.
4. The Foreign Applicant shall pay a non-refundable Admission Fee amounting to 50\$.
5. Once the Admission Fee has been paid, the Foreign applicant shall fill out the manual BPSU Application Form.
6. The Admission Officer shall process the application of the Foreign Applicant manually.

DEFINITION OF TERMS

Beginning First Year. Those who have not yet enrolled in any post-secondary programs. Senior High School Graduates, Graduating Senior High Schools and Lifelong Learners.

Transferees. Those who had taken and passed courses in other Higher Education Institutions (HEIs). They must have no failed mark in any subject taken and subject for evaluation in the college.

Second Coursers. In the context of Free Higher Education, these are applicants who earned a Bachelor's Degree. They are exempted from Free Higher Education subsidy.

Foreign Students. Those who are not holding Filipino citizenship. They are exempted from Free Higher Education subsidy

CHAPTER 6

REGISTRATION/ENROLLMENT PROCEDURE

REQUEST FOR DOCUMENTS

A. Application

Important: There shall be NO ONSITE APPLICATION.

1. Download BPSU-ROF-025 Request for Documents Form
2. Fill out the form completely. You may use Google Chrome, Microsoft Edge, Adobe Acrobat, PDF Expert or any PDF reader. Save the form. You can also print the form, fill it out then scan.
3. Email the form to the Campus Registrar using the subject: RFD-Program (Example: RFD-BS Architecture)

For Basic Eductaion and Undergraduate Level:

Abucay Campus	registrar_ac_rfd@bpsu.edu.ph
Bagac Campus	registrar_bagac_rfd@bpsu.edu.ph
Balanga Campus	registrar_bc_rfd@bpsu.edu.ph
Dinalupihan Campus	registrar_dc_rfd@bpsu.edu.ph
Main Campus	registrar_mc_rfd@bpsu.edu.ph
Orani Campus	registrar_oc_rfd@bpsu.edu.ph

For the Graduate School:

Abucay Campus	registrar_ac_gs@bpsu.edu.ph
Dinalupihan Campus	registrar_dc_gs@bpsu.edu.ph
Main Campus	registrar_mc_gs@bpsu.edu.ph

4. A confirmation message shall be sent to you via email or SMS or phone call indicating the possible date of release of your requested documents as well as its corresponding fee.

B. Payment and Claiming

Important: Payment and claiming of documents shall be done ONSITE

1. Always wear a face mask and bring a black ballpen on the date specified on your confirmation message.
2. Present the confirmation message to the guard on duty to allow entry.
3. Follow entry guidelines and protocols such as registration, foot bath, taking temperature, hand sanitizing and strictly maintain social distance at all times.
4. Proceed to the Cashier to make payments then to the Registrar to claim the document requested.
5. Leave the University premises as soon as you complete your transaction.

C. Reminders:

1. Send the completely filled-out request form via email only once. Only one person per email is allowed.
2. Inbox shall only be checked during office hours. The same schedule shall be followed for claiming.
3. Only 21-59 years old shall be allowed to pay and claim onsite. Restrictions for high-risk persons (with comorbidities or immunodeficiency, and pregnant women) remain in force. Authorization letter must be presented if the owner of the document is below 21 years old or 60 years old and above.
4. Only those with confirmed appointment shall be allowed entry, strictly no walk-in applicant.
5. As required by the Health Services Unit, a medical certificate from the Rural Health Unit (RHU) with one-week validity of each client, including the driver must be presented. The Health Questionnaire for Visitors must be also filled out

ADDING, DROPPING, OR CHANGING OF COURSES (ADCC)

Important: A student may, with the consent of the Instructor and Dean of the College, add, drop and/or change a course. Dropping a course shall be allowed before the midterm examination schedule,

he/she shall be given a mark of Dropped regardless of his/her class standing. Unofficial dropping of course after midterm shall result in a grade of 5.0 for that course.

1. Officially enrolled student shall fill out BPSU-ROF-017 Adding, Dropping, or Changing of Courses.
2. The total number of units including the previously enrolled courses (as per Certificate of Registration) must not exceed the allowable units as per curriculum. Only graduating students with approved letter of overload can be allowed.
3. The student shall submit it to the College for evaluation.
4. Once recommended, necessary action shall be taken at the Office of the Campus Registrar and in the Local Enrollment System.
5. The ADCC transaction shall be validated by the Campus Cashier.
6. The Actual Load shall be issued to the student.

APPLICATION FOR REMOVAL EXAMINATION OR COMPLETION

Important: Removal of the INC must be done within the prescribed period of one (1) year by passing an examination or satisfying the requirements for the course. If the student got an INC mark in a prerequisite course, it must be completed ten (10) days prior to registration and enrollment period.

1. 1. Once the students had passed the removal examination or satisfied the requirements of the course, they shall fill out BPSU-ROF-016 Application for Removal Examination or Completion form.
2. The students shall submit it to the Instructor/Professor for the giving of grade based on their overall performance.
3. The Instructor shall submit the same to the Dean of the College for signature.
4. The College Dean shall submit the accomplished form to the Campus Registrar.

Note: The same process shall be done for those who earned NGA (No Grade Available) mark.

APPLICATION FOR TUTORIAL/SPECIAL CLASSES

1. Offering of tutorial/special courses may be allowed under the following conditions:
 - 1.1 When the curriculum is superseded by a new one;
 - 1.2 Petitioning student must be:
 - 1.2.1 Graduating student whose deficiency is the course being petitioned,
 - 1.2.2 Students whose deficiency is the petitioned course before the field practice/practice teaching /apprenticeship in the succeeding semester,
 - 1.2.3 Irregular student whose deficiency is a prerequisite course of the course in the semester as prescribed in their curriculum year level.
 - 1.3 There are available faculty and facilities as determined by the Dean;
 - 1.4 The number of units to be enrolled shall not exceed six (6) units;

- 1.5 The total number of enrolled units shall not exceed the maximum number of units allowed for the particular semester; and
- 1.6 The deficiency is due to failure(s) in the same course.
2. If the conditions are satisfied, the student shall fill out BPSU-ROF-022 Application for Special or Tutorial Class and submit the same to the concerned College for assigning of faculty and endorsement on the date set.
3. The offering of the course/s shall be endorsed by the Dean to the Campus Director for approval.
4. The approved list of course/s to be offered as special or tutorial with the names of the qualified students, class schedule, faculty and room assignments shall be submitted to the Campus Registrar.
5. The student must submit a copy of the accomplished form to the Campus Registrar during the registration and enrollment period.

SHIFTING APPLICATION TO ANOTHER DEGREE PROGRAM

Important: Ideally, students are discouraged from shifting programs. However, approval is granted on a case-to-case basis. Approval for such a request will depend on the availability of a slot in the program requested, the number of units already enrolled in the previous program, the underlying reason why such a request is made, and other qualification requirements of the College. BPSU may accept shiftee every first semester only.

1. The student must undergo career guidance from the Guidance Counselor before a request for shifting is accommodated.
2. Student shall fill out BPSU-ROF-031 Application for Shifting and process the same on the date set.
3. The student shall seek permission and recommendation from the Current College to shift.
4. With the endorsement of the Dean of the Current College, the Dean of the Accepting College shall evaluate the academic records of the student and may require additional requirements. BPSU-ROF-027 Course Crediting Form must be filled out if there are course/s to be credited.
5. The Accepting College shall notify the student and the Dean of the Current College if the application is approved or not.
6. If approved, the Dean of the Accepting College shall submit the original application for shifting form together with the Academic Program Evaluation and Course Crediting form (if applicable) to the Campus Registrar.

SHIFTING APPLICATION TO ANOTHER DEGREE PROGRAM (WITHIN THE COLLEGE)

Important: Ideally, students are discouraged from shifting programs. However, approval is granted on a case-to-case basis. Approval for such a request will depend on the availability of a slot in the program requested, the number of units already enrolled in the previous program, the underlying reason why such a request is made, and other qualification requirements of the College. BPSU may accept shiftee every first semester only.

1. The student must undergo career guidance from the Guidance Counselor before a request for shifting is accommodated.
2. Student shall fill out BPSU-ROF-031A Application for Shifting within the College and process the same on the date set.
3. The student shall seek permission and recommendation from the Current Program to shift.
4. With the endorsement of the Program Head of the Current Program, the Program Head of the Accepting Program shall evaluate the academic records of the student and may require additional requirements and endorsed the same to the Dean of the College.

BPSU-ROF-027 Course Crediting Form must be filled out if there are course/s to be credited.

5. The Accepting Program shall notify the student and the Dean of the College if the application is approved or not.
6. If approved, the Dean of the College shall submit the original application for shifting form together with the Academic Program Evaluation and Course Crediting form (if applicable) to the Campus Registrar.

TRANSFER APPLICATION FROM ONE BPSU CAMPUS TO ANOTHER

Note: The approval of campus transfer will depend on the availability of a slot in the program applied for, the number of units already enrolled in the previous program, the underlying reason why such a request is made and other qualification requirements of the College/Campus. BPSU may accept campus transferee every first semester only.

1. The student must undergo career guidance from the Guidance Counselor before a request for transferring/shifting is accommodated.
2. Student shall fill out BPSU-ROF-030 Application for Campus Transfer and process the same on the date set.
3. The student shall seek permission and recommendation from the Current College to transfer and shift as applicable.
4. With the endorsement of the Dean of the Current College, the Dean of the Accepting College shall evaluate the academic records of the student and may require additional requirements. BPSU-ROF-027 Course Crediting must be filled out if there are course/s to be credited.
5. The Accepting College shall notify the student and the Dean of the Current College if the application is approved or not.
6. If approved, the campus transferee shall process other campus transfer requirements, submit the original application for transferring (and shifting, if applicable) form together with the Academic Program Evaluation and Course Crediting form (if applicable) to the Home Campus Registrar to grant Campus Transfer Credential.

7. These forms shall be submitted to the Accepting Campus Registrar during registration and enrollment period.

TRANSFER FROM OTHER HEIS OR UNIVERSITY (TRANSFeree AND SECOND DEGREE APPLICANT)

Important: The approval for transfer to BPSU will depend on the availability of a slot in the program requested and other qualification requirements of the College. BPSU may accept transferee every first semester only.

1. The following shall govern the admission of transfer students from other SUCs and HEIs:
 - 1.1 Must have obtained an average grade of "2.5", "80%" or "C+" or better with no failing marks, for all the collegiate academic units earned outside of BPSU;
 - 1.2 Honorably dismissed from the previous school;
 - 1.3 Have to complete in BPSU no less than 50% of his/her units required for his/her program;
 - 1.4 The quota set by the Dean of the College concerned for the program to which he/she seeks admission has not yet been filled up;
 - 1.5 Shall undergo the same screening procedure that an entering new student undergoes;
 - 1.6 Shall be on probation status until such time that
 - 1.6.1 The Registrar of the institution where he/she came from has submitted all the credentials required for admission,
 - 1.6.2 The transferee has repeated, in accordance with BPSU policies, all courses taken outside BPSU which were not credited, and
 - 1.6.3 Have satisfied admission requirements set by the University.
2. The transfer student shall undergo evaluation in the College and when admitted, must fill out BPSU-ROF-027 Course Crediting Form if there are course/s to be credited.
3. These forms and other requirements shall be submitted to the Campus Registrar during registration and enrollment period.

