



REPUBLIC OF THE PHILIPPINES  
**TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**  
**CAVITE CAMPUS**

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**VISION**

*(BOR Resolution No. 25 s. 2016)*  
A premier state university with recognized excellence in engineering and technology education at par with leading universities in the ASEAN region.

**MISSION**

*(Section 2 of P.D. No. 1518)*  
The University shall provide higher and advanced vocational, technical, industrial, technological and professional education and training in industries and technology and in practical arts leading to certificates, diplomas and degrees. It shall provide progressive leadership in applied research, developmental studies in technical, industrial, and technological fields and production using indigenous materials; effect technology transfer in the countryside; and assist in the development of small-and-medium scale industries in identified growth centers.

**DEPARTMENT  
OF INDUSTRIAL EDUCATION  
GOALS**

1. To periodically review the curricular program to produce competent and committed teachers.
2. To undertake development and innovative researchers in Industrial Education.
3. To facilitate transfer of technology in Industrial Education through expanded and effective linkages with industry and other sectors.
4. To produce teachers who understand and appreciate genuine human ideas and values.
5. To imbue prospective teachers with desirable characteristics.

**OBJECTIVES**

1. Offer relevant and responsive curricular programs.
2. Initiate the conduct of researches in pedagogy and related educational technology.
3. Intensify community involvement through extension programs and projects.
4. Develop attitude, personal discipline, moral, social and cultural values of the students.
5. Equip prospective teachers with desirable personal and social characteristics, qualities and traits.

## S.6.1.5. Student Handbook Development



1 Technological University of the  
2 Philippines

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5 **STUDENT**  
6 **HANDBOOK**

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8 ~~Technological University of the~~  
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## FOREWORD

The Student Handbook is a complete presentation of all the concerns that refer to the students' involvement in the activities of the Technological University of the Philippines. It provides the directions the students have to take to facilitate with ease and purpose their various intentions in relating with the University life.

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The Student Handbook serves as a guide to indicate the information the students need on areas of extreme interest to them. Thus, they are provided with the clarity of movement to design and formulate with understanding their University objectives.

So students, welcome to the Technological University of the Philippines.

Your stay in the University will mark a most significant imprint in your new status as a participant in the movement and concerns of the Technological University of the Philippines.

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# TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES 2013-2020 REVISED STUDENT HANDBOOK

## I. TITLE AND SCOPE

This Handbook shall be known as the 2013-2020 Revised Student Handbook of the Technological University of the Philippines.

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It contains general information about the TUP, academic policies, student services and the Rules of Student Conduct and Discipline.

The policies and rules and regulations provided in this Handbook shall apply to all students of TUP.

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## II. GENERAL INFORMATION

### TUP HISTORY

**MTS (1901-1910).** The Technological University of the Philippines was first established as the Manila Trade School (MTS) in 1901 upon the enactment of Act No. 74 by the United States Philippines Commission for the instruction of the Filipinos on useful trades- (to be reviewed). Originally housed near Ateneo de Manila in Intramuros, the MTS transferred to the Exposicion Regional de Filipinos in Calle Padre Faura. Six years later, the MTS transferred to the City Shops in Calle Arroceros. English and Industrial courses, which included carpentry, telegraphy, machine shop work, furniture making, wood carving, boat building, plumbing, blacksmithing, mechanical and architectural drawing, were offered in the primary school level during this period, considering that the pupils were already adults. They were studying certain trades which they intended to follow after leaving school.

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80 **PSAT (1910-1959).** In 1910, the MTS was renamed the Philippine School of  
81 Arts and Trades (PSAT) (to be reviewed what law supports/basis for the name). It started  
82 to offer intermediate grade courses. The primary school level was phased out. With the  
83 growing student population during that time, PSAT relocated in 1916 to a 36,130.4 square  
84 meter property, its new campus site at Lot 1, Block 1495, Cad. 13, Manila Cadastre,  
85 located in Ermita, Manila bounded on the Southeast by Calle San ~~Marcelino~~ on the  
86 southwest by Estero Balete; on the northwest by Taft Avenue; and on the northeast by  
87 Ayala Boulevard. Since then, this became the site of the TUP Main campus.

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89 In 1915, PSAT was authorized to offer a secondary level curriculum and in  
90 1927, it was classified as a full secondary level school. The intermediate grades were  
91 completely abolished and new courses, practical electricity and marine engineering, were  
92 offered. In 1928, PSAT piloted the first two-year college courses for industrial education  
93 and for skilled workers and, in 1934, the program was formally organized. In 1937, PSAT  
94 was formally classified as a junior college with two departments: teacher education and  
95 technical education. In 1941, the school closed because of the Pacific War of World War  
96 II. After the war in 1945, PSAT reopened and accommodated in 1949, Dr. Frederick  
97 Leasure, the first Fulbright exchange professor and a professor of industrial education. In  
98 1951, PSAT was granted authority to offer a four-year degree program leading to a BS in  
99 Industrial Education degree. This was a first among schools.

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101 **PCAT (1959-1978).** On June 17, 1959, PSAT was converted into the  
102 Philippine College of Arts and Trades (PCAT) pursuant to Republic Act (RA) No. 2237 –  
103 the PCAT Charter. Under the said Charter, PCAT was mandated to offer courses in arts,  
104 industrial education and technology leading to baccalaureate and graduate degrees. This  
105 enabled the College to pioneer the offering of a graduate degree program in industrial  
106 education in the second semester of SY 1959-1960. During this period, the tatak “PCAT”  
107 became well known throughout the country due to the quality of the pioneering industrial  
108 and technology programs being offered for the Filipinos.

109  
110 **TUP (1978 to present).** After 19 years, PCAT was converted into what is  
111 now known as the Technological University of the Philippines (TUP), by virtue of  
112 Presidential Decree No. 1518, on June 11, 1978. The TUP Charter mandates that the  
113 University shall provide higher and advanced vocational, technical, industrial,  
114 technological, and professional education and training in the industry, technology, and  
115 practical arts leading to certificates, diplomas and degrees. It shall provide progressive  
116 leadership in applied research, developmental studies in the technical, industrial and  
117 technological fields and production using indigenous materials; effect technology transfer  
118 in the countryside; and assist in the development of small and medium scale industries in  
119 identified growth-centers (Sec.2 PD 1518).

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121 **TUP Expansion into the National Polytechnic System.** When the National  
122 Government established projects pursuant to Presidential Decree No.6-A, three (3)  
123 prototype technician institutes in the Philippines were established and funded under Credit  
124 Agreement 349 PH with the World Bank, namely: the Manila Technician Institute (MTI) in  
125 Taguig, Metro Manila (1977); the Visayas Technician Institute (VTI) in Talisay, Negros

126 Occidental (1977); and the Iligan Institute of Technology (IIT) in Iligan City, and ten (10)  
127 Regional Manpower Training Centers of the National Manpower and Youth Council  
128 (NMYC now TESDA) in various parts of the country. With the urgent need to integrate all  
129 the programs and activities of the said state-supported institutions and with the conversion  
130 of PCAT to TUP to provide leadership in education developing the manpower potential in  
131 the fields of vocational, technical, industrial, technological and professional skills, through  
132 the technological program of education, Former President Ferdinand E. Marcos issued a  
133 Letter of Implementation (LOI) No.79 on December 28, 1978 establishing a National  
134 Polytechnic System on Technical/Technician Education through the integration of all the  
135 state-supported institutions in the Philippines. LOI 79 provides that the National  
136 Polytechnic System shall be organized and established with the Technological University  
137 of the Philippines (TUP) as the apex of the system, and the three (3) prototype technician  
138 institutes, the ten (10) Regional Manpower Training Centers, as well as all the other state  
139 supported institutions engaged in similar programs as components of the system. The MTI  
140 and VTI shall be maintained and operated under the administration and supervision of the  
141 TUP; provided, however, that with respect to the IIT, which shall be under the  
142 administration of the Mindanao State University, TUP shall only exercise functional  
143 supervision over its technical/technician programs for purposes of the coordination and the  
144 effective operation of the system. This arrangement, however, with respect to IIT did not  
145 materialize. But in the case of MTI, and VTI, their lands, buildings, facilities, equipment,  
146 appropriations and qualified personnel were effectively transferred to TUP. In 1985, the  
147 TUP Board of Regents officially renamed MTI and VTI as TUP Taguig and TUP Visayas,  
148 respectively.

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150 In 1981, the University expanded further when the Board of Regents  
151 established the TUP Cavite Campus in Barangay Salitran IV, Dasmariñas City, Cavite and  
152 made it operational from 1982 to the present. This Campus was opened to cater to the  
153 needs for technology education of the people in the CALABARZON area.