RE-ADMISSION FROM LEAVE OF ABSENCE (LOA)

1. The returning student must submit a letter of intent to the Campus Registrar through the College Dean with the approved leave of absence attached.
2. The returning student shall be evaluated in the concerned College for re-admission.
3. The student must undergo medical screening to secure certification of fitness to study.

4. The aforementioned forms and other requirements shall be submitted to the Campus Registrar during registration and enrollment period.

RE-ADMISSION FROM ABSENCE WITHOUT LEAVE (AWOL)

1. The returning student must submit a letter of intent to the Campus Registrar through the College Dean explaining his/her absence without leave.
2. The returning student shall be evaluated in the concerned College for re-admission considering the period of the student's absence in the maximum residency requirement.
3. The student must undergo medical screening to secure certification of fitness to study.
4. The aforementioned forms and other requirements shall be submitted to the Campus Registrar during registration and enrollment period.

APPLICATION FOR LEAVE OF ABSENCE (LOA)

Important: Only a maximum of one (1) year can be applied at a time. This translates to two (2) consecutive semesters. A student can extend his/her previous LOA Application for a maximum of one (1) year and on a case-to-case basis. A student can continuously on leave for a maximum of two (2) years. A student on LOA needs to be readmitted on or before its approved period ends; otherwise, the student shall be considered AWOL. It is the responsibility of the student to inform the instructors and the College on his/her intention to be officially on leave.

1. The student must report to the Office of Counselling and Guidance to undergo necessary interview regarding the application for a leave of absence.
2. A student who wishes to be officially on leave must submit his/her letter of application for Leave of Absence on or before the set deadline.
3. The College reserves the right to approve or disapprove the student's application.
4. The student must have his/her LOA application signed by the College Dean and must keep a copy of it.
5. The approved LOA application must also be filed at the Office of the Campus Registrar.
6. A student who has not returned after five (5) years of absence from the University will be accepted for enrollment provided that he/she will enroll as a first year student.

APPLICATION FOR WAIVING PREREQUISITES

Important: In meritorious cases, a graduating student who have previously enrolled and fully attended a course that is a prerequisite to another may be allowed to enroll in and attend the advance/post-requisite course for credit, without having passed or earned credit for the prerequisite course. A student is considered graduating if he/she is completing all the academic requirements of

the program during the semester/term.

1. A qualified graduating student shall fill out BPSU-ROF-015 Application for Waiver of Prerequisites.
2. The application shall be accompanied by an Academic Program Evaluation to determine if the student had previously enrolled and attended the prerequisite course or a certification from the student's instructor in the prerequisite course that the student had fully attended the said course.
3. When approved, the student shall enroll the prerequisite course simultaneously with the course to which the former is a prerequisite.

If the student failed to pass the prerequisite course, he/she will not receive any credit for the corresponding advanced course(s) in conformity with the regulation on prerequisite courses set by the Commission on Higher Education (CHED).

PART III

STUDENT WELFARE

CHAPTER 3

GUIDANCE SERVICES

For students who will need our services such as request for good moral certificate, academic counseling, or exit interview, please refer to the process and Google form links posted below.

A. Request for Good Moral Certificate

1. Fill up the google form
 - Abucay Campus - <https://tinyurl.com/Good-Moral-Abucay>
 - Bagac Campus - <http://bit.ly/RGMC2020>
 - Balanga Campus - <http://tiny.cc/RGMC2020>
 - Dinalupihan Campus - <https://tinyurl.com/GoodMoral-DC>
 - Main Campus - <https://tinyurl.com/BPSUMainGMC>
 - Orani Campus - bit.ly/GCS-Req-GMC
2. Message your counselor through email or Facebook page/account or contact number
3. Wait for your counselor to contact you.
4. Your counselor will issue your clearance through email.
5. Fill up feedback/evaluation form

B. Academic Counseling for Returning Student

1. Fill up the google form
Abucay Campus - <https://tinyurl.com/Academic-Counseling-Returning>
Bagac Campus - <http://bit.ly/AC-RS2020>
Balanga Campus - <http://tiny.cc/AC-RS2020>
Dinalupihan Campus - <https://tinyurl.com/AC-RS-DC>
Main Campus - <https://tinyurl.com/BPSUMain2020AcadReturning>
Orani Campus - bit.ly/GCS-AC-Return
2. Message your counselor through email or Facebook page/account or contact number
3. Wait for your counselor to contact you.
4. Your counselor will issue your clearance through email.
5. Fill up feedback/evaluation form

C. Academic Counseling (student who has failed grades for the last semester)

1. Fill up the google form
Abucay Campus - <https://tinyurl.com/Academic-Counseling-Failing>
Bagac Campus - <http://bit.ly/AC-FG2020>
Balanga Campus - <http://tiny.cc/AC-FG2020>
Dinalupihan Campus - <https://tinyurl.com/AC-FG-DC>
Main Campus - <https://tinyurl.com/BPSUMain2020AcadCounseling>
Orani Campus - bit.ly/GCS-AC-FGrade
2. Message your counselor through email or Facebook page/account or contact number
3. Wait for your counselor to contact you.
4. Your counselor will issue your clearance through email.
5. Fill up feedback/evaluation form

D. Exit Interview (for Transferring, Shifting and Dropping Out)

1. Fill up the google form
Abucay Campus - <https://tinyurl.com/Exit-Interview-TSD-Abucay>
Bagac Campus - <http://bit.ly/IF-TSDO2020>
Balanga Campus - <http://tiny.cc/IF-TSDO2020>
Dinalupihan Campus - <https://tinyurl.com/IF-TSDO-DC>

Main Campus - <https://tinyurl.com/BPSUMain2020InterviewForm>

Orani Campus - bit.ly/GCS-Exit-STDO

2. Message your counselor through email or Facebook page/account or contact number
3. Wait for your counselor to contact you.
4. Your counselor will issue your clearance through email.
5. Fill up feedback/evaluation form

E. Feedback/Evaluation Form

Abucay Campus - <https://bit.ly/GCS-CSFeedback>

Bagac Campus - <https://bit.ly/GCS-CSFeedback>

Balanga Campus - <https://bit.ly/GCS-CSFeedback>

Dinalupihan Campus- <https://bit.ly/GCS-CSFeedback>

Main Campus - <https://bit.ly/GCS-CSFeedback>

Orani Campus - <https://bit.ly/GCS-CSFeedback>

FOR OUR OFFICIAL CONTACT INFORMATION

FB Page/Account

Abucay Campus - GuidanceOfficeAbucay Campus

Bagac Campus - BPSU Bagac- Guidance& Admission Office

Balanga Campus - Guidance Balanga

Dinalupihan Campus - BPSU Guidance Dinalupihan Campus

Main Campus - BPSU Main Guidance and Counseling Services

Orani Campus - BPSU Guidance and Admission Office Orani Campus

Email Address

Abucay Campus – guidance_ac@bpsu.edu.ph

Bagac Campus – guidance_bagac@bpsu.edu.ph

Balanga Campus - guidance_bc@bpsu.edu.ph

Dinalupihan Campus – guidance_dc@bpsu.edu.ph

Main Campus – guidance_mc@bpsu.edu.ph

Orani Campus - guidance_oc@bpsu.edu.ph

Contact Number/s

Abucay Campus- 09688511505

Bagac Campus- 09688530971

Balanga Campus – 2372633 / 09688530972

Dinalupihan Campus- 09688549348

Main Campus- 09688530978

Orani Campus - 2372116 / 09688549345

CHAPTER 7

STUDENT DEVELOPMENT SECTION

CHAPTER 8

STUDENT ORGANIZATIONS

SECTION 31. Classification of Accredited Student Organization. Student organizations may be classified as Curricular, Interest Group, and Political Organization. Curricular Organizations refer to student organizations created based on the University's academic offering, including local chapters of national organizations such as Math Club, English Club, Science Club, and the like. Interest Groups refer to student organizations created based on non-academic interests and advocacies such as but not limited to sports and cultural clubs, religious organizations and fraternities and sororities.

Political Organizations refer to College, Campus and University student governments.

SECTION 32. Any group of fifteen (15) bona fide students of BPSU desirous to form a student organization may apply for recognition of such organization at the Campus Office of Student Affairs and Services. The application for recognition shall be subjected to the following procedure:

- a. An application form is accomplished and filed at the Campus Office of Student Affairs and Services, accompanied by the following:

Requirements for New and Existing Organization - Note: Scanned copy of the requirements should be sent to the Student Affairs and Services Office. Electronic copies of the requirements will be available for download from an official portal (e.g. website, or a link to be provided by the SASO-Student Development Office. Templates will be provided for requirements. Student Organizations are also encouraged to create an official Facebook Page for monitoring of activities.

1. List of officers with their respective student numbers, ID photos, and addresses; (Profile of officers including student number, ID photo, addresses, contact details, guardian's contact details, awards received, trainings and seminars attended)
2. Constitution and By-laws duly ratified by its founding members; Names, ages, addresses,

program majors, curriculum years and signatures of at least fifteen (15) founding members and officers;

3. An action plan with details on the proposed activities/projects for the current year following format prescribed by the SASO. This shall include: a. At least one community-based project relevant to the goals and objectives of the organization; b. Rights-based project/ program or Gender and Development related activity based on the students' interest and needs and/or results of the consultative sessions regularly held by the members of the organization; c. Attendance of members to one of the CHED Mandated Activities provided by the Student Affairs and Services Office.
4. Endorsement of the faculty adviser (with his or her letter of acceptance) by the Campus Chairperson and noted by the Campus Director, addressed to the University President, thru the Director of Student Affairs and Services and Vice President for Student Affairs
5. Manifesto of Commitment
6. Accomplishment Report based on approved Action Plan (for Renewal of Organization)

At no time in the organization's existence should there be less than fifteen members involved in the said organization which shall be limited to bona fide students of the University.

SECTION 33. CONSTITUTION AND BY-LAWS (CBL). Each student organization shall have a Constitution and By-Laws which shall be ratified by all members. No such organization shall be allowed to function without a previously approved CBL.

SECTION 34. Provisions in the CBL should not violate any provision in the BPSU Code, or this Handbook.