#### 154 155 **The Leaders Behind the Years of Excellence in Technology Education.**

156 Ronald P. Gleason was the first principal (1901-1904) of the trade school; J.J. Eaton was  
157 the first superintendent (1905-1906); and Gregorio J. Sevilla was the first Filipino  
158 Superintendent (1936-1939). Prof. Apolinario G. Apilado succeeded him as the second  
159 president (1962-1967). Dr. Jose R. Vergara was the third president of PCAT and the first  
160 president of TUP (1968-1988). He was succeeded by ~~Dr.~~ Frederick So. P~~A~~ada, the second  
161 TUP president (1988-2000). Dr. Bernardo F. Adiviso served as the third president (Aug. 1-  
162 16, 2000), followed by Dr. Fedeserio C. Camarao who became the fourth and the  
163 centennial president (March 28, 2001 – March 27, 2005). Dr. Godofredo E. Gallega served  
164 as the fifth president (October 10, 2005 – October 9, 2009); ~~and~~ Dr. Olympio V. Caparas is  
165 the sixth president of TUP (October 16, 2009 to October 15, 2013) and Officer-in-Charge  
166 of the University (October 16, 2013 to April 13, 2014); Dr. Adora S. Pili, is the seventh  
167 and the first lady president of the University (April 14, 2014 to April 13, 2018) and Dr.  
168 Jesus Rodrigo F. Torres, is the eighth TUP president (September 24, 2018 to present).-

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**THE TUP SEAL (OFFICIAL LOGO)**



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**Intellectual Property Office (IPO) Certificate of Registration No. 4-2012-007718**

Date of Registration: November 22, 2012  
Term: 10 Years (Until November 22, 2022)  
Claim of Color: Red, Gray, Black

Disclaimer: No Claim is made to the exclusive use of words "Technological, University, Philippines and Year 1901" apart from the mark as shown.  
Published for Opposition: IPO e-gazette, released on October 22, 2012

**Description of the Name/Logo:** The *Seal of the Technological University of the Philippines* bears a 16-cog gear that represents the 16 areas of specialized courses in skill training, with an inscription of Technological University of the Philippines, following the circle that forms a ring, the color of the gear which is cardinal red symbolizes bravery and purity, and inside the ring is gray color for work. The 1901 at the bottom represents the year when the institution was established. There is inscribed symbol of Pythagorean Theorem which means that "the area of the squares on the hypotenuse of the triangle is equal to the sum of the squares on the two sides of the trianglethe area of the squares on the hypotenuse of the triangle is equal to the sum of the squares on the two sides of the triangle". The side with nine (9) square-box represents the graduate programs; the side with 16-square box symbolizes the different major technology areas; and the 25-square box, represents the bachelor programs, which emphasizes the relevance of mathematics, science, physics, trigonometry, arts and other related areas of studies that shall complete the skills training aimed at producing quality graduates.

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218 Paper, cardboard and goods made from these materials not included in other  
219 classes; printed matter, bookbinding material, photograph, stationary, adhesives for  
220 stationary or household purposes. Artist's materials; paint brushes, typewriters and office  
221 requisites (except furniture); instructional and teaching material (except apparatus); plastic  
222 materials for packaging (not included in other classes); playing cards; printer's type printing  
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225 Education; training; entertainment; sporting and cultural activities

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227 Scientific and technological services and research and design relating thereto;  
228 industrial analysis and research services; design and development of computer hardware  
229 and software; legal services.

## 230 **ACADEMIC PROGRAMS**

### 231 **A. MANILA CAMPUS**

#### 232 **1. College of Architecture and Fine Arts (CAFA)**

233  
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237 Master in Architecture

238 Master in Graphics Technology

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240 Bachelor of Science in Architecture

241 Bachelor of Fine Arts

242 Bachelor in Graphics Technology

243 Major in: Architecture Technology

244 Industrial Design

245 Mechanical Drafting Technology

#### 246 247 **2. College of Industrial Education (CIE)**

248  
249 Doctor of Philosophy in Technology Management

250 Doctor of Technology

251 Doctor of Education

252 Major in: Career Guidance

253 Industrial Education Management

254  
255 Master of Arts in Industrial Education

256 Major in: Administration and Supervision

257 Curriculum and Instruction

258 Educational Technology

259 Guidance and Counseling

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261 Master of Technology Education

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263 Master of Arts in Teaching

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264 Major in: Technology and Home Economics

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265 Bachelor of Science in Industrial Education

267 Major in: Art Education

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268 Computer Education

269 Electrical Technology

270 Electronics Technology

271 Home Economics

272 Industrial Arts

273 Bachelor of Technical Teacher Education

274 TUP – Batangas (Extension Program)

275 3. College of Liberal Arts (CLA)

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278 Doctor of Management Science

280 Master in Management

282 Bachelor of Science in Business Administration

283 Major in: Industrial Management

284 Bachelor of Science in Entrepreneurship

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285 4. College of Engineering (COE)

288 Master of Engineering Program

289 Master of Science in Civil Engineering

290 Master of Science in Electrical Engineering

291 Master of Science in Mechanical Engineering

292 Bachelor of Science in Civil Engineering

293 Bachelor of Science in Electrical Engineering

294 Bachelor of Science in Electronics Engineering

295 Bachelor of Science in Mechanical Engineering

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296 5. College of Science (COS)

297 Master of Arts in Teaching

298 Major in: Chemistry

299 General Science

300 Mathematics

301 Physics

302 Bachelor in Applied Science

303 Major in: Laboratory Technology

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Bachelor of Science in Computer Science  
Bachelor of Science in Environmental Science  
Bachelor of Science in Information Technology  
Bachelor of Science in Information Systems

**6. College of Industrial Technology (CIT)**

Master of Information Technology  
Master of Technology  
Bachelor of Science in Food Technology  
Bachelor of Science in Hotel and Restaurant Management  
Bachelor of Technology  
Bachelor of Technology  
Major in: Information Technology

**\*Three-Year Engineering Technology (Diploma) Courses:**

Apparel and Fashion Technology  
Automotive Engineering Technology  
Civil Engineering Technology  
Computer Engineering Technology  
Electrical Engineering Technology  
Electronic Communications Engineering Technology  
Electronics Engineering Technology  
Graphic Arts and Printing Technology  
Instrumentation and Control Engineering Technology  
Mechanical Engineering Technology  
Nutrition and Food Technology  
Power Engineering Technology  
Railway Engineering Technology  
Refrigeration and Air Conditioning Engineering Technology  
Tool and Die Engineering Technology  
Welding Engineering Technology

\*Effective First Semester SY 2014 – 2015, all Three-Year Engineering Technology (Diploma) Courses shall become Four-Year Bachelor of Technology Programs\*

**TUP – Quezon (Extension Program)**

Bachelor of Engineering Technology

**B. CAVITE CAMPUS**

~~Off-Campus Site of the Graduate Programs of the Manila Campus~~

~~Bachelor of Science in Industrial Education~~  
~~Bachelor of Technical Teacher Education~~

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356 ~~\_\_\_\_\_ Bachelor of Technology~~  
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358 ~~Off-Campus Site of the Engineering Programs of the Manila Campus~~  
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360 ~~\_\_\_\_\_ Bachelor of Science in Civil Engineering~~  
361 ~~Bachelor of Science in Electrical Engineering~~  
362 ~~Bachelor of Science in Mechanical Engineering~~  
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365 ~~Bachelor of Graphics Technology~~  
366 ~~-Architecture Technology~~

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368 ~~Bachelor of Engineering Technology~~  
369 ~~-Electrical Technology~~  
370 ~~-Electronics Technology~~  
371 ~~\*Industrial Automation Technology~~  
372 ~~-Computer Engineering Technology~~  
373 ~~-Civil Technology~~  
374 ~~-Mechanical Technology~~  
375 ~~-Mechanical Engineering Technology~~  
376 ~~\*Automotive Technology~~  
377 ~~\*Power Plant Technology~~

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378 ~~Bachelor of Science in Industrial Education~~  
379 ~~-Information and Communication Technology~~  
380 ~~-Industrial Arts~~  
381 ~~Bachelor of Technical Vocational Teacher Education~~  
382 ~~-Automotive~~  
383 ~~-Electrical~~  
384 ~~-Computer Programming~~

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386 ~~Off-Campus Site of the Graduate Programs of the Manila Campus~~  
387 ~~Master of Arts in Industrial Education~~  
388 ~~-Education Technology~~

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389 ~~▲~~ ~~Three-Year Engineering Technology (Diploma) Courses:~~

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391 ~~Architecture Technology~~  
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393 ~~Automotive Engineering Technology~~  
394 ~~Civil Engineering Technology~~  
395 ~~Computer Engineering Technology~~  
396 ~~\_\_\_\_\_~~  
397 ~~Electrical Engineering Technology~~  
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399 ~~Electronics Engineering Technology~~  
400 ~~Mechanical Engineering Technology~~  
401 ~~Power Plant Engineering Technology~~

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**C. TAGUIG CAMPUS**

Off-Campus Site of the Graduate Programs of the Manila Campus

• **STRAIGHT DEGREE PROGRAM**

~~Bachelor of Engineering~~

~~Bachelor of Science in Civil Engineering~~

~~Bachelor of Science in Electrical Engineering~~

~~Bachelor of Science in Electronics Engineering~~

~~Bachelor of Science in Mechanical Engineering~~

~~Bachelor of Technology in Information Technology~~

~~Bachelor of Technology Science in Environmental Science~~

~~Bachelor of Science in Information Technology~~

~~Bachelor in Graphics Technology major in Architecture Technology~~

~~Bachelor of Technical Education Technical-Vocational~~

Teacher Education major in

Electronics Technology

Electrical Technology

Information & Communication Technology – Computer Hardware

Information & Communication Technology – Computer Programming

Three Year Engineering Technology (Diploma) Courses Bachelor of

Engineering Technology (BET) major in:

Architectural Technology

Automotive Engineering Technology

Biochemical Engineering Technology

Chemical Engineering Technology

Civil Engineering Technology

Dies & Moulds Technology

Computer Engineering Technology

Electrical Engineering Technology

Electronics Engineering Technology

Electromechanical Engineering Technology

Instrumentation and Control Engineering Technology

Mechanical Engineering Technology

Mechatronics Technology

Non-Destructive Testing Engineering Technology

Heating, Ventilating, Air-conditioning and Refrigeration Technology

• **LADDERIZED DEGREE PROGRAM**

Bachelor of Science in Civil Engineering

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- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Science in Environmental Science
- Bachelor of Technology in Information Technology
- Bachelor of Technical Teacher Education
- Bachelor of Engineering

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~~*Engineering Technology (formerly known as Refrigeration and Air conditioning Technology)*~~

~~*Tool Engineering Technology*~~

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**D. VISAYAS CAMPUS**

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- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Technology Major in: ~~—~~ Mechatronics Technology
- Bachelor in Chemistry
- Bachelor of Science in Engineering Technology (BSET) Major in
  - Automotive Engineering Technology
  - Chemical Engineering Technology
  - Computer Engineering Technology
  - Electrical Engineering Technology
  - Electro-Mechanical Engineering Technology
  - Electronics Engineering Technology
  - Manufacturing Engineering Technology
  - Heating, Ventilating, Air-conditioning, and Refrigeration Engineering Technology
  - ETEEAP

Off-Campus Site of the Graduate Programs of the Manila Campus:

- Doctor of Technology
- Master of Technology
- Master in Management

**TUP – Sagay (Extension Program)**

- BSET major in Automotive Engineering Technology
- BSET major in Electronics Engineering Technology

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### III. ACADEMIC POLICIES

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#### General Admission Requirements:

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#### For Undergraduate Programs:

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#### For a. Senior High School Graduates

1. Must pass the pre-admission requirements (based on the Memorandum issued by the Office of the Vice President for Academic Affairs dated June 1, 2020).

~~2. Must pass the Admission Test.~~

~~3. Must pass the interview.~~

~~4. Must possess good moral character.~~

~~5. Must pass the physical and medical examination fit.~~

6. Must sign/comply with the Student Pledge upon enrollment.

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#### b. For Transferees

A transfer student from ~~other other schools~~ may be admitted in the college / campus concerned provided that he has no failed / dropped mark / incomplete grade and he satisfies the admission requirements of the program ~~in the college concerned~~.

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#### c. For ALS / PEP Test

Must present a certification of Alternative Learning System (ALS) Results or (AF5 form) from DepEd.

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**For Applicants in the Continuum/Ladderized Program:**

1. Must pass the interview and the written/oral exams.
2. Must meet the grade requirements of the course being applied for.
3. Must be of good moral character.
4. Must be physically and mentally fit.
5. Must be a graduate of a three-year diploma courses.
6. Must sign/comply with the Student Pledge.

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**For Applicants in the Master's and Doctorate Programs:**

1. Must be a graduate of a relevant Bachelor or Master's degree
2. Must pass the oral and written tests
3. Must be physically and mentally fit
4. Must be of a good moral character
5. Must meet the other admission requirements of the program

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**For Foreign Student Applicants:**

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1. Foreign students wishing to study must submit the following documents for evaluation in the respective college:
  - For undergraduate courses - high school records and diploma
  - For graduate level - transcript of records and diploma in college
2. After a successful evaluation, the applicant may take the entrance examination and pay the required application fee. A passing entrance test will earn the applicant a notice of acceptance.
3. The applicant is then required to prepare the necessary documents for the issuance of a 9F Student Visa from the applicant's country of origin.
4. Upon the issuance of a student visa, the applicant must report to the Office of Student Affairs (OSA) for assistance in the processing of the applicant's papers with the Department of Foreign Affairs and Bureau of Immigration and Deportation.
5. If necessary, a tutorial for English course may be arranged for the applicant.
6. Problems that may arise regarding the student's studies must be reported to the Foreign Student Adviser of the OSA.

563 **Admission Requirements for Foreign Student Applicants**

- 564 1. Admission requirements for the program applied for
- 565 2. To submit necessary documents for Student Visa/Visa Conversion:

566 Transcript of Records/Scholastic Records duly authenticated by the Philippine  
 567 Foreign Service Post located in the student applicant's country of origin or legal  
 568 residence;  
 569

570 A Notarized Affidavit of Support including bank statements, notarized notice of grant  
 571 for institutional scholars to cover expenses for the student's accommodation and  
 572 subsistence, as well as other school dues and other incidental expenses;

573 Photocopy of data page of the student's passport showing date and place of birth, and  
 574 birth certificate or its equivalent duly authenticated by the Philippine Foreign Service  
 575 Post;

576 Duly authenticated police clearance,

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578 **Classification of Students**

579 **1. Undergraduate** – Those enrolled in ~~three-year technology (non-degree) courses, four-~~  
 580 ~~year degree courses, programs and five-year degree courses, programs including those~~  
 581 ~~enrolled under the Expanded Tertiary Education Equivalency and Accreditation Program~~  
 582 ~~(ETEEAP) and Industry-Based Programs~~

583 ~~and External Studies program.~~

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584 **2. Graduate** – Those enrolled in Master's and doctorate degrees, including the External  
 585 Studies program.

586 **3. Non-Regular** – Those enrolled in Certificate of Professional Program for Teachers  
 587 (CPPT), non-degree programs with credits, cross-enrollees, registrants with credits, and  
 588 special students enrolled in special program/s without credit.

593 **Academic Load**

594 **1.** As a rule, one unit of credit is equivalent to eighteen (18) hours of instruction in the form  
 595 of lectures, discussions, seminars, tutorials, or the equivalent laboratory hours as prescribed  
 596 in the curriculum, or 54 full hours per semester/term.

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601 2. The maximum load of a full-time undergraduate student shall be equivalent to the  
602 curriculum load of his/her year-level classification. Undergraduate students shall not be  
603 allowed to take more than the prescribed number of units specified for the semester / term in  
604 the curriculum where he/she is enrolled in.

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605  
606 3. ~~The Dean may limit~~The the academic load of full time students in the graduate program  
607 who are employed, whether full-time or part-time; provided that in the graduate courses, no  
608 student who is employed on a full-time basis shall be allowed on academic load of more  
609 than nine (9) units of formal courses including thesis writing (for Master's) and twelve (12)  
610 units including dissertation writing (for Doctorate) in any term/semester.

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611  
612 4. In the ~~summer-midyear~~summer term, the maximum load shall be nine (9) units for the  
613 undergraduate students, regardless of academic status -and ~~nine~~six (6) units for the  
614 graduate students.

615  
616 5. During the regular semester, the maximum load shall be ~~fifteen~~twelve (12) units for  
617 full-time graduate students and ~~nine~~nine (9) units for part-time graduate students.

618  
619 6. A graduating student may be allowed ~~an to carry~~additional six (6) units more than theof  
620 his/her prescribed units of his/her curriculum during his/her last academic year~~last year~~;  
621 provided that the pre-requisites are satisfied and he/she is not under probationary status.

622 7. A student under probationary status is allowed to enroll ~~in~~ a maximum of 75% of his/her  
623 regular load in the succeeding semester.

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### 624 625 626 Pre-requisite Subjects

627  
628 ~~Approved pre-requisite subjects must be enforced strictly. Subjects taken~~  
629 ~~without its required pre-requisite shall be invalidated.~~

630  
631 In the case where a graduating student who was allowed to take a subject and its  
632 prerequisite at the same time, fails the prerequisite subject, yet obtained a passing grade in  
633 the advanced subject, the latter will be invalidated.

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### 634 635 Special Class

636  
637 A Special Class ~~is~~ an off semester/term courses which are not offered in the  
638 current semester or term for which they are being petitioned.

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639  
640 Special classes may be recommended by the Department Head and the Dean and  
641 approved by the VPAA upon petition of at least one (1) student. The minimum number of  
642 students in a special class shall be ten (10) but shall not exceed 50.

643 Special classes shall meet on a regular schedule like a regular class with all the normal  
644 grading requirements such as periodic examinations, reports, research work and the like. The  
645 faculty handling the class shall maintain a class record as basis for the grades of the students.

646 Payment of Faculty. The Special Class shall, as much as possible be included in the  
647 regular load of the faculty, but may be considered as a part-time load at the discretion of the  
648 Dean taking into consideration the part-time rate of the faculty, the schedule, and similar  
649 factors.

650 Fees. Regular tuition fees shall be paid by the students in the Special Class but only  
651 for the Special Class involved. The petitioning students shall sign an undertaking for the  
652 voluntary payment of the tuition fee based on the existing per unit charge of the University.  
653 The miscellaneous fees of the students shall be submitted to the UniFAST for refund.

654 The total number of units of the students shall not exceed the total number of  
655 allowable units as provided in University rules and regulations.

656

#### 657 **Tutorial Class**

658 Nature of Tutorial Classes. These are small classes which may be opened under the  
659 following conditions:

660 1. Upon the petition of a student on the following conditions: The student concerned has failed  
661 the course being petitioned or was not able to take it during the regular semester or term due  
662 to underloading or for having taken a Leave of Absence.

663 2. Should a course be no longer available in case of old returning students,  
664 substitution of courses shall be applied instead of a tutorial class, in accordance with relevant  
665 University rules and regulations.

666 Fees and Faculty Pay for Tutorial Classes. Until otherwise provided, the students in  
667 the tutorial class shall voluntarily pay a fixed fee of Php 7,000.00 to be subdivided among  
668 themselves, to be paid for the service of the faculty handling the tutorial class regardless of  
669 the faculty's academic rank. Such voluntary payment shall be indicated by the students in  
670 their petition letter.