SECTION 35. The period of application for accreditation of all student organizations shall be announced by the Student Affairs and Services Office three (3) weeks after the start of the academic year. A temporary permit will be issued by the Campus Chairperson and Campus Director to accredited organizations who wish to hold activities as outlined in the proposed action plan prior to the scheduled accreditation. Temporary permit will be issued provided that the organization has submitted an accomplishment report, with good standing, and with no record or pending violations.

SECTION 36. The accreditation of student organizations shall be a recognition for its operation in the university.

SECTION 37. A Certificate of Accreditation shall be issued by the Student Affairs and Services Office to each student organization upon full compliance of the requirements herein prescribed; however, such certificate shall be effective for one (1) school year only and will have to be renewed each succeeding year that the organization is in existence.

SECTION 38. A newly organized student organization shall be placed on a three-month period of probationary status prior to recognition. During such period, it shall be issued a temporary permit to operate. Student organizations under probationary status will be monitored in terms of their actual implementation of proposed activity based on their submitted plan. Probationary status will be lifted if the said organization complied with the required protocols and proper documentation

and evaluation of proposed activity.

SECTION 39. Any student organization, which does not renew its accreditation for a period of one school year, shall be considered inactive and may be given a chance to renew its accreditation provided that its recognition for more than one (1) school year shall be considered defunct and has to undergo the same procedure as specified under Section 32 of this chapter.

SECTION 40. A student organization granted the permit to operate, shall be entitled to the following privileges:

- a. Free use of University facilities for its operation subject to institutional policies;
- b. Privilege to carry the name of the University in any activity involving the organization outside the school subject to institutional policies;
- c. Privilege to participate in University activities
- d. Privilege to avail itself of subsidies, if any, from the governing Supreme Student Council or its equivalent.
- e. Opportunity to compete for awards involving student organizations;
- f. Privilege to officially represent the university in outside activities subject to institutional policies.

Adequate office space /designated space as determined by the SASO in consultation with the PPES and approved by the CD.

- g. Designated bulletin board for information dissemination

SECTION 41. Any student organization which has been granted accreditation and which violates its own statement of purpose/constitution is liable to revocation of its certificate of accreditation after due process.

For monitoring and evaluation purposes, student organizations are required to submit accomplishment report of each activity conducted to ensure compliance to guidelines and conditions set by SASO. Failure of student organizations to abide by the rules and conditions set by the SASO would be ground for suspension of their next activity.

SECTION 42. Student organizations seeking renewal of accreditation are required to file the following:

- a. A formal letter of intent to seek renewal of recognition and to submit other documents which may be required by the Student Affairs and Services Office;
- b. A new list of officers with their names, respective positions, programs, curriculum years, sections and specimen signatures;
- c. Name of faculty adviser with a letter of acceptance addressed to the Director for Student Affairs and Services.

- d. Accomplishment Report based on the target set in the action plan.
- e. Liquidation Report

SECTION 43. BEST ORGANIZATION. Awarding of best organization will be based on a criteria set by the Student Affairs and Services Office, which include the following:

- a. Accomplishment of Targets with supporting documents (narrative, documentation and liquidation)
- b. Evaluation of Stakeholders
- c. Impact to the Community
- d. Relevance to the Attainment of the University's Mission and Vision
- e. Capacity Building among Members
- f. Gender and Human Rights Advocacy

The Search for best organizations shall be conducted at the campus level with the Campus Chairperson as the chair for the campus level search. The winners of the campus level search will be nominated to the university level search. The composition of board of judges for the University Search for Best Student Organization will be VPAA, Director for Student Affairs, Section Chairpersons for Student Development, Welfare, and Institutional Program and Services, GAD CHRE Representative and invited resource person

Application for Best Student Organization can be filled through this link Application Best Organization: <https://forms.gle/E8nGH7aGXxKahBRJ9> with the approved schedule of activities to be announced by the Office of Student Development Section

SECTION 44. STUDENT ORGANIZATION ADVISER. The student organization shall conduct a special meeting for the selection of their adviser of which three nominees from the general membership will be accepted and deliberated. The chosen adviser will be endorsed by the student organization with the attached minutes detailing the deliberation and the decision reached. The selected adviser will then be forwarded to the SASO Chairperson and will be endorsed to the Director of Student Affairs. The acceptance of the position as adviser must be done by signing the acceptance form and filed with Campus SASO. The nominated faculty will be endorsed by the SASO Director, to the University President

The term of appointment of adviser is for one (1) academic year and may be renewed. If, before the period is up, the faculty adviser resigns or becomes incapacitated, a new faculty adviser should be recommended by the organization to the SASO Chairperson who, in turn, will endorse the same to the Director for Student Affairs and Services to serve the unexpired term after which he/she may be reappointed.

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

- a. For curricular organization, adviser's qualifications must be based on educational attainment and area of specialization, as recommended by the Dean.

- b. He/she must be a full-time contractual/part time employee of the University;
- c. An organization who wishes to have an adviser who is not a full-time faculty member may be allowed to do so if the College dean will recommend and endorse it to the Campus Director
- d. For non-curricular organizations and interest groups, the adviser should be knowledgeable in that particular field; approval of the adviser coming from the other campuses will be considered provided that the dean from the other campus agrees with the nomination of the adviser coming from his/her college.
- e. Certificate of Recognition advisers
- f. SASO Orientation advisors roles and responsibilities

SECTION : RECOGNITION and SEARCH BEST STUDENT ORGANIZATION ADVISER.

All nominated student organization advisers will be given Certificate of Appreciation for their valuable time and effort in assisting and guiding student leaders. A search for Best Student Organization Advisers will be selected through an established set of criterias.

- Student Organization that they were advising should
- have received Best Student Organization award /or have full implementation and documentation of their proposed action plan
- Have established linkages and collaboration with partner agencies and recognized organization
- Have received recognition from awarding bodies and organization
- Have implemented activities for community partners and other stakeholders
- He/She must be nominated by Campus Chairpersons and endorsed by the Campus Director.

SECTION : REMOTE and EXTERNAL ADVISORSHIP

Student organizations may be allowed to nominate external and international advisers provided that their areas of expertise are highly valuable and commendable. Remote advising through various mediums and platforms such as online advising and meetings will also be allowed to expand student opportunities and exposure. Nominated International Advisers should have a co-adviser in the university.

SECTION 45. The adviser shall perform the following duties and responsibilities:

- a. Attend face to face meetings or online meetings of the organization upon request of the same;
- b. Be available for consultation to all members of the organization, specially to the officers;
- c. If the adviser is unable to attend to a meeting, he/she should ask for the minutes of the Meeting and/or recorded video meetings online. A verbal account to the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes;

- d. Provide guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organization;
- e. Be present in all of the organization's activities whether on-campus or off-campus
- f. If the adviser is unable to attend, he/she should request another faculty member to take his/her place;
- g. The adviser-in-charge should assure the safety of all members of the organization and all others who may be involved in the activity
- h. Availability for consultation online platforms or remote advisorship

Supplemental Policy and Re calibrated Process Flow for Accreditation of Student Organization

With the university's implementation of the flexible learning scheme and restrictions of face to face meeting, an offline and online strategy will be adopted.

Offline delivery of accreditation of student organization:

Provide copy of accreditation forms per campus or mail to officers of student organizations and allow submission of forms and attached documents for review of accredited organizations. Accomplished documents can be submitted to the Campus Chairperson via courier or via scheduled appointment with the SASO office.

Online Delivery

An online submission of application for accreditation / re-accreditation of student organization. Google form will be created to provide an initial list of accreditation requirements and attachment will be submitted via email.

1. Accomplished accreditation google form for accreditation. LINK

Application for accreditation: <https://forms.gle/Ni72bEoYNgjqQvwi9>

2. Submit proposed action plan following this format

Name of Proposed Activity	Objective	Mechanism /Methodology	Target Participants	Date	SDGs being addressed by the project and the specific target(s) that the project wishes to achieved.
Provide a short title of the activity/ program that would be implemented and its short description	Enumerate the objectives of the activity and ensure that it complement s with the vision mission and goal of your organization	Describe the mode of delivery (synchronous or asynchronous) for the proposed activities. Provide description of the platform to be used and the methodology to be utilized. Make sure to follow the guidelines set by CHED and IATF for safety and precautionary measures	Identify the target audience and the number of actual participant and the process of recruitment and registration	Identify the quarter and actual date of implement ation.	Identified the Sustainable Development Goal that the activities hopes to meet and describe the output and specific outcomes of the activity. Describe its relevance and significance in terms of its impact to students

3. Submit the list of members in a sex disaggregated format. (Student members are exempte from submitting pictures and signed forms to avoid physical contact among the members, however, student officers should ensure that their members are officially enrolled, a scan copy of their COR may be attached for reference)

4. Nominate an adviser and scan the form to be attached together with the action plan and list of members in MS Word Format so that advisers will be issued a University Order for their designation.

5. Submit to email address of respective OSAS Campus Chairpersons.

Balanga Campus: osa_bpsu.edu.ph
Dinalupihan Campus: osa_dc@bpsu.edu.ph
Main Campus: osa_mc@bpsu.edu.ph
Orani Campus: osa_oc@bpsu.edu.ph
Abucay Campus: osa_ac@bpsu.edu.ph
Bagac Campus: osa_bagac@bpsu.edu.ph

6. Campus Chairperson will endorse the student organization to the Office of the Director for student affairs upon approval of the Campus Director.
7. Submit endorsed student organization to bpsuosas.studentdevelopment@gmail.com via ZIP file.
8. Reviewed action plan will be endorsed to the Office of Director Student Affairs and will be endorsed to the Office of Vice President and approval of the University President.
9. Once approved, a University Memorandum will be issued for the official list of accredited organization and a Certificate of Accreditation will be given. Certificate will be uploaded and can be accessed via this link: Certificate of accreditation: <https://bit.ly/3SLx12K>

CHAPTER 9

STUDENT ACTIVITIES

SECTION 46. STUDENT CALENDAR OF ACTIVITIES AND ROOM RESERVATIONS. Student organizations may organize and hold social functions, cultural, educational, spiritual/religious, and sports activities.

SECTION 47. Student activities within the campus shall be approved by the Campus Directors, with the endorsement of the campus SASO. The proponents must observe the following procedures (refer to CMO 63)

- a. Secure and accomplish the application form to hold an activity and request for use of a campus facility to the authorized University personnel.
- b. The signatures of the organization's representatives and the adviser are prerequisites. If any of the two (2) signatures are absent, the Student Affairs and Services Office will not entertain/process the application for the projects.
- c. Projects initiated by college-based student organizations and COSGs need to be approved by the Dean first and then endorse the activity to the SASO Chairperson
- d. Submit the accomplished form for final approval to the Student Affairs and Services Office.
- e. Should the activity be held beyond the campus, organizers shall seek the approval of the University President.