671 Number of Students. The tutorial classes shall not have more than 9 students (No  
672 student shall be allowed to take more than one course regardless of the number of units on  
673 tutorial in a semester/term.)

674 Conduct of Tutorial Classes. A pre-class conference between the students(s), the  
675 faculty, and the Department Head shall be to map out the requirements of the class, the  
676 schedule of meetings, the reports to be submitted by the faculty to the Department Head, and  
677 such other analogous terms and conditions. Care must be exercised in adopting a blended  
678 learning approach. The course outline and syllabus must be properly discussed in the pre-  
679 class conference. Tutorial courses shall not be included in the FTE and PT of an employee

680 but shall be indicated in the teaching load. The maximum number of tutorial course a faculty  
681 is allowed to handle shall be one (1).

682 Capstone Requirement. The capstone requirement may be a research project or final  
683 examination. In case of the latter, a panel of examiners shall be formed by the Department  
684 Head. The panel shall administer the final examination or the presentation of the research  
685 project in coordination with the Department Head.

686 A tutorial course shall be included in the total number of units a student may enroll in  
687 a semester or term.

688

### 689 Changing or Substitution of Course / Subject/s

690

691 ~~Changing of course/ subject/s initiated~~ requested by the student/s shall be allowed  
692 for valid reasons within one week after the enrollment period, provided such subject to be  
693 taken is within his/her curriculum year or lower level. ;

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694

### 695 Substitution of Course /Subject/s (Accreditation/Evaluation)

696

697 Every course / subject substitution is allowed before the enrollment period, with  
698 prior recommendation/approval of the Department Head / Dean / Assistant Director for  
699 Academic Affairs (ADAA) when a new curriculum supersedes the old one and the  
700 substitution aligns the old curriculum with the new.

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### 703 Change of Schedule

704 Upon the recommendation of the Department Head and approval of the Dean, a  
705 student may change schedule within one week after start of classes. Failure to present  
706 approved recommendation invalidates the request.

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### 710 Adding of Course / Subject/s

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712 A student may add a subject within one week after start of classes, upon the  
713 recommendation of the Department Head and approved by the Dean under the following  
714 conditions:

715

716 1. The student is not carrying the maximum unit load per semester/term prescribed in the

717 curriculum.

718

719 2. He has not reached 75% of the prescribed load for probationary students.

720

721 3. For a graduating undergraduate student, please refer to Academic Load, item #6.

722 4. Advance course/subject/s may be enrolled by the students upon the recommendation of  
723 the Department Head and approved by the College Dean provided that the student has not  
724 enrolled the prescribed number of units for the semester/term. This applies to students who  
725 are not under probationary status. REFER TO CHED MORPHE

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727 + **Attendance**

728

729 1. A student must attend classes regularly.

730 2. Any student who, for unavoidable circumstances such as sickness, inclement  
731 weather, official student representations and other similar circumstances, absents himself  
732 from class must submit an excuse letter duly signed by the parent or guardian, office  
733 order/campus order and / or other supporting documents and presents the same to the  
734 instructor / professor concerned.

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735 3. Consideration shall be extended to the student as to the missed exams, submission of  
736 projects, etc.

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737 4. When a student incurs absences equivalent to 20% of the total number of hours required  
738 in a particular subject, he shall be dropped from the subject. However, whenever applicable,  
739 consideration may be given to a student by allowing him to make up for his absences.

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743 **PUNCTUALITY**

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745 The class officers shall maintain discipline in the class while waiting for teacher. The  
746 class shall wait for the arrival of their teacher for 15 minutes per class hour period. If  
747 the faculty member does not arrive 30 minutes for a 3-hour class period, a class officer  
748 should go to the section/department head to report the absence of the teacher. The  
749 class shall be dismissed and may leave the room only upon the orders of the  
750 section/department head.

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**Dropping of Subject**

A student may officially drop a subject or subjects one day before the midterm examinations of as reflected in the academic calendar following the procedure below:

1. Secure dropping form from the Guidance Office.
2. Accomplish form and have it signed by the by parent/guardian, course/subject professor/s, department head and the College Dean.
3. Attached necessary documents such as photocopy of parent/ guardian’s ID, medical certificate and submit copy to the Registrar, Guidance, Department Head and College Dean’s Offices.

However, even after midterm examinations, a student may be allowed to officially drop his/her subjects in extreme unforeseen cases such as serious illnesses, accidents, and disabilities, provided he/she presents supporting documents and approved by the Vice President for Academic Affairs/Assistant Director for Academic Affairs (ADAA).

**Dropping of Subject**

A student may drop a subject or subjects any time before the midterm following the procedure below:

1. The student must write a letter noted (whenever applicable) by the parent/guarding (specifying the reason/s for dropping). The Dean of the College must approve the dropping of the subject.
2. The approved letter must be presented to the Guidance personnel and a dropping form must be secured.
3. The dropping form must be accomplished and the subject professor and the Dean of the College must sign it.
4. Copies of the dropping form must be presented to the offices concerned.

**Attendance**

1. A student must attend classes regularly.
2. Any student who, for unavoidable circumstances, absents himself from class must submit an excuse letter duly signed by the parent or guardian, as the case may be, and presents the

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793 ~~same to the instructor / professor concerned.~~

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795 ~~3. When a student incurs absences equivalent to 20% of the total number of hours required~~  
796 ~~in a particular subject, he shall be dropped from the subject; however, consideration may be~~  
797 ~~given to a student by allowing him to make up for his absences.~~

798  
799  
800 **Cross Registration/Enrolment**

801  
802 ~~1. A graduating student may be authorized to cross-register/enroll in other~~  
803 ~~institutions of higher learning for subjects which are not offered in the University during~~  
804 ~~the sem/term upon approval of t~~

805  
806 ~~2. A graduating student who intends to register with other institutions shall obtain an~~  
807 ~~approval from the Department Head / Dean / Assistant Director for Academic Affairs~~  
808 ~~(ADAA) and an official permit from the Registrar indicating the subject/s and number of~~  
809 ~~units that he is authorized to enroll in.~~

810  
811 ~~4~~  
812 ~~5.2. No student from other institutions shall be allowed to cross register or cross enroll in~~  
813 ~~the University without a written permit coming from the Registrar of the institution he~~  
814 ~~comes from. The permit shall state the subject and the total number of units which the~~  
815 ~~student is authorized to take in any campus of the University. In case a student opts to pay,~~  
816 ~~the payment of such Payment of such cross registration shall be based on the rate of the~~  
817 ~~tuition fee and other miscellaneous fees of the institution.~~

818  
819  
820 ~~36. The total number of units credited for cross-registration or enrolment in this University~~  
821 ~~shall be a maximum of ~~two~~seven (7) subjects ~~units~~ per semester.~~

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## Transfer of Students

1. A student from a campus of the University is allowed to transfer to another TUP campus; provided that he/she satisfies the admission requirements of the program in the college / campus concerned.

34. Any student who intends to transfer to another school, college or university must be cleared of all liabilities and responsibilities (administrative, academic and financial) in the University. The necessary documents for transfer could be secured from the Office of the Registrar.

## Shifting of Programs

A student will be allowed to shift from one program to another provided that the evaluation of his/her academic performance by the department head is favorable and approved by the deans concerned.

## Classification of Students

~~1. Undergraduate — Those enrolled in three year technology (non degree) courses, four year degree courses and five year degree courses including those enrolled under the ETEEAP, Industry Based Programs and External Studies program.~~

~~2. Graduate — Those enrolled in Master's and doctorate degrees, including the External Studies program.~~

~~3. Non Regular — Those enrolled in non degree programs with credits, cross registrants with credits and special students without credit.~~

## Fees

~~1. Fees assessed and collected from the students are only those fees fixed and authorized by the Board of Regents.~~

~~2. Matriculation or regular fees shall include: tuition, laboratory, library, medical,~~

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871 ~~development and other fees to be paid by the students in connection with their enrollment~~  
872 ~~in the University.~~

### 873 ~~Academic Load~~

874 ~~1. As a rule, one unit of credit is eighteen (18) full hours of instruction in the form of~~  
875 ~~lecture, discussion, seminar, tutorial, recitation or the equivalent laboratory hours or 54 full~~  
876 ~~hours per semester/term.~~

877 ~~2. The maximum load of a full-time undergraduate student shall be equivalent to the~~  
878 ~~curriculum load of his year level classification or 12 units for full-time graduate students.~~  
879 ~~Undergraduate students shall not be allowed to take more than the prescribed number of~~  
880 ~~units specified for the semester/term in the curriculum where he is enrolled in.~~

881 ~~3. The Dean may limit the academic load of students who are employed, whether full-time~~  
882 ~~or part-time; provided that in the graduate courses, no student who is employed on a full-~~  
883 ~~time basis shall be allowed on academic load of more than nine (9) units of formal courses~~  
884 ~~including thesis writing (for Master's) and twelve (2) units including dissertation writing~~  
885 ~~(for Doctorate) in any term/semester.~~

886 ~~4. In the summer term, the maximum load shall be nine (9) units for the undergraduate~~  
887 ~~students and six (6) units for the graduate students.~~

888 ~~5. During the regular semester, the maximum load shall be twelve (12) units for full-time~~  
889 ~~graduate students and nine (9) units for part-time graduate students.~~

890 ~~6. A graduating irregular student with an academic record of better than average may be~~  
891 ~~allowed to carry more than the prescribed units of his curriculum during his last year;~~  
892 ~~provided that the prerequisites are satisfied and the student will not carry more than three~~  
893 ~~(3) laboratory subjects.~~

894 ~~7. A graduating irregular student is allowed an overload of six (6) units; provided that his~~  
895 ~~prerequisites are satisfied.~~

896 ~~8. A student under probationary status is allowed to enroll in a maximum of only fourteen~~  
897 ~~(14) units.~~

### 898 ~~Prerequisite Subjects~~

899 ~~Approved pre-requisite subjects must be enforced strictly, and may be waived on~~  
900 ~~meritorious cases subject to the approval of the Dean.~~

### 901 ~~Special Class~~

902 ~~A Special Class in an off-term subject; its class size does not require the~~  
903 ~~minimum number of enrollees to form a regular class. It is offered upon the request of~~



917 ~~graduating or irregular students and with the approval of the President or Campus Director.~~

918

919 ~~===== The following shall be observed in considering a special class:~~

920

921 ~~1. A special class is strictly offered to graduating or irregular students only upon the~~  
922 ~~approval of the President / Chancellor / Campus Director. However, non graduating~~  
923 ~~students may be allowed to take special classes if the implementation of the policy on pre-~~  
924 ~~requisites would delay their graduating by at least a year.~~

925

926 ~~2. A special class shall be held on a flexible time schedule but shall comply with all the~~  
927 ~~requirements of the course.~~

928

929 ~~3. Teaching assignments in a special class shall not form part of the maximum overload of~~  
930 ~~the faculty and the class size may not comply with the minimum requirement.~~

931

932 ~~4. The student enrolled in a special class shall shoulder all pertinent costs.~~

933

#### ~~Changing or Substitution of Subject~~

934

935 ~~===== Changing of subject/s initiated by the students shall be allowed for valid reasons~~  
936 ~~within one week after the enrollment period. Such change noted by the subject teacher shall~~  
937 ~~be recommended by the Department Head and duly approved by the Dean.~~

938

939 ~~===== Every subject substitution is allowed with prior recommendation/approval of the~~  
940 ~~Department Head / Dean / Assistant Director for Academic Affairs (ADAA) when a new~~  
941 ~~curriculum supersedes the old one and the substitution aligns the old curriculum with the~~  
942 ~~new.~~

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944

945

#### ~~Adding of Subject~~

946

947 ~~===== A student may add a subject upon the recommendation of the Department Head~~  
948 ~~and approved by the Dean under the following conditions:~~

949

950 ~~1. The student is not carrying the maximum unit load per semester/term prescribed in the~~  
951 ~~curriculum.~~

952

953 ~~2. He has not met the authorized load for probationary students.~~

954

955 ~~3. For a graduating undergraduate student, he may be allowed to add subject/s not more~~  
956 ~~than six (6) units on top of the semester / term load.~~

957

#### ~~Dropping of Subject~~

958

959 ~~===== A student may drop a subject or subjects any time before the midterm following~~

960

961

962 ~~the procedure below:~~

963  
964 ~~1. The student must write a letter noted (whenever applicable) by the parent/guarding~~  
965 ~~(specifying the reason/s for dropping). The Dean of the College must approve the dropping~~  
966 ~~of the subject.~~

967  
968 ~~2. The approved letter must be presented to the Guidance personnel and a dropping form~~  
969 ~~must be secured.~~

970  
971 ~~3. The dropping form must be accomplished and the subject professor and the Dean of the~~  
972 ~~College must sign it.~~

973  
974 ~~4. Copies of the dropping form must be presented to the offices concerned.~~

### 975 **Attendance**

976  
977  
978 ~~1. A student must attend classes regularly.~~

979  
980 ~~2. Any student who, for unavoidable circumstances, absents himself from class must~~  
981 ~~submit an excuse letter duly signed by the parent or guardian, as the case may be, and~~  
982 ~~presents the same to the instructor / professor concerned.~~

983  
984 ~~3. When a student incurs absences equivalent to 20% of the total number of hours required~~  
985 ~~in a particular subject, he shall be dropped from the subject, however, consideration may~~  
986 ~~be given to a student by allowing him to make up for his absences.~~

### 987 988 **Cross Registration/Enrolment**

989  
990  
991 ~~1. A graduating student in the University may be authorized to cross register/enroll in~~  
992 ~~another institution of learning for subjects which are not offered in the University but are~~  
993 ~~included in his/her curriculum; or, in the case of a graduating student, when there is no~~  
994 ~~other subject he can enroll in.~~

995  
996 ~~2. A graduating student who intends to register with other institutions shall obtain an~~  
997 ~~approval from the Department Head / Dean / Assistant Director for Academic Affairs and~~  
998 ~~an official permit from the Registrar indicating the subject/s and number of units that he is~~  
999 ~~authorized to enroll in.~~

1000  
1001 ~~3. Subject/s taken outside the University shall be subject to proper validation before~~  
1002 ~~considering any credit.~~

1003  
1004 ~~4. A TUP student may be allowed to register / enroll in any College or Campus or with~~  
1005 ~~institutions in consortium with TUP by securing the permission of the Department Head /~~  
1006 ~~Dean of the College / Assistant Director for Academic Affairs where the student is~~  
1007 ~~primarily enrolled.~~

1008 ~~5. No student from other institutions shall be allowed to cross register or cross enroll in the~~  
1009 ~~University without a written permit coming from the Registrar of the institution he comes~~  
1010 ~~from. The permit shall state the subject and the total number of units which the student is~~  
1011 ~~authorized to take in any campus of the University. Payment of such cross registration shall~~  
1012 ~~be based on the rate of the tuition fee and other miscellaneous fees of the institution.~~  
1013

1014  
1015 ~~6. The total number of units credited for cross registration or enrolment in this University~~  
1016 ~~shall be a maximum of two (2) subjects per semester.~~  
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## 1027 **Grading System**

1028 The University implements the following grading system:

### 1029 **A. For Undergraduate Students:**

1031 <u>Grade</u>	1032 <u>Percentage Equivalent</u>	1033 <u>Descriptive Rating</u>
1034 1.0	99-100 <del>_____</del> <u>98-100</u>	Excellent
1035 Superior	96-98 <del>_____</del> <u>95-97</u>	<del>_____</del> <u>_____</u> Very
1036 1.50	93-95 <del>_____</del> <u>92-94</u>	<del>_____</del> <u>_____</u>
1037 Superior	90-92 <del>_____</del> <u>89-91</u>	<del>_____</del> <u>_____</u> High
1038 1.75		
1039 Average	87-89 <del>_____</del> <u>86-88</u>	<del>_____</del> <u>_____</u> Average
1040 2.00	84-86 <del>_____</del> <u>83-85</u>	<del>_____</del> <u>_____</u> Low
1041 2.25		
1042 Average	81-83 <del>_____</del> <u>80-82</u>	<del>_____</del> <u>_____</u> Satisfactory
1043 2.50	78-80 <del>_____</del> <u>77-79</u>	<del>_____</del> <u>_____</u> Fair
1044 2.75	75-77 <del>_____</del> <u>74-76</u>	<del>_____</del> <u>_____</u> Passed
1045 3.00		

1046 5.0 7~~3~~4 and Below Failed

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1047

1048 OD Officially Dropped

1049 UD Unofficially Dropped

1050

1051

1052 **B. For Graduate Students:**

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1054

MASTER'S

DOCTORATE

1055	<u>GRADE</u>	<u>Descriptive Rating</u>	<u>GRADE</u>	<u>Descriptive Rating</u>
1056	1.0	Excellent	1.0	Excellent
1057	1.25	Very Good	1.25	Very Good
1058	1.50	Good	1.50	Good
1059	1.75	Fair	1.75	Passed
1060	2.00	Passed	Below 1.75	Failed
1061	Below 2.00	Failed	Inc.	Incomplete
1062	Inc.	Incomplete	Drp	Dropped
1063	Drp	Dropped		

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1066 ~~Scholastic Delinquency~~

1067 Retention Policies

1068

1069

**Probationary Status**

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1071

A student is placed on probationary status under any of the following circumstances:

1072

1073

1074

a. Any student who obtains a failing grade for a total of 7 units in a semester/term.

1075

b. Any student who drops unofficially three or more subjects in a semester/term.

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c. The concerned student will be issued a warning that he or she must pass all subjects/courses in the subsequent semester or term to lift the probationary status.

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Separation from the University

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A student who is not in the last two years is considered separated from the official roll of the university under any of the following conditions:

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- a. He / She obtains a ~~failing grade in more than 7 units.~~
- b. He / She obtains a grade of Unofficially Dropped (UD) or **failing** grade in one subject while under probation.

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### Maximum Residency Rule

Below is the prescribed maximum period of residency on the various levels of courses in the University:

<i>Level of Courses</i>	<i>Maximum Residency</i>
4-year	6 years
5-year	7 years
Master's	5 years
Doctorate	7 years

~~\*\*\*COPY AND PASTE SECTION ON RA 10931~~  
The provision in RA 10931 law of free tuition and other school fees is applicable to upto additional of one (1) year to the number of years of the corresponding academic programs.

Other cases not within this rule shall be resolved by the Vice President for Academic Affairs / Campus Director.

### Leave of Absence

1. A student may take a leave of absence by submitting a written request addressed to the Dean ~~/, endorsed by the Department Head, approved by Assistant to the Director of Academic Affairs (ADAA), noted by the Guidance Counselor, and submitted to the~~

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1119 Office of the University Registrar, indicating the reasons and duration for the leave of  
1120 absence which must not exceed one academic year (2 semesters or 3 terms).