SECTION 48. For activities to be held off-campus, including online activities, the following procedures shall apply:

- a. Secure the form from the Office of the Director for Student Affairs and Services/ Chairperson for Student Affairs and Services in each Campus and fill in the necessary information and signatures; and
- b. Requirements for the conduct of outside activities are as follows:

- i. List of student-participants with accountable advisers
 - ii. Itinerary of Activities (Program)
 - iii. House rules
 - iv. Security Protocol (Letter for Barangay Tanod or Police, or mechanisms that ensure data privacy of participants' information and confidentiality of the proceedings will be maintained if the activity is conducted online)
 - v. Parental Consent Form (See Suggested Form from OSAS)
- c. Activities conducted outside the campus should be endorsed by SASO and CD to the President through VPAA and Director of Student Affairs.
- d. Submit the completed form in triplicate for the approval of the concerned authorities

SECTION 49. For online activities, the following procedures shall apply:

- a. Secure the downloadable form from the Office of the Director for Student Affairs and Services/ Chairperson for Student Affairs and Services i(via online portal) on each Campus and fill in the necessary information and signatures; and

GOOGLE DRIVE LINK FORM FOR APPLICATION OF CONDUCT OF ACTIVITIES:

Conduct of Off Campus Activity Application Form:

Application Conduct of activity Off Campus: <https://forms.gle/tvPeyUJd4g7xioU86>

Attachment must be forwarded to: student.development@bpsu.edu.ph

Conduct of In Campus Activity can be submitted through the official email address of OSAS CAMPUS Chairpersons:

Balanga Campus: osa_bc@bpsu.edu.ph

Dinalupihan Campus: osa_dc@bpsu.edu.ph

Main Campus: osa_mc@bpsu.edu.ph

Orani Campus: osa_oc@bpsu.edu.ph

Abucay Campus: osa_ac@bpsu.edu.ph

Bagac Campus: osa_bagac@bpsu.edu.ph

- b. Requirements for the conduct of online activities are as follows:

- i. List of student-participants with accountable advisers
- ii. Itinerary of Activities (Program) with live and video meeting link for monitoring purposes
- iii. House rules
- iv. Security Protocol - mechanisms that ensure data privacy of participants' information and confidentiality of the proceedings will be maintained if the activity is conducted online)

- v. Attendees should be exclusive to BPSU students and participants should use their GSuite account to ensure that registration.
- c. Activities conducted online should be endorsed by SASO and approved by the Campus Director.
- d. Submit the completed form in triplicate for the approval of the concerned authorities
- e. An assessment of conducted activities through Google Form should be accomplished for evaluation of activities.
- f. Video and audio recorded session of training and capacity building session should be uploaded to Google Drive account of respective organization for access of other student who was not able to attend the synchronous sessions of conducted activities
- g. Close monitoring online activities should be implemented and organizer should submit copy of narrative report to Campus/ Central Office.

SECTION 49. PROJECT PROPOSAL FORMAT AND CONTENT. To ensure the mainstreaming of the gender perspective in all student activities, the following format and content must be complied:

1. Page Parameters

- Written on legal size paper (8.5"x13")
- Palatino Linotype 11 font
- one inch (1") margins all over
- single space

2. Cover or Transmittal Letter

- addressed to Campus Director
- signed by the student proponent(s)
- Noted by the Adviser
- Through the OSAS Campus Chairperson
- Once approved by the CD, the CD shall endorse a copy of this to the SASO Director, attention to the corresponding SAS Section Chairperson

3. Parts of Actual Proposal and Content of Each

a. Basic Information

- Program/Project/Activity Title
- Inclusive dates of implementation (Start to Finish)
- Total number of contact hours
- Target Number of beneficiaries and their sector (sex disaggregated)
- Name(s) of Proponent
- Program In-Charge
- Colleges/Offices/Organizations Directly Involved

- Total Budget Requirement
- b. Rationale. This discusses the mandates and legal bases and higher-level goals, including the Sustainable Development Goals (SDG) and specific target(s) that are related to your activity which you are trying to comply with or support.
- c. Objectives. There must be at least one clearly stated gender equality goal among other goals
- d. Expected Outcome. Discusses the likely impacts of the project to the target beneficiaries in terms of their knowledge, skills and attitude. It also discusses the impact or benefits that will be derived by the community and the University.
- e. Basis of the Proposal (i.e. consultative sessions and gender analysis results)
 - Discuss the research findings that you reviewed or consultative sessions or activity that you did in order to identify the problem or issue, as well as in determining the methodology and other aspects of the proposal
 - include information on who participated in the activity (sex-disaggregated data)
 - Discuss the gender gaps/inequalities you identified during or after the consultative sessions or activities
 - Discuss the possible challenges and positive points of having males and females (from the target beneficiary group) participate in the PPA.
- f. Methodology (strategies, styles and methods of training to be used)
 - Must match the problems/issues identified, as well as the objectives stated
 - Examples of strategies are webinars, seminars, training, symposium, workshop, focus group discussion, consultative sessions, research or survey, film showing, alternative classes, distribution of printed IECs, dialogue, submission of position or concept papers for policy recommendations, assemblies, roadshows
 - list the respective sub-activities to be undertaken with information on when each sub-activity will be conducted, where, who are directly involved, and the budget needed for each
 - If you must get an expert, resource person or trainer, include a brief write up on the skills and knowledge of each resource person or trainer that are relevant to the PPA
- g. Possible Risks/Problems and Countermeasures
 - list possible hassles and problems that may have a considerable impact or effect among women and men participants and beneficiaries during the implementation of the PPA, with suggested countermeasures
- h. Monitoring and Evaluation Plan
 - detailed discussion on how monitoring and evaluation will be conducted, including schedule, percentage of accomplishment that must have been met by a certain date or schedule
 - Make sure that SDD is collected and maintained throughout the PPA implementation
- i. Exit Plan (this part creates confusion to many student organizations since they do not understand it and do not know what to write under this part. I guess a better term can be

used like Sustainability Plan)

- Must discuss ways that will ensure the PPA shall have continuity and sustainability and is not just a one-shot activity
- How will this PPA affect or be used by other BPSU units, offices, organizations (or even by non-BPSU entities)?

j. Budget Itinerary with Justification of Funding Request

- Must be broken down according to item of expense with corresponding explanation on specific items or coverage of each expense item
- Specify the source of fund availability

CONDUCT OF ACTIVITY DURING PANDEMIC FOLLOWING THE IATF SAFETY PROTOCOL

Below are some of the protocols to be observed under Alert Level 1 based on Inter Agency Task Force of COVID 19 Pandemic. Student activities may be permitted to conduct activities and ensure that the following guidelines will be enforced.

1. Well-fitted face masks shall be worn properly at all times, whether outdoors or in indoor activities except when eating and drinking. Participation in indoor activities should consider venues where ventilation standards and physical distance can be maintained.
2. On contact tracing, the use of health declaration forms / paper-based contact tracing shall not be required for activities under Alert Level 1. On the other hand, the use of digital contact tracing such as Google Form can be maximized. (optional)
3. Students who will participate in school activities facilitated by student organization will be required to present proof of full vaccination before participating or entry into indoor venue.
4. The office will also implement the compliance of off campus activities provided that they have submitted documentary requirement under CMO 63 series of 2017.

Campus based activities that would be conducted within the campus will be reviewed by Campus Chairpersons and approved by the Campus Directors. Off Campus Activities will be reviewed by the Office of Student Development as per CMO 63s. 2017 requirements along with the IATF guidelines.

The following requirements are the documentary attachment for conduct of off campus activities:

SECTION 50. FUNDRAISING ACTIVITIES. Only duly recognized student organizations are allowed

to conduct fund-raising activities by filing a formal letter of application to the Office for Student Affairs and Services. (Student organizations should work within their utilized budget. Any form of solicitation is not allowed for fundraising activity.

The letter should include:

- a. Nature and purpose of the activity;

- b. Date(s) time and venue of the activity;
- c. The manner in which the funds raised shall be used;
- d. The names of the member / officers directly in-charge of the fund raising activity.

SECTION 51. Two (2) weeks before the start of the long examinations, a ban on all activities shall be enforced. This is to ensure that all students are given enough time to review for their examination. No activities shall be held during the semestral break.

SECTION 52. University-recognized activities or gatherings sponsored by students to be held inside or outside the university, and those conducted after 6:00 pm, or those scheduled during non-class days necessitate parental consent and presence of the faculty adviser or his/her representative. Online student activities require the presence of the adviser from start to finish.

SECTION 53. Organizers of student activities shall submit an accomplishment report of the completed activity to the campus SASO which shall include narrative report, documentation, attendance, and liquidation report (if necessary). Proposal for the next activity shall be on hold until the sponsoring student organization has submitted the said reports.

SECTION 54. No group activity or gathering inside or outside the campus beyond 9:00 pm shall be allowed.

Any exception to this rule requires clearance from the authorized officials of the University, in which case the students may stay, provided their adviser stays with them.

SECTION 55. USE OF CAMPUS FACILITIES. Student representatives of recognized student organizations may request authorization from the Office of the Director for Student Affairs and Services to sponsor academic, cultural, athletic, spiritual or social activities. These groups may avail themselves of campus facilities for their club or class activities but only after securing the endorsement of the Office for Student Affairs and Services and approval of the concerned offices (PPES).

Class section activities must be approved by their respective College Deans.

SECTION 56. Activities to be held should be scheduled at such time and place that would not disrupt normal classroom sessions.

SECTION 57. Facilities on campus are for use of the academic community in the pursuit of educational objectives, hence, priority is given to students, faculty and personnel of the University on a "first come, first served" basis.

SECTION 58. Rooms should be reserved at least five (5) working days before the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured.

Requests for special requirements such as sound system, podium, etc. by student organizations and outside groups are also channeled through the concerned offices. The request should be received at least five (5) working days before the intended activity.

SECTION 59. The University will not grant permission for the use of campus facilities when such use will result to clear and present danger and damages property; commission of crime; occasions which are in substantial opposition to public policy, customs and traditions.

SECTION 60. The users of campus facilities and equipment are held responsible for the use, upkeep and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment shall be held liable.

SECTION 61. Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.

SECTION 62. USE OF POSTERS. The size of postings for the same activity shall be determined by the Office for Student Affairs and Services. Request for posting more than the above number will be considered on a case-to-case basis. Online posters should be reviewed and approved by the OSAS Campus chairpersons before posting online.

SECTION 63. Posters/announcements should not be stapled, attached with thumbtacks or nailed but should be taped (scotch or masking tape). Paste and adhesive should never be used. Officers or members of the organization who sponsored the event are responsible for clearing all publication materials posted inside the campus after the event.

SECTION 64. The Student Affairs and Services Office and Security Department have the right to remove posters/announcements prior approval.

SECTION 65. The use of cloth streamers and the like should also bear the stamp of approval. The standard duration of this type of posting is two (2) weeks only.