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1121  
1122 23. Returning students who did not apply for a leave of absence and have been out of  
1123 the campus beyond the allowable maximum period of one (1) academic year shall be  
1124 readmitted on probationary basis within the maximum residency rule.

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### Re-admission / Returning Policy

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1133 A returning student may be re-admitted to his college provided that he has not  
1134 exceeded the maximum residency period. The college concerned evaluates the  
1135 student's scholastic records and department in coordination with the Guidance Office  
1136 before the formal approval of re-admission.

1137

1138 Other cases within this rule shall be resolved by the Vice President for Academic  
1139 Affairs / Campus Director.

1140

1141 \*\*\*uniform template for the leave of absence (system wide)

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### Academic Honors

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1144 A student who completes his course as prescribed by his curriculum shall be awarded  
1145 with the corresponding honors provided that he has no unofficially dropped subject/s, no  
1146 grade lower than 2.75 in any subject and has not been found guilty of any major offense:

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1148	Baccalaureate			Programs
1149	Summa cum laude	1.00	–	1.20
1150	Magna cum laude	1.21	–	1.45
1151	Cum laude	1.46	–	1.75

1152

1153

### Application for Graduation

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- 1155  
1156 1. The period of application for graduation shall be announced by the University  
1157 Registrar in accordance with the approved University calendar.  
1158 2. A student who has completed all the requirements of his program without any  
1159 pending case in the university may apply for graduation.

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### 1166 Application for Clearance

#### 1167 A student who:

- 1168 • has completed all the academic requirements without any pending case in the
- 1169 University
- 1170 • or who has already graduated
- 1171 • or who wishes to transfer to another school

1172  
1173 must secure, accomplish and submit a duly accomplished clearance form to the Office of  
1174 the University / Campus Registrar before applying for graduation any of the following: and  
1175 issuance of documents such as transcript of records, certificate of transfer credential,  
1176 diploma. - Clearance forms are available at the Registrar's Office. , the A student is  
1177 required to surrender-present his university ID to the Office of Student Affairs for  
1178 invalidation. -

#### 1179 Fees

1180 1. Fees assessed and collected from the students are only those fees fixed and authorized by  
1181 the Board of Regents.

1182 2. Matriculation or regular fees shall include: tuition and miscellaneous fees, laboratory,  
1183 library, medical, development and other fees to be paid by the students in connection with  
1184 their enrollment in the University.

1185 These fees are subsidized by the government under the provisions of RA 10931 and its  
1186 implementing rules and regulations.

#### 1187 Refund of Fees

1188 For voluntarily paying student who has paid his matriculation fees but decided to  
1189 withdraw his registration or enrolment may be granted an honorable dismissal or a leave of  
1190 absence as well as a refund of tuition fee only according to the following schedule.

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1193	<b>Regular Semester / Term</b>	
1194	Before the opening of classes	100%
1195	Within one week after the opening of classes	70%
1196	Within two weeks after the opening of classes	50%
1197	Within three weeks after the opening of classes	30%
1198	Within four weeks after the opening of classes	No refund

1199		
1200	<b>Summer</b>	
1201	Before the opening of classes	100%
1202	Within first day after the opening of classes	70%
1203	Within second day after the opening of classes	50%
1204	Within third day after the opening of classes	30%
1205	Within fourth day after the opening of classes	No refund

1206

1207 In the case of a student who withdraws before the opening of classes or those who

1208 registers after the opening of classes and withdraws, thereafter, the number of days shall be

1209 counted from the actual date of registration; *provided, further,* that in case of death /

1210 permanent disability leading to inability to finish his studies during the semester, all the fees

1211 may be refunded, excluding the registration fee.

1212 Laboratory fees shall not be refunded after one week of the opening of classes where

1213 voluntary change is made from one course to another. Refund of tuition for a subject may be

1214 allowed only in the case of the forced dropping of such subject.

1215

1216 **Educational Trips**

1217 Copy CMO 63 s. 2017 Policies and Guidelines Local Off-Campus Activities

1218

1219 **Students with Special Needs**

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1221 **Disaster Reduction**

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1225 **IV. SUPPORT SERVICES**

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1227 **OFFICE OF ADMISSION**

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1228 The Office of Admission is the students' first contact with the University. It is in-  
1229 charge of implementing the policies of the University regarding admission. As, such, this  
1230 office peruses the requirements submitted by first year applicants and, when found qualified,  
1231 schedules them for an entrance examination. It also provides up-to-date information on all  
1232 the program offerings of the University. This office can also be tasked to provide the profile  
1233 of the incoming first year students.

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1235 **OFFICE OF THE UNIVERSITY/CAMPUS REGISTRAR**

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1236 The Office of the University/Campus Registrar is an inherent and integral part of the  
1237 institution. Tasked with both administrative and academic functions, the Registrar is a  
1238 member of the recommending bodies of both sectors of the University: the Administrative  
1239 Council and the Academic Council.

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1240 The University/Campus Registrar serves as the primary custodian of the school  
1241 records of all students and alumni. It administers operations in the areas of enrolment, load  
1242 requirements, credits earned, subject sequence, promotion, graduation, transfer, suspension  
1243 and the dismissal of students.

1244 **CASHIER'S OFFICE**

1245 The Cashier's Office is the office in the University that is authorized to collect  
1246 payments of school fees and other charges. Every such collection of payments shall be  
1247 reciprocated by the issuance of Official Receipt (OR) of the institution. This office is a great  
1248 help to the students such as grants and allowances, thus official receipt be released to  
1249 students.

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1251 **ACCOUNTING OFFICE**

1252 The Accounting Office provides an up-to-date assessment of the financial records of  
1253 the students. It certifies the billing statement for both the UniFAST Free HE and TES and  
1254 prepares liquidation report of TES grantees to be submitted (to TUP Manila) for  
1255 consolidation.  
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1257 **MEDICAL & DENTAL CLINIC**

1258 The Medical and Dental Clinic provides health-related services to the University. It  
1259 is a team of consisting of a physician, dentists, nurses and other trained paramedical staff.

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1260 They provide routine medical and dental services such as consultations, perform the  
1261 necessary basic procedures, facilitate the referral of patients to the specialized institutions,  
1262 conduct the annual medical and dental evaluation of students and employees and provide  
1263 lectures and other health related activities in cooperation with the other units of organizations  
1264 of the school.

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## **INDUSTRIAL RELATIONS & JOB PLACEMENT OFFICE (IRJRP)**

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The Industrial Relations and Job Placement Office (IJRP) provides the students with an opportunity to gain valuable practical experience in their field of specialization through internship in industry. The Supervised Industrial Training / On-the-Job Training is the unique part of the University curriculum where the students are provided with a real understanding of the demands of industry and a practical application of what they have learned. The University and the participating industries in the on the Job Training Program enhance its instructional curriculum by servicing it with essential and practical application and experience.

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## **THE UNIVERSITY INFORMATION CENTER**

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The University Information Technology Center (UITC) assumes direct responsibility for the development and implementation of all information and communications technology systems, programs and policies that produce meaningful results and allow the possibility of attaining the vision, mission and goals of the University.

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The Center is supported by the network and telephone management, web development, application development, the management information system and computer repair and maintenance management units.

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## **THE UNIVERSITY/CAMPUS LIBRARY**

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The Library is an important educational repository. It supports the instructional curricular and provides the research needs of the students.

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## **CAMPUS MINISTRY**

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This is a unit designed for the spiritual and moral development of the student and adults on Campus; to form and develop students according to the vision and values of TUP and to build faith-communities in the University

1294

## **THE CIVIL SECURITY OFFICE**

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The Civil Security Office assists in the implementation of the existing rules and regulations of the school and maintains peace and order inside the University premises. The unit likewise protects the personnel and the students of the University and all its properties.

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## **OFFICE OF STUDENT AFFAIRS**

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The Office of Student Affairs (OSA) is one of the service units under the Vice President/Assistant Directors for Academic Affairs. It is responsible for providing programs

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1302 and activities designed to meet the needs of every student, specifically that of having a  
1303 healthy and productive student life. In order to meet the various student concerns and ensure  
1304 the total development and well- being of the students, the OSA is engaged in various  
1305 undertakings. It is further divided into the following areas of concern/services, namely:  
1306

1307 **A. GUIDANCE SERVICES ~~Career Guidance and Testing Center~~**

1308  
1309 The Guidance Services unit offers various services which may develop the  
1310 wholesome personality of the student. It offers the following services to the students:  
1311 individual inventory, group and individual counselling, career counseling, follow-up and  
1312 referrals and ultimately research and evaluation.

1313

1314 **B.**

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1320 **SCHOLARSHIP**

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1322 This unit is in charge of the different scholarships and educational grants offered to  
1323 students either by the university, the national government or by any interested individual,  
1324 organization, company, group or persons. As may be required by the Memorandum of  
1325 Agreement between the grantor and the university through the Office of Student Affairs, the  
1326 faculty-in-charge for scholarship may conduct the screening of interested students wishing  
1327 to avail of the scholarship grant. Likewise, the processing of papers is undertaken by this  
1328 unit.

1329 The University upholds the implementation of the Republic Act no,10931, otherwise  
1330 known as the “Universal Access to Quality Tertiary Education” of 2017, has rendered  
1331 students in state colleges and universities government scholars by providing free tertiary  
1332 education. Student financial assistance provided under Republic Act 10687, “Unified  
1333 Student Financial Assistance System for Tertiary Education (UniFast) and its implementing  
1334 rules and regulations, are handled by this unit excluding the screening of grantees which is  
1335 processed in the national office.