SECTION 66. The Student Affairs and Services Office has the right to disapprove requests for postings on the bulletin boards when the requesting organization has already violated the above rule/regulations three (3) times. The request could only be granted or approved on the assurance to the Director/Campus Chairperson for Student Affairs and Services Office that same rules will not be violated again.

SECTION 67. The Student Affairs and Services Office and the University Administration have the right to remove posted materials to give way to emergency/very important announcements from the university/local government and national government.

ARTICLE XV

Election and Induction of Officers

SECTION 1. All qualified undergraduate students of BPSU have the right to be elected in the Student Government.

SECTION 2. Election for the Campus Student Government and College/ Institute Student Governments Officers shall be held every academic year in accordance with the rules promulgated by the Director for Student Affairs and Services, and the Commission on Student Election.

SECTION 3. The USG, CSG and CoSG/ISG Officers shall be elected not later than the 5th week of the

official opening of classes in accordance with the official academic calendar, and shall continue to hold office until the oath of their successors.

SECTION 4. All other electoral activities shall be held on the dates specified by the Office of the Student Affairs and Services.

SECTION 5. The election shall be in line with the policies and close supervision of the Commission on Student Election (ComSElec).

SECTION 6. The USG Representative and CSG officers shall be elected at large in their respective campuses.

SECTION 7. The CoSG/ ISG officers shall be elected at large in their respective colleges/ institutes.

SECTION 8. The induction of officers shall take place during the first SG Assembly. The oath is to be administered by the University President or his/her duly authorized representative.

ARTICLE XVI

System of Election

SECTION 1. There shall be a definite system to be observed in the election of the USG Representative, CSG, CoSG/ISG and Class Officers.

SECTION 2. The system shall be as follows:

- 2.1 The Class Officers shall be elected by their respective section constituents within two weeks after the sections had been organized by their respective **college program heads**;
- 2.2 All CoSG/ISG officers shall be elected by all bona fide students of each college/institute in a manner provided for by the ComSElec and the Office of Student Affairs and Services;
- 2.3 **The USG Campus Representative and all CSG officers** shall be elected in a same manner as in CoSG/ISG;
- 2.4 The USG President shall be elected in the manner provided in Article VIII Section 10; and
- 2.5 Any candidate who runs unopposed, in any position, shall need 50% + 1 of the total number of students who actually voted during the elections. **If the candidate did not reach the said quota, the position shall be vacant until a resolution is filed.**

SECTION 3. Conduct of Online Election in Coordination with the Management Information System as an alternative mechanism can be implemented in cases that actual election is not feasible. A system of audit and its mechanism should be established for the verification of authentic results. G Suite account of officially enrolled students can be used for online election.

Application forms needed for the filing of candidacy can be downloaded and accessed through this link:

GOOGLE DRIVE LINK: <https://bit.ly/3p9hUIR>

ARTICLE XVII
Commission on Student Election (ComSElec)

SECTION 1. Commission on Student Election (ComSElec) of the CSG/CoSG/ISG shall be composed of the following:

- 1.1 The Chairmanship of ComSElec shall come from the faculty of the respective campuses as recommended by the OSAS Chairperson and to be approved by the Director of Student Affairs and Services;
- 1.2 One (1) faculty chairperson of ComSElec from each campus as recommended by the OSAS Chairperson and to be approved by the Director of Student Affairs and Services;
- 1.3 The faculty members shall be appointed by the ComSElec Chairperson; whose number will be determined according to the population or need of campus;
- 1.4 The students appointed by the ComSElec Chairperson must not be members of any political student organization; the number of whom will be determined according to the number of faculty members.

SECTION 2. The ComSElec shall abide by the Election Code formulated by the USG and all other matters related to the nature of their work.

ARTICLE XVIII
Tenure of Officers

SECTION 1. The tenure of all elected and appointed officers **and representatives shall be for a year** from the moment they have taken oath of office or until the succeeding officers have taken their oath.

SECTION 2. Any permanent vacancy in the office of the CSG President shall be filled by the Vice President provided that if the permanent vacancy occurs in the office of the latter, the senator with the highest number of votes shall assume the vacant position of the Vice President.

- 2.1 If the vacancy occurs in the office of the CSG Senators, the candidate who obtained the next highest number of votes in the last election of the CSG shall fill the vacant position.
- 2.2 The vacant position of the seventh senator **shall be filled by the defeated candidate who has the next highest votes, if there are none, the Campus Student Government must have a selection process for the vacant position including undergoing a proper interview, and possessing the qualification as reflected in the Section XIV. After the selection process, the Campus Student Government must file a resolution to be endorsed to the Office of the Student Affairs and Services.**

SECTION 3. Any permanent vacancy in the office of the College/ Institute Governor shall be filled by the Vice Governor provided that if the permanent vacancy occurs in the office of the Vice Governor, the board member with the highest number of votes shall assume the vacant position of the vice governor.

- 3.1. A vacancy in the other positions in CoSG/ ISG Officers shall be filled in the manner provided above for the CSG Senators. Should this not be possible, then the CoSG shall expeditiously select a replacement.

Suggested Policy for Appointment and Extension of Term Campus Student Government in cases of vacancy in position and/or when an actual conduct of election is not feasible

An extension of term among the Campus Student Government officers will be implemented for all officer

1. The Student Government will be renewed garnering 3 yeses for online voting and 1 no. However, College Student Governments are to be retained according to the results gaining 3 yeses for retaining and 1 no. The duration for retaining the officers will be until first semester only garnering the same vote as well.
2. USG representatives will also be retained.
3. If the system for online election will not be made within two months, appointment for vacated positions and retention of position should be done. Appointment of Vacancy in the CSG position will be reviewed by the Campus Chairpersons of OSA and should at least meet the minimum criteria for appointment
 - a. Relevant experience in leadership
 - b. Have attended relevant trainings
 - c. Good Moral Character
4. Student leaders willing to be appointed as replacement.

ARTICLE XIX **Accountability of Officers**

SECTION 1. All officers of the USG, CSG, CoSG/ISG, PSG, Program Coordinators, and Classroom Officers shall be at all times be accountable to the studentry whom they should serve with responsibility, integrity, loyalty, efficiency and nationalis

ARTICLE XX **Disciplinary Measures**

SECTION 1. Any constituent may file an impeachment or suspension procedure against any Student Government Officer to the Disciplinary Committee formed by the USG.

SECTION 2. An officer may be suspended/ impeached for any of the following reasons:

2.a Grounds for Suspension:

2.a.1 Failure to attend three (3) consecutive regular meetings without any valid reason.

2.a.2 Involvement in any scandalous activity as defined in the Student Manual.

2.a.3 Misconduct that will undermine the integrity of the Council.

2.a.4 Simple Neglect of duty.

2.a.5 Violations of Rules and Regulations of the University and/or College.

2.a.6 Violation of Students' Rights and Obligations under Educ. Act of 1982 and other pertinent laws.

2.b Grounds for Termination:

2.b.1 Absence without leave (2 months)

2.b.2 Gross neglect of duty.

2.b.3 Falsification of documents.

2.b.4 Malversation of funds.

2.b.5 Violation of human rights.

2.b.6 Gross violation of Students' Rights and Obligations under Educ. Act of 1982 and other pertinent laws.

2.b.7 Gross violation of the rules and regulations of the University and/or College.

2.b.8 Suspended three (3) times

SECTION 3. Any suspension or termination will have the following proceedings:

A. For USG Members:

OSAS Central shall have the exclusive power to initiate, try and decide all cases of suspension or impeachment of the erring members.

B. For CSG, CoSG/ ISG Officers:

The Disciplinary Committee formed by the USG shall have the exclusive power to initiate, try and decide all cases of suspension or impeachment of the erring members of CSG CoSG/ ISG Officers.

SECTION 4. Any suspension/impeachment will take effect after a 2/3 affirmative vote from the Disciplinary Committee.

SECTION 5. The respondent shall have no right to vote in any of the disciplinary proceedings

SECTION 6. No member shall be subjected to any disciplinary measure without due process of law.

SECTION 7. A decision shall be made by the disciplinary committee, on the impeachment/termination within twenty (20) working days. The respondent may file an extension of a total of five

(5) working days to be approved by the disciplinary committee assigned.

SECTION 8. In case of the filing of a termination/suspension for the USG President, a written complaint shall be forwarded to the USG Vice President. He/she will then coordinate with the Office of Student Affairs and Services to convene all the CSG's of all the campuses to conduct sessions and must establish a 2/3 affirmative vote. After getting the 2/3 vote, the USG will then deliberate the USG President's termination. The duration of the proceeding will be the same with Section 7 of Article XX.

ARTICLE XXI

Source and Disbursement of Funds

SECTION 1. The funds and other collections of the student government shall be derived from membership fees, fines, and contributions from social activities, donations and other grant-aids.

SECTION 2. All undergraduate bona fide students of BPSU shall be charged a student government fee every enrolment. The amount is to be determined by the administration in consultation with the USG and approved by the Board of Regents.

SECTION 3. The student government fee shall be **assessed by the Council to be confirmed by the administration and shall be collected** at the start of every enrollment.

SECTION 4. The student government fund shall after its collection, be held in trust for the Campus Student Government by the Finance Office.

SECTION 5. The CSG must allocate subsidies to CoSG/ISG, PSG, and Accredited Student Organizations any amount as indicated in the approved plan of action by the CSG.

SECTION 6. The financial report of the CSG shall be submitted by the President and the Treasurer duly attested by the auditor and noted by the faculty adviser to the Director of Finance for final auditing and a copy is furnished to the Office of the Student Affairs and Services. Financial Report must be posted on bulletin boards/student publication.

SECTION 7. Disbursement or disposition of funds and properties shall be in accordance with the annual program of expenditures prepared by the Government and supported by a CSG resolution signed by all of its officers noted by the CSG adviser, approved by the SLC, recommended by the Office of the Student Affairs and Services, and approved by the University President.

SECTION 8. The CSG funds shall be deposited in a reputable bank with three signatories: President, Treasurer and the CSG adviser.

SECTION 9. The financial report of CoSG/ISG shall be prepared at least every semester. The financial report shall be prepared by the Treasurer, checked by the Auditor and noted by the Governor and the adviser. A copy of the report must be forwarded to the Director for Student Affairs and Services, and to the OSAS Campus Chairperson. Likewise, financial report must be posted on bulletin boards.

SECTION 10. The balance of the student government for a specific term shall be returned as the funds of the student governments for the next or succeeding terms.

SECTION 11. The USG shall have its fund through contributions of ten percent (10%) of the total amount of the CSG Fund of each campus, which follows the formula:

TOTAL FUND OF USG = 10% of the total budget of CSG each campus

SECTION 12. USG funds shall be deposited in a reputable bank with three signatories: USG President, and USG Treasurer and USG adviser.