1336 The Office of Student Affairs through the scholarship service unit also sources out external  
1337 grants-in-aid or allowances for students who are in need.

1338

1339

How to Apply for Scholarship:

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- 1340 1. The student fills-out the application form and attaches a picture of  
1341 prescribed size.  
1342 2. He / She presents the following requirements together with the duly  
1343 accomplished application form:  
1344 a. A photocopy of the high school card (for freshmen applicants) or  
1345 the rating slip from the Office of the Registrar (for sophomore to  
1346 senior students)  
1347 b. A photocopy of the Registration Form  
1348 c. The Income Tax Return (ITR) of the parents / guardian.  
1349 d. The Notice of Admission  
1350 e. A certification of good moral character  
1351 f. ~~An essay~~—My Autobiography  
1352 3. The Interview  
1353

1354

### 1355 C. STUDENT PUBLICATION SERVICES

1356

1357 The Student Publication ~~Office~~ service unit oversees the timely and accurate release  
1358 of the official student newspaper of the University. It coordinates the activities of the staff  
1359 of the student publication, the PHILIPPINE ARTISAN., ~~W~~working according to the issued  
1360 guidelines of campus/~~student~~ journalism., ~~t~~The ~~O~~ffice updates student journalists on the  
1361 current trends in newspaper writing by recommending to the student body and the University  
1362 administration the attendance of student delegates to different symposia, seminars and  
1363 lecture-series on journalism. It also assists the staffers in the screening of students who wish  
1364 to participate in the activities of the University student publication. Likewise, it supervises  
1365 the handling of funds of the PHILIPPINE ARTISAN. Likewise, it recommends disciplinary  
1366 action against any staffer who violates the Rules and Regulations Governing Organized  
1367 Student Activities (RRGOSA), Rules on Discipline and R.A. 7079.

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1376 **D.**

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1380 **STUDENT LIFE DEVELOPMENT.**

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1382 This unit under the Office of Student Affairs creates purposeful experiences for  
1383 students that promote leadership, life skills, and personal development while enhancing  
1384 campus life. It exist to help students with all of their involvement, leadership and extra-  
1385 curricular needs.

1386  
1387 This unit undertakes the following:

- 1388 a. Accreditation of student clubs and organizations by school year  
1389  
1390 b. Monitoring of activities and projects of the different accredited student  
1391 organizations, college student councils and the supreme student council  
1392 c. Implementation of the rules and regulations governing organized student activities  
1393 and rules on discipline  
1394 d. Recommendation of University-wide activities geared towards the wholesome  
1395 development of the student-mentally, physically, emotionally, spiritually and  
1396 morally.

1397  
1398 The University allows for the organization of a group of students who have  
1399 successfully met the requirements set forth by the Office of Student Affairs. However,  
1400 these groups of students are bound by university standards. Thus, they should follow  
1401 the rules and regulations governing organized student activities. Student groups which  
1402 are not officially accredited by the Office of Student Affairs cannot function within  
1403 the University premises.

1404  
1405 Accreditation Requirements

- 1406 a. A letter of application for pre-accreditation. ~~The letter should be~~ addressed  
1407 to the Director/Head of Student Affairs  
1408 b. A list of the Ad-hoc officers of the club/organization with their  
1409 corresponding specimen signatures, course and ID pictures (no graduating  
1410 students)  
1411 c. A list of members of the student club/organization with their  
1412 corresponding specimen signatures and courses (at least 25)  
1413 d. The constitution and by-laws of the club/organization  
1414 e. The plans/activities/projects of the organization with a tentative schedule,  
1415 its venue and its budgetary requirements  
1416 f. A letter of intent of the faculty adviser

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### **Student Privilege Fee.**

The Student Privilege Fee (SPF) is an authorized collection of P100.00 per student per semester or term approved by the Board of Regents and held in trust by the University for the Student Government and the Philippine Artisan to fund student activities. The said amount is shared by the USG and the Philippine Artisan at a distributed share of P40.00 and P60.00, respectively. After every enrolment, the Budget Office shall certify a report of collection on the SPF. The report forms the financial springboard of both the USG and the Philippine Artisan to organize the utilization of funds for their respective programs. It is understood, however, that any disbursement of funds shall be supported by an approved program of expenditures, written requests, resolutions and such other pertinent documents and must comply with the usual accounting and auditing rules and regulations. Any unexpended balance shall be carried over to the next succeeding school year.

E.

### **ANCILLARY SERVICES**

This unit is in-charge of the other requirements of students such as Identification Cards (ID), uniforms, insurance, student assistantship, and the like.

#### **Student ID.**

~~All students are required to wear their identification cards inside the school premises at all times. No student is allowed to enter the university premises without~~ For security and identification purposes, each bona fide student of the university is issued an identification card (ID) properly duly signed by ~~the Director of Student Affairs/~~ Campus Director/ University President. ~~The identification card is validated for the current semester. Rules and Regulations pertaining to the proper use of the University ID have been set by the University and student offenders are to be treated in accordance with the Rules on Discipline.~~

How to Apply for University ID:  
A. For new students:

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- 1472 1. He presents his current registration form ~~and official receipt~~.  
1473 2. He proceeds to the ID Room for picture and signature capturing.

1474 ~~What to do in case of the loss of ID cards:~~

1475 B. For ID replacement:

- 1476 1. He secures an affidavit of loss of ID.  
1477 2. He gets an application form at the Office of Student Affairs.  
1478 3. He pays the required ID fee at the Cashier's office.  
1479 4. He proceeds to the ID room for photo and signature capturing

1480 ID Validation. All students who are officially enrolled during the  
1481 semester/term are required to have their ID cards validated for the current  
1482 semester/term. Validation may be done electronically or by pasting a colored  
1483 sticker to it. No student will be allowed entry to the University premises  
1484 without a validated ID. The computer/sticker validation of the ID is done after  
1485 the student has officially paid his school fees. Rules and Regulations pertaining  
1486 to the proper use of the University ID have been set by the University. Student  
1487 offenders are to be treated in accordance with the Rules on Discipline.

1491 **School Uniform.**

1492 Students are required to come to school in an attire befitting a university student.  
1493 ~~Students are required to wear their~~ The school prescribed uniforms (~~bearing the TUP~~  
1494 ~~IPO-registered logo~~) to be worn on Monday, Tuesday, Thursday, ~~and~~ Friday are  
1495 as follows:-

1496 ~~For male students: polo white polo with TUP IPO-registered logo~~  
1497 ~~pants black slacks pants with length up to the ankle~~  
1498 ~~shoes black closed shoes~~  
1499 ~~(rubber shoes are not allowed)~~

1500 ~~For male students: white polo with TUP IPO-registered logo, black slacks pants~~  
1501 ~~with length up to the ankle and black closed shoes (not rubber shoes),~~

1502 ~~For female students : blouse white blouse with TUP IPO-registered logo~~  
1503 ~~pants blacks slacks pants~~  
1504 ~~shoes black closed shoes~~  
1505 ~~(rubber shoes are not allowed)~~

1506 ~~For female students: white blouse with TUP IPO-registered logo, blacks slacks pants~~  
1507 ~~and black closed shoes (not rubber shoes).~~

1508 ~~On Wednesdays (wash days) and Saturdays, students may come to school in civilian~~  
1509 ~~clothes befitting a university student on Wednesdays and Saturdays the wash day. On~~  
1510 ~~Fridays, student may opt to wear gray colored shirt.~~ The following are considered  
1511 ~~improper attire during wash days:~~

1512 **For Females**

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~~Upper Garments: plunging necklines, backless, haltered tops, spaghetti straps, see through, hanging shirts or blouse, tube blouse unless they are worn with blazer or jacket~~

~~Lower Garments: Ripped jeans, leggings, micro-mini skirts, shorts~~

~~Foot Wear : slippers/any footwear without back strap~~

~~**For Males**~~

~~Upper Garments: Sandos, muscle sleeves, shirts with foul words or offensive images/statements.~~

~~Lower Garments: cycling shorts, ripped jeans~~

~~Foot Wear : slippers/any footwear without back strap~~

~~For male students: sandos, muscle sleeves, shirts with foul words or offensive images or statements, cycling shorts, ripped jeans, slippers/any footwear without back strap.~~

~~For female students: plunging necklines, backless, haltered tops, spaghetti straps, see-through, hanging shirts or blouse, tube blouse unless they are worn with blazer or jacket, ripped jeans, leggings, micro-mini skirts, shorts, slippers/any footwear without back strap.~~

~~Students are, likewise, required to wear their laboratory/shop uniforms during their laboratory/shop periods, the prescribed P.E. uniform during their P.E. classes; and the NSTP (ROTC/CWTS/LTS) uniform during the training days. Students may come to school in civilian clothes befitting a university student on Wednesday — the wash day. However, students are allowed entry wearing their PE Uniforms only if their PE class schedule is their first subject for the day, after which they have to change to their prescribed uniform.~~  
(Lines 1224 — 1228 already in section 4. No.2)

~~**Hair Cut/ Hair Styles**~~

~~**Males**~~

~~The length of the bangs must not go beyond the eyebrows;~~

~~The length of the hair on the sides must not touch the pinna of the ears;~~

~~The back must not go beyond the nape level.~~

~~Male students are required to follow the prescribed hair cut policy.~~

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1564 ~~the prescribed have a clean and decent haircut whether or not they are not enrolled in~~  
1565 ~~the NSTP.~~

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1567 Females

1568 ~~The length up of the bangs must not go beyond the eyebrows. the~~

1569 Lines 1169 -1183 must be transferred to section 4 Norms of Conduct, no.4 .

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### **Student Group Insurance.**

1573 The Ancillary Service is also tasked to look for the best service provider for  
1574 ~~All students enrolled during the school year are required to have~~ a student group  
1575 accident insurance. Any student who meets with an accident during the effectivity of  
1576 the one-year insurance plan ~~will~~ may be reimbursed of the incurred expenses in  
1577 accordance with the guidelines set forth in the insurance plan or contract.