SECTION 13. USG President is mandated to submit a financial report every end of the semester. The financial report shall be submitted by the USG President to the Director of Finance for final auditing and copy is furnished to the Office of the Student Affairs and Services.

ARTICLE XXII

Faculty Adviser

SECTION 1. The Office of the Student Affairs recommends to the University President for approval of a faculty adviser who shall be chosen from three (3) faculty recommendees submitted by the CSG.

SECTION 2. The adviser of the USG and CoSG/ISG shall be selected among the three recommendees in the list which will be submitted to the Dean of College/Institute who will choose the adviser.

SECTION 3. The adviser for both USG, CSG and CoSG/ISG must be a fulltime and permanent faculty member of the university

SECTION 4. Should there be no permanent faculty member available for recommendation of the USG, CSG and CoSG/ISG Adviser, the government can recommend a full time contractual faculty member or a contract of service faculty of the University.

SECTION 5. The adviser shall extend his/her wholehearted support, guidance, advice, ideas and exert his/her efforts to the best he/she could.

SECTION 6. The adviser of either USG, CSG or CoSG/ISG shall only hold one advisory appointment.

SECTION 7. The tenure of the USG, CSG and CoSG/ISG adviser shall be for one (1) academic year or until the next set of officers have taken oath. The adviser may be reappointed for another term.

ARTICLE XXIII

Meetings

SECTION 1. The regular meetings of the **student government** shall be set by the duly elected officers during their first meeting

1.1 The student government shall have at least 7 executive regular meetings every academic year.

SECTION 2. In case of special meetings, the **student government** shall give a “notice of meeting” one day or earlier before the meeting. The notice will be accomplished by the presiding officer of each body and noted by respective advisers.

2.1 Emergency meeting may be called by the USG President/CSG President, Governors, or majority of the members thereof without providing the notice required by section two (2).

2.2 Provided, however, that all officers present during the emergency meeting must sign the minutes of the meeting that shall be passed through a resolution.

SECTION 3. The student government shall observe a simple quorum in which 50% + 1 of the total number of members is required to be present to initiate the meeting.

ARTICLE XXIV Amendments

SECTION 1. Any constituent/member has the right to propose any amendment for revision of this BPSU Student Government Constitution and By-Laws.

SECTION 2. Any proposal shall be endorsed in writing one month before the regular session of the USG for the purpose of discussions and further deliberations and to facilitate the amendment/revision process. The USG will then deliberate the proposed amendment/revision.

SECTION 3. An amendment/revision will take effect after an affirmative vote of 50%+1 of the total number of votes cast during a university-wide plebiscite to be held for this purpose.

ARTICLE XXV Statutory and Transitory Provisions

SECTION 1. PURPOSE. The purpose of this Constitution and By-Laws is to provide the permanent framework of a students' system of governance, to assign respective powers and duties, and to establish certain priority and fixed principles on which these student councils are established.

SECTION 2. SAFEGUARD. This Constitution and By-Laws shall safeguard the rights of BPSU Studentry irrespective of their status. It shall always be impartial and shall be applied to the studentry in General.

SECTION 3. REPEALING CLAUSE. This Constitution and By-Laws is hereby repealed or modified accordingly should there be any inconsistency with national laws, decrees, orders, and BPSU rules and regulations.

SECTION 4. SUPREMACY. This Constitution and By-Laws is the basic and paramount law of the BPSU studentry consistent with the University Code and Student Manual.

SECTION 5. PERMANENCE. This Constitution and By-Laws is permanent in nature, unless otherwise amended, revised or revoked; provided, another constitution and by-laws shall have been ratified to supersede it.

SECTION 6. SEPARABILITY CLAUSE. In the event that any of the provisions of this Constitution and By-Laws is declared unconstitutional, the validity of the other provisions shall not be affected by such declaration.

SECTION 7. INTERPRETATION. The University Student Government shall make and provide the

interpretation based upon the BPSU Code and other pertinent promulgated laws of the land, in case of ambiguity and conflict in the provisions, unless the Legal Court shall make a contrary interpretation thereto.

SECTION 8. TRANSITION. This Constitution and By-Laws supersede the 2018 Constitution and ByLaws.

SECTION 9. EFFECTIVITY. This Constitution and By-Laws shall take effect upon ratification by the students and affirmation by the Board of Regents after which it will be published in the University's official student publications.

GOOGLE LINK DRIVE OF THE REVISED CONSTITUTION AND BY LAWS OF THE CAMPUS STUDENT GOVERNMENT: <https://bit.ly/3dbyAq6>

CHAPTER 10

LEADERSHIP TRAINING

SECTION 68. There should be programs and opportunities for the students to enhance and develop their leadership skills.

SECTION 69. The Office of Student Affairs and Services shall organize a Leadership Training for student leaders from the classroom to university level. Officers of accredited student organizations will also be provided the same opportunities. **SECTION 70.** University wide leadership training should be charged to the university funds.

SECTION 71. The following topics must be discussed in the leadership trainings: a. Basic Governance

- b. Communication
- c. Liquidation of Fund
- d. Operational
- e. Procedures

SECTION 72. Student leaders are given opportunities to attend leadership trainings outside the university in the local, regional, or national level. To ensure that student leaders have equal chances to attend such trainings, the OSAS shall develop a queuing system.

SECTION 73. Invites from different organizations will be forwarded by the Office of Student Affairs and Services to the Campus Chairperson who shall recommended participants with the note of the Campus director, depending on the nature of the seminar.

SECTION 74. For personal invitations to Leadership Trainings, recipient shall seek the recommendation of the Campus OSAS and the Campus Director to attend the training.

SECTION 75. Attendance to outside trainings will require participants to comply with the institutional policy on the conduct and attendance to off campus activity.

SECTION 76. Student leaders who have attended trainings are required to submit narrative report, liquidation and copy of the lecture from the training to the Campus OSAS. An echo seminar shall also be scheduled.

SECTION 77. In attending other trainings, seminars, and conferences, students shall seek the recommendation of the Campus OSAS/ Dean and the Campus Director to attend the training.

SECTION 78. Budget allocation for Leadership Training will be based on CHED Memo 20 series of 2011 Article III Section 6.(UNIFAST BOARD).

SECTION 79. The office of Student Development Section will regularly conduct capacity building training among student/s leaders to enhance their competency in addressing student issue and concern and will schedule quarterly consultatively session to ensure the student welfare and development. Likewise, linkages and partnership through memorandum of understanding will be established with other agencies and institutions to provide students will avenues in addressing their interest, challenges and concern. Likewise student organizations are encourage to join and participate to sessions conducted by the BPSU GFPS-CHRE capacity to building trainings.

SECTION 80: ONLINE MECHANISM for Leadership Training Seminar. Webinars session will be conducted as an alternative platforms for leadership enhancement. Student leaders will be advised to pre-register via google form links and certificate of participation will also be provided via google link drive. For asynchronous mode of delivery, a recorded session of webinar session conducted will be made available to students via this link: <https://bit.ly/3vWpGn4> to ensure flexible delivery of services. Students must use their official email address to access the

CHAPTER 12

FUNDS, APPROPRIATIONS, DISBURSEMENT AND LIQUIDATION OF CSG AND USG BUDGET (REFER TO RA 10931)

SECTION 79. The general funds of the CSG shall consist of student fees collected during every registration period.

SECTION 80. All funds collected shall be deposited in the government bank.

SECTION 81. CSG Officers should submit Action Plan of Activities with certain Budget Allocation for the following expenses:

1. Programs/Plans and Activities
2. Capacity Building (Seminar Training for Student Leaders)
3. Operational Expenses

SECTION 82. Proposed activities/projects for the current year shall include:

1. At least one community-based project;
2. GAD or Rights-based sensitive project/ program or related activity; or

3. CHED Mandated Activity.

SECTION 83. Accounting Office shall provide updated guidelines for liquidation and accounting.

SECTION 84. All other income derived from sources other than student fees shall be appropriated for special projects duly approved by the CSG upon a resolution. This shall likewise be reported to the OSAS for transparency.

SECTION 85. Immediately upon being elected and duly qualified to office, the CSG officers shall prepare a budget proposal to be recommended by the Campus Director to the University President through the Vice President for Administration and Finance and the Director for Student Affairs. (PPMP with Action Plan preparation)

SECTION 86. No funds of the CSG shall be appropriated unless its appropriation is sanctioned under the approved budget.

SECTION 87. Budget appropriations shall be governed by the provisions of the constitution and by-laws of student government.

SECTION 88. The CSC shall submit a financial statement to the Director for Student Affairs and Services at the end of every semester and midyear term. Said statement which shall first be audited by the CSC Auditor, shall be signed by the CSC President and Treasurer, and noted by the Adviser.

SECTION 89. All bills, payable notes, checks or other negotiable instruments of the organization, shall be signed and concurred by the adviser, and approved by the Director for Student Affairs and Services.

No officer of the Council shall have the power to make any bill, payable note or other negotiable instruments, or endorse the same in the name of the Council or contract or cause to be contracted any debt or liability in the name or in behalf of the organization, except as herein expressly prescribed and provided.

SECTION 90. The CSG shall not bind the student government to any financial obligation that will affect the financial status and resources of the student government without a duly approved resolution of all CSC officers concurred by the adviser.

In cases wherein an appropriation of collected student fees would be made and remitted to a federation of students or its equivalent outside the University, a referendum in which a majority of the student members voted positively shall be made before the actual appropriation.

SECTION 91. Disbursement constitutes all cash paid out during a given period either in currency or by check.

SECTION 92. All cash or check payments using CSC fund must be accompanied by cash voucher and supported with receipts bearing the amount paid.

SECTION 93. The receipts for the goods, supplies and equipment bought with CSC fund must be inspected by the Campus Disbursement Officer.

All inspected receipts must be kept for financial report.

**PART IV
CONDUCT AND DISCIPLINE**

STEPS	PROCESS	GOOGLE LINK FORM OR DOCUMENTS OR GOOGLE MEET
Step 1: FILING OF CHARGES	Students' complaints must file a written charge specifying the acts or omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations.	File complaint via google form can be accessed using this link GOOGLE FORM LINK: (Make sure to access the file using your BPSU Official email account. https://docs.google.com/forms/d/e/1FAIpQLSdihN1CNVBFNVFCTjjiSfeb5AFygEW_QBOOtG_wyPHMmdPDxVg/viewform?usp=sf_link
STEP 2: SECTION 27. PRELIMINARY INQUIRY.	Upon receipt of the complaint or report, the Office of Student Discipline, within three (3) days, shall transmit the complaint to the Student Discipline Committee or to the College Discipline Committee concerned, as the case may be. The Chairperson of the Student Discipline Committee or the College Discipline Committee, as the case may be, shall determine, within ten (10) days from receipt of the complaint, whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent.	Google link for Sample Formal Charge of Complaint https://docs.google.com/document/d/1doyZvjx24nukelG6xPKXA_R6uZvV_W1fE0aZqh-kKG68/edit?usp=sharing Failure on the part of the respondent to file an answer within the prescribed period gives the Board of Discipline the reason to expedite the case.
STEP 3 SECTION 29. HEARINGS and Notice of Hearings	After the receipt of the answer, the Office of Student Affairs shall then schedule the case for hearing, notifying all the parties to appear before the Board. Hearings shall begin not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.	Communication Letter to Members of Board of Discipline Google Docs Link: https://docs.google.com/document/d/1ZBeCaQ2B03vA7ow2oGzpQE_hqL_yvdeZBdThK9qJLg4M/edit?usp=sharing For documentation and technical purposes, send

PART V
STUDENT PUBLICATION

CHAPTER 2
OFFICIAL STUDENT PUBLICATION

Section 31: ONLINE MECHANISM. Back issues of Student Publication shall be made available to all officially enrolled students through the official BPSU website or can be accessed via this link:

Back issue of student publication: <https://bit.ly/3dpjWMg>

SCHOLARSHIP AND FINANCIAL ASSISTANCE PROGRAM

ONLINE PROCEDURE FOR SCHOLARSHIP AND FINANCIAL ASSISTANCE OFFICE (SFAO)

• **Modalities on Scholarship Application for AY 2021-2022**

1. Application for Scholarship Programs offered by the BPSU Scholarship Office shall be transacted virtually. Passing of documentary requirements shall happen through emailing files and contacting designated personnel.
2. Instruction for Scholarship Applications which includes the Documentary Requirements and Scholarship Forms must be posted on the Official Facebook page of the Scholarship Office only. ([facebook.com/BPSUScholarship-and-Financial-Assistance](https://www.facebook.com/BPSUScholarship-and-Financial-Assistance))
3. The Scholarship Office shall devise alternative platforms where deserving students who cannot pass their applications through email would be able to have equal opportunity to be selected for the scholarship grant he/she is applying for.
4. For other concerns regarding Scholarship Applications, the Scholarship office secures connectivity to serve its clientele through virtual stage and other mode of communication like text messaging and phone calls.

• **Establishing Scholarship Connections and Linkages**

1. The Scholarship Office continuously connects with benefactors to update status of their scholars especially to Private Scholarship Programs.
2. The Scholarship Office shall maintain connection with the scholars to assist them accordingly and address their concerns effectively. It may be through group chats, google meeting and/or other means of communication.
3. The Scholarship Office efficiently comply with the passing of liquidation reports to not delay the release of funding of the student-grantees specially in Tertiary Education Subsidy and other government scholarship programs

MEDICAL SERVICES AND GUIDELINES

1. PERIODIC PHYSICAL (MEDICAL) EXAMINATION

Periodic physical/medical examination shall be performed for the purpose of following up on previous findings, allowing for the early detection of academic related illness occupational and non-occupational diseases, and determining the impact of exposure to health hazards.

a. PRE-ENROLLMENT (SEMESTRAL) AND ON-THE-JOB TRAINING

All incoming and continuing students of Bataan Peninsula State University are required to submit the following laboratory results in order to assess their physical fitness to study at the university and work for OJT: CBC, urine, fecalysis, chest X-ray, snellen test, fecalysis, and HbsAg (for B.S Nursing students). These laboratory test may be done in any laboratory clinic or health facilities.

For new incoming and transferees BPSU students, a complete physical (medical) examination should be done by a duly licensed physician. The attending physician must issue a separate medical certificate certifying the student's fitness for enrollment/study. Continuing BPSU students including OJT are required to undergo physical examination at BPSU Health Services Unit / clinic.

Students has been found to have medical illness and needs treatment will be referred to the most appropriate specialist for further evaluation and management. Student must secure a certification of fitness to enroll from a specialist attending to the specific illness.

The physical (medical) examination will not, in any way, deny the student his rightful slot for enrollment. However, any delay in the treatment or management might delay his/her enrollment and deployment for OJT until the medical condition has been addressed.

During COVID-19 pandemic, a copy of Covid-19 vaccination card/certificate may required for face to face classes as per CHED-DOH JMC no. 2021-004. While unvaccinated and partially unvaccinated student shall continue under flexible learning modalities. Dental clearance/ certificate may also required prior to OJT.

b. PRE-PARTICIPATION IN SPORTS

All students who wish to participate in sports should undergo pre-participation medical examination at least two (2) weeks prior to event and must be coordinated to our campus clinics.

The purpose of this medical examination is to:

1. Evaluate the health status of the athlete.
2. Identify conditions that may impair/preclude participation in specific sports.
3. Diagnosis of undetected diseases and manageable conditions
4. Prevent further injuries by identifying and treating musculoskeletal pathologies
5. Classify and Advise athletes on specific sports participation.
6. Satisfy legal and insurance requirements of athletic governing boards.

Students who will participate in sports must submitted the following laboratory results: Complete blood count, urinalysis, chest X-ray and undergo physical examination at BPSU campus clinic. Additional laboratory test may required if an illness or disease detected.

A medical certificate certifying the athlete's health fitness to participate in specific sports will be issued by the university physician. Dental clearance/certificate may also required prior to participation in sports.

c. ANNUAL MEDICAL EXAMINATION OF EMPLOYEES

Annual medical examination of employees shall be as complete and as thorough as the pre-medical employment examination and include general clinical examinations. These examination shall have an interval of no longer than one year between two (2) consecutive periodic physical examination. Medical examination of employees shall be coordinated with registered employee organization of the university for possible funding of laboratory test. (JMC no. 1 s 2020)

d. MEDICAL EXAMINATION FOR OTHER OFF-CAMPUS ACTIVITIES.

2. ISSUANCE OF MEDICAL CERTIFICATE FOR THE FOLLOWING PURPOSES:

- a. Readmission to class
- b. For athletic events participation
- c. Scholarship
- d. Pre-employment
- e. On-the-Job Training/Practice Teaching/Internship
- f. Field Trips/Practicum
- g. Pre-enrolment

3. MEDICAL CONSULTATION/CHECK-UP

BPSU health services offers free medical consultation for BPSU students and employees. A medical certificate with diagnosis and recommendation will be issued by the university physician upon request of the patient.

The university physician will evaluate, diagnose, and prescribe treatment for the ailment. As long as the specified medication is readily available, campus clinics will provide free medication. Complicated cases will be referred to specialists for additional evaluation and treatment. Urgent cases will receive rapid attention, initial treatment, and referral to a higher-level institution.

In addition to campus clinics, online consultation and telemedicine are available for medical consultation. BPSU students and employees may contact us at our campus clinic pages for online consultation/telemedicine.

Clinic Hours: Monday to Friday, 8:00AM to 5:00PM

FB pages link of Health Services Units

Abucay Campus	https://www.facebook.com/bpsuabucayhsu/
Balanga Campus	https://www.facebook.com/bpsubchsu/
Dinalupihan Campus	https://web.facebook.com/bpsudchsu
Orani Campus	https://web.facebook.com/bpsuocclinic
Main/Central Campus	https://web.facebook.com/bpsumainhsu
Bagac Campus	https://web.facebook.com/BPSUBagachSU/

Please follow this format when you contact us at our facebook pages:

Name:

Age:

Year and Course:

Student ID number:

Contact number:

Health concern:

4. COUNSELLING (in coordination with University Guidance Councilors)

Provision of counseling in the area of nutrition, exercise, healthy lifestyle and support for prevention of addiction in general (such as alcohol, drugs, smoking, computer, and game addiction). Students and staff with physical and behavioral symptoms of depression, anxiety disorder, or other mental health issues will be referred to a university guidance counselor for counseling, as well as a specialist physician for their specific ailment.

Counseling must be voluntary and must be provided after a referral was made by a teacher, student, or any school personnel.

5. HEALTH EDUCATION (in coordination with Safety and Health Committee)

A range of health programs and webinars/seminars are conducted as mandated by CHED, DOH, and CSC (OSH) to promote and maintain the optimal health of BPSU students and employees.

Health topics:

- a. Cessation of Tobacco Smoking
- b. Alcoholism and Drug Addiction
- c. HIV and AIDS
- d. Hepatitis B
- e. Mental health (in collaboration with GC)
- f. Tuberculosis and other Respiratory Tract Infections
- g. Covid-19, Flu, and Pneumonia
- h. Dengue Fever Awareness

- i. Neglected Tropical Diseases (Filariasis, Schistosomiasis, Leprosy, Rabies)
- j. other communicable diseases and non-communicable diseases
- k. Health Nutrition and Oral Health
- l. Ergonomics

6. HEALTH PROMOTION (in coordination with Safety and Health Committee)

- a. Periodic inspection of university canteens.
- b. Periodic inspection of university dormitories.
- c. Periodic inspection of comfort rooms.
- d. Interpretation of water analysis and recommendation.
- e. Maintaining a healthful environment for every employees and students.
- f. Hazard identification, risk assessment and control.

7. DENTAL SERVICES

The university dentist conducts routine dental examinations, consultations, and referrals as necessary. All dental services are provided at no cost. Appointments for dental care must be coordinated with health services personnel.

Other dental services

- a. Dental Health Promotion and Education
- b. Oral prophylaxis
- c. Oral restoration
- d. Tooth extraction

8. INSURANCE AND CHARITY CLAIMS

All BPSU employees and enrolled students are entitled to avail our University's charity fund and accident insurance. To avail the following claims, qualified students and employees must submit the following documents:

1. Medical Abstract/Death certificate.
2. Official receipt from hospital and pharmacy.
3. School Identification card or Certificate of Registration.

4. Filled/completed charity fund or insurance form provided by the university clinic.

All documents must submit to campus clinic for verification. Clients should wait for fifteen (15) to twenty (20) working days to process the insurance/charity claims. Campus nurses will notify the client or relatives once the cheque is available.

EMERGENCY SIGNS AND SYMPTOMS

In cases of illness or emergency, with the assistance of nurses, physician will evaluate, diagnose, and administer initial treatment. If serious symptoms persist, the patient's guardian will be notified and the patient will be referred to the medical facility of choice. University nurses will assist with the transfer or transportation of patient.

The following are identified serious/emergency signs and symptoms

- Syncope
- Unconsciousness
- Chest pain/discomfort
- Palpitation
- Shortness of breath / Difficulty of Breathing
- Change in sensorium
- Limited range of motion
- Uncontrollable bleeding
- Obvious loss of normal function
- Elevated Blood Pressure (BP systolic of >160)
- Severe body weakness or unilateral body weakness
- Slurring of speech and drooling of saliva
- Generalized rashes/urticaria

GENERAL GUIDELINES DURING PANDEMIC

1. Students and employees exhibiting flu-like symptoms, including fever, cough, colds, sore throat, and body aches, are advised not to report to class or work physically and to observe home quarantine/isolation, as directed by the university physician.
2. Students and staff suffering the aforementioned symptoms are obligated to report them via online consultation to the health services unit. Medical prescriptions and a medical certificate detailing your diagnosis and physician's recommendation will be provided.
3. CoViD-19 test (RT-PCR/Rapid Antigen Swab Test) may required if severe symptoms occurs, e.g. Difficulty of breathing.
4. Depending on the patient's signs and symptoms and physician's assessment, a request for a

diagnostics test may be necessary.

- a. Fever and chills : Complete blood count with platelet count ; Urinalysis
 - b. Palpitation and elevated pulse rate: 12 – Lead Electrocardiogram; Thyroid function test
 - c. Chest pain: 12 – Lead Electrocardiogram
 - d. Elevated blood pressure: Hypertensive work-up (blood chemistry)
 - e. Chronic headache: Cranial CT-Scan with contrast
 - f. Pain and Limited range of motion of extremities: X-Ray
 - g. Two weeks cough: Chest X-ray
 - h. Dizziness: Random blood Sugar; Complete blood count; Cranial CT-scan
 - i. Difficulty in urination, flank pain: Urinalysis
 - j. Diarrhea: Fecalalysis
 - k. Generalized body weakness: Serum electrolytes; complete blood count
 - l. Abdominal Pain: whole abdomen ultrasound
 - m. Abnormal vaginal bleeding: Transvaginal/pelvic ultrasound; complete blood count;
5. Initial management should be done at the clinic before referring to other health facility. A written consent will secure prior to administering initial management and medication. Medications will be administer as directed by the physician.
- a. Fever : Anti-pyretic medication; Tepid sponge bath.
 - b. Difficulty of breathing: Oxygen saturation will be check; if below 95%, patient will be given oxygen supplementation at 2-3 Lpm; Wheezes upon auscultation: nebulization with Salbutamol + Ipratropium every 15 minutes for 3 doses. Other medications may be given as per physician's order.
 - c. Stiffening of hands and peri-oral numbness: Brown bag breathing technique.
 - d. Palpitations: 12-L ECG will be done at the clinic; Medications will be given as per physician's order.
 - e. Chest heaviness or tightness: Oxygen supplementation will be given; 12-L ECG should be done immediately at the clinic.
 - f. Dizziness: Anti-vertigo medications will be given.
 - g. Vomiting: Anti-emetic and Antacids will be given
 - h. Headache: Analgesics or Pain killers medications will be given
 - i. Diarrhea: Anti-diarrheal medication like Racecadotril; oral rehydration salt; and Intravenous fluid if with dehydration;
 - j. Abdominal pain: Management will depend on the location of abdominal pain.
 - k. Loss of consciousness: Oxygen supplementation will be given immediately; Random blood sugar should be done. Low RBS (below 70 mg/dL), D50/50 injection through intravenous will be administered.

- l. Elevated Blood Pressure: Anti-hypertensive medication will be given as per physician's order. The patient will stay at the clinic until the blood pressure is controlled.
 - m. Rashes: If generalized rashes is noted
 - n. Other symptoms: Management will depend on the university physician's order.
6. Patient with suspected and confirmed communicable disease such as CoViD-19 infection, Varicella, Measles, Conjunctivitis, Tuberculosis, Pneumonia and other communicable disease are required to undergo home quarantine as per advise by the university physician.
7. Immediate attention will be given to wounds resulting from mechanical injury or animal bite. If available, anti-tetanus and tetanus toxoid vaccines will be administered in the clinic. If unavailable, the patient will be referred to the closest hospital or animal bite facility.
8. An absence slip/excuse slip/certificate of appearance will be issued by the campus nurse. Medical certificate will be issued upon the request of patient.
9. Upon reevaluation, certification for return to work/class may be issued to a patient whose absence was due to an infectious disease.
10. The patient will sign a waiver declaring "refused for treatment", "refused for referral", or "discharged against medical advice" if he or she refuses treatment and referral to another medical facility. The health services professionals will ensure that the patient understands the consequences and potential effects of refusing treatment.
11. Privacy and confidentiality of Employees' and Students' Health Record are always maintained.

CONTACT DETAILS FOR ONLINE HEALTH SERVICES

Campus	Email	Facebook Page
Abucay Campus	medical_ac@bpsu.edu.ph	https://www.facebook.com/bpsuabucayhsu
Balanga Campus	medical_bc@bpsu.edu.ph	https://www.facebook.com/bpsubchsu
Dinalupihan Campus	medical_dc@bpsu.edu.ph	https://web.facebook.com/bpsudchsu
Orani Campus	medical_oc@bpsu.edu.ph	https://web.facebook.com/bpsuocclinic
Main/Central Campus	medical_mc@bpsu.edu.ph	https://web.facebook.com/bpsumainhsu
Bagac Campus	---	https://web.facebook.com/BPSUBagacHSU

CLINIC HOURS

Monday to Friday
8AM to 5PM

PART IX

LIBRARY INFORMATION SERVICES ONLINE SERVICES

1. Ask A Librarian

Librarian or library staff assist users in their inquiries, find answers to factual questions, help with search strategy, references to printed and online books, journal and magazine articles, theses or dissertation, web resources, etc. via email messages or online chats.

Schedule of Availability of Service:

Monday to Saturday

8:00 AM – 5:00 PM

Who May Avail of the Service?

BPSU Students (Undergraduate and Graduate);

BPSU faculty and Non-Teaching Employees; and

Alumni and Outside Researchers

What are the Basic Requirements?

None

Duration:

5 minutes (for Ready Reference Query)

1 hour and 5 minutes or more (Long Reference Query)

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Send inquiries via text messages/chat and email.	Analyze the inquiry (If Ready Reference or Long reference Queries)	5 minutes	Librarian/ Library Staff	None	None
2		Ready Reference will be answered promptly. For Long Reference queries: Librarian/ library staff will search for the answers or available resources	5 minutes 1 hour or more	Librarian/ Library Staff	None	None
3	Client will be notified once the answers/ resources are available.					
END OF TRANSACTION						

2. Request for Document Delivery Service (Scan and Send)

Librarian or library staff provides client with their requested book chapters and journal articles in digital copy.

Schedule of Availability of Service:

Monday to Friday (Undergraduate)

8:00 AM – 5: 00 PM

Monday to Saturday (Graduate)

8:00 AM – 5: 00 PM

Who May Avail of the Service?

BBPSU Students (Undergraduate and Graduate);

BPSU faculty and Non-Teaching Employees; and

Alumni and Outside Researchers

What are the Basic Requirements?

None

Duration:

5 minutes (for Ready Reference Query)

1 hour and 5minutes or more (Long Reference Query)

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Send inquiries/ requests via chat or email and fill-out the Google Forms for Scan and Send	Search for the availability of the requested materials.	5 minutes	Librarian/ Library Staff	None	None
2	Client will wait for the notification of the librarian/ library staff once the materials are available.	Send the scanned copy via e-mail and notify the client.	10 minutes	Librarian/ Library Staff	None	None
END OF TRANSACTION						

3. Remote Access to E-Resources

Librarian or library staff provides client with instructions to access online database and available collection from the web Online Public Access Catalog (OPAC).

Schedule of Availability of Service:

Monday to Saturday

08:00 a.m. to 05:00 p.m.

Who May Avail of the Service?

Officially enrolled students; and

Faculty and Non- teaching Personnel

What are the Requirements?

1. For BPSU student, library card and/or BPSU ID.

2. For faculty and Non- teaching Personnel, present the library card and /or BPSU ID

Duration:

15 minutes

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Send inquiries/ requests via chat or email	Verify requirements	5 minutes	Librarian/ Library Staff	None	None
2		Send access information to the client or direct the client to the link for remote access (online databases and webOPAC)	10 minutes	Librarian/ Library Staff	None	None
END OF TRANSACTION						

4. Online Application of Library Card (First Year Student)

Schedule of Availability of Service:

Monday to Saturday- 24/7

Who May Avail of the Service?

BPSU First Year Students; and
Newly enrolled Graduate students

What are the Requirements?

1. Certificate of Registration (C.O.R)
2. 1x1 picture with white background

Duration:

6 minutes

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Fill-out the Google form for Application of New Library Card	Validate filled-out Google form for New Library Card	3 minutes	Librarian/ Library Staff	None	Filled-out Google form for New Library Card
2		Print the form and card with picture.	3 minutes	Librarian/ Library Staff	None	Patron's Information Sheet (Google Form) Library Card

3	Client will be notified once the answers/ resources are available.					
END OF TRANSACTION						

5. Online Request for Purchase/Acquisition of Library Materials

Library service encourages the client to request references to support teaching and learning which will be evaluated and considered for acquisition.

Schedule of Availability of Service:

Monday to Saturday – 24/7

Who May Avail of the Service?

Officially enrolled students; and
Faculty and Non- teaching Personnel

What are the Requirements?

None

Duration:

6 minutes

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Send requests via chat or email and fill-out Google form for purchase/ acquisition of library material	Review and validate the request.	5 minutes	Librarian/ Library Staff	None	Google form for purchase/ acquisition of library material
2		File the form for reference purposes and acquisition	1 minute	Librarian/ Library Staff	None	
3	Client will wait for the notification of the librarian/ library staff on the status of the request.					
END OF TRANSACTION						

6. Online Library User Education

This service includes library orientation, online database tutorials, and specialized instruction. Library's guide to new normal most especially on the access and use of electronic resources.

Schedule of Availability of Service:

By Schedule

Who May Avail of the Service?

Officially enrolled students; and
Faculty and Non- teaching Personnel

What are the Requirements?

Request letter

Duration:

30 minutes – 1 hour

How to Avail the Service?

Step	Applicant/ Client	Action Officer	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1	Send requests through email and fill-out Google form for online user education	Review and validate the request.	5 minutes	Librarian/ Library Staff	None	Google form for online user education
2		File the form for reference purposes	1 minute	Librarian/ Library Staff	None	
3	Client will wait for the approval of the librarian on the status of the request and schedule.					
END OF TRANSACTION						

APPROVED:

Board of Regents Resolution No. 23, series of 2009
11th Meeting (Special) of the Bataan Peninsula State University Board of Regents
13 July 2009

AMENDED:

Board of Regents Resolution No. 16, series of 2010
14th Meeting (Regular) of the Bataan Peninsula State University Board of Regents
08 June 2010

REVISED:

Board of Regents Resolution No. 55, series of 2019
62nd Meeting (Regular) of the Bataan Peninsula State University Board of Regents
2 September 2019

Learning Continuity Plan
Review and Evaluate by CHED (July 12, 2022)

Supplemental Provision
Approved by University President (July 15, 2022)



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