1578

1579

1580

1581

1582

How to claim Insurance Benefits:

1583

The following must be presented to the Office of Student Affairs:

1584

a. Current registration form

1585

b. Duly accomplished claim form and medical certificate.

1586

c. Other documents required by the Insurance Provider

1587

1588

The processing of papers will depend upon the availability of the required  
1589 documents. All related expenses reflected in the official receipt will be  
1590 required for submission.

1591

1592

### **Student Assistance Program.**

1593 Any bona fide student of the University who has stayed in the university for at least  
1594 one school year and whose schedule of classes allows at least 4 consecutive hours of  
1595 free time may apply for the Student Assistance Program. This program is designed to  
1596 train students on the different facets of the work place and, at the same time, expose  
1597 them to first-hand work experience. The student labor is paid based on the prevailing  
1598 rates under the Annual General Appropriation Act of the government.

1599

1600

#### **How to apply as a Student Assistant:**

1601

- 1602 1. The student presents his current registration form and his duly  
1603 accomplished application form from the Office of Student Affairs.
- 1604 2. He must report for testing and interview
- 1605 3. He must report to the Office of the Student Affairs to follow-up his  
1606 application.

1607

1608

### **Student Mails.**

1609 Students may address their mails to the Technological University of the Philippines  
1610 especially if the mails are official in nature. Mails may be claimed at the Office of  
1611 Student Affairs during office hours provided that the student presents his ID card. ~~It~~  
1612 ~~is recommended that the mail be addressed as in the example provided below:~~

~~MS. MA. CRISTINA CRUZ  
College of Industrial Technology  
Technological University of the Philippines  
Ayala Blvd., Ermita, Manila 1000~~

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## 1631 **V. RULES ON STUDENT CONDUCT AND DISCIPLINE**

1632  
1633 **Section 1. BASIS.** These rules are promulgated pursuant to the valid exercise of academic  
1634 freedom accorded by the 1987 Philippine Constitution and enjoyed by all institutions of  
1635 higher learning.

1636  
1637 The pertinent provisions of the TUP Charter (Presidential Decree No. 1518), the  
1638 TUP Code and Republic Act No. 8292, otherwise known as the Higher Education  
1639 Modernization Act of 1997 and its Implementing Rules and Regulations are also cited as  
1640 bases.

1641  
1642 **Section 2. SCOPE/APPLICABILITY.** These rules shall apply to all bonafide students in  
1643 all campuses of the University, including those concerned parties as herein provided.

### 1644 **Section 3. DEFINITION OF TERMS.**

1645  
1646 For purposes of these rules, the following terms shall be defined as:

1647  
1648 *Clearance* – A written certification signed by the concerned officials stating that the  
1649 student is cleared of all accountabilities.

1650  
1651  
1652 *Community Service* – Any activity as provided by the disciplinary authority, intended for  
1653 public good such as community beautification, work for campus maintenance on facilities  
1654 ~~and so forth. ,etc,10 hours –~~

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1655  
1656 ~~*Dismissal*~~ *Dismissal* – A disciplinary sanction imposed whereby ~~on an~~ an erring  
1657 ~~student~~ student who is permanently removed and banned from the University. A ~~declared~~  
1658 ~~dismissed student~~ will be issued transfer credential ~~is declared dishonorably dismissed and~~  
1659 ~~his transcript of records or certificate and transcript of records with the remarks that he was~~  
1660 ~~subjected to disciplinary action~~ tion of his academic status in the University shall contain  
1661 a statement of the disciplinary sanction imposed on him.

1662  
1663  
1664  
1665 *Expulsion* – An extreme disciplinary sanction imposed on an erring student wherein  
1666 he is permanently removed and banned from the University. An expelled student ~~is not~~ shall  
1667 ~~not be issued~~ entitled to the transfer credential certificate, ~~honorable dismissal and his~~  
1668 ~~transcript of records, and other school credentials shall not be issued.~~ It is a permanent  
1669 disqualification from attendance in the University.

1670  
1671 *Fraternity/Sorority* – ~~An~~ organization composed of individuals who practice secret rites,  
1672 ~~initiation and/or hazing.~~

1673  
1674 *Gambling* – ~~A~~ game or activity, whether by chance or skills, which involves wagers of  
1675 ~~money or anything of value~~  
1676 ~~n activity which includes the possession of gambling paraphernalia/devices that are~~  
1677 ~~normally used in a game, whether the activity is gambling between persons or gambling by~~  
1678 ~~a person.~~

1679  
1680 *Hearing* – An opportunity for a party to be heard.

1681  
1682 *Intellectual Dishonesty* – A fraudulent act performed by a student for his academic  
1683 advantage or gain in violations such as plagiarism, cheating during examinations, and such  
1684 other similar cases.

1685  
1686 *Incendiary Material* – Any material that can cause a large scale fire or explosion.

1687  
1688 *Letter of Apology* – A valid expression of remorse for wrong done submitted in writing and  
1689 signed by the student concerned and his parent or guardian, if applicable.

1690  
1691  
1692 *Physical Intimacy* – A sensual proximity or touching. Examples of physical intimacy  
1693 include being inside someone's personal space, hugging, kissing, caressing.

1694  
1695 *Reprimand* – to inform officially that the student have done a minor offense.

1696  
1697 *Suspension* – A disciplinary sanction imposed on an erring student wherein he is usually  
1698 barred or prohibited from attending a particular class, from joining any class or school  
1699 activity, or from entering the University premises for a certain period of time.

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1700 *TUP Community* – This refers to students, administrative personnel, faculty members, TUP  
1701 management and officials, alumni and friends or any person with legitimate business inside  
1702 the University.

1703  
1704 *Warning.* – A warning agreement form issued to the student to officially inform him/her of  
1705 the misconduct and the status of the number of minor offenses committed.

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#### 1707 **Section 4. NORMS OF CONDUCT**

1708  
1709 1. Each student must strictly adhere to the academic standards of the University and  
1710 to intellectual honesty. He must be faithful to his pledge and refrain from committing acts  
1711 of misconduct as defined by the University rules and those that are in violation of existing  
1712 laws, rules and regulations of the University and of the Government.

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1713  
1714 2. Wearing of Prescribed Uniform. Every student shall wear the prescribed uniform  
1715 (bearing the TUP IPO-registered logo) on Monday, Tuesday, Thursday and Friday.  
1716 Students, are likewise, required to wear their laboratory/shop uniforms during their  
1717 laboratory/shop periods, the prescribed PE uniform during their PE classes and the Citizen  
1718 Military Training uniform during the training days. However, students are allowed entry  
1719 wearing their PE Uniforms only if their PE class schedule is their first subject for the day,  
1720 after which they have to change to their prescribed uniform.

1721  
1722 3. I.D Requirement. Every student shall wear the official identification card (I.D) at  
1723 all times inside the university.

1724  
1725 4. Hair Cut for Male Students. Male students shall sport a clean and decent haircut  
1726 regardless of whether the student is enrolled or not in the NSTP.

1727  
1728  
1729 5. Hair Color. All students are not allowed to have their hair dyed.

1730  
1731 6. Student Attendance. Every student shall attend classes promptly and regularly. In  
1732 all cases of absences, a student may only be readmitted to his classes upon presentation of a  
1733 letter of excuse signed by his parent/guardian, as the case may be, and duly certified by the  
1734 Office of Student Affairs.

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#### 1737 **Section 5. RIGHTS OF STUDENTS**

1738  
1739 Every student has the right to express and post his opinions/views in the Freedom  
1740 Wall/Kalayaan Wall unless it falls under major offense.

#### 1742 **Section 6. ACTS OF MISCONDUCT AND THEIR SANCTIONS.**

1743  
1744 Acts of misconduct as herein provided are classifi-ed as:  
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a. Major Offenses

Major offenses include those acts of omission that seriously violate the preservation of life or property or the dignity of the University, its officials, employees or students. These, likewise, include violations of laws and ordinances. Table of major offenses is found on page 38 hereof.

b. Minor Offenses

All other offenses not listed under the major offenses are classified as minor offenses.

**Section 76. JURISDICTION**

1. The Office of Student Affairs/Student Affairs Coordinators shall have exclusive jurisdiction over minor offenses that may be reported to them. They are empowered to initiate summary action in disposing of those cases subject to the observance of due process of law.

2. There shall be established in each campus a Student Disciplinary Tribunal (SDT) which shall have exclusive jurisdiction over cases involving the commission of major offenses. The SDT shall be composed of four (4) faculty members who are permanent and, at least, an Assistant Professor I and one (1) student representative from the student government/council. All of them, including the Chairman, shall be designated by the President for a fixed term of one year, without prejudice to their re-designation as he may deem proper. The SDT shall receive all formal charges that the OSA may file before it after conducting the preliminary investigation on cases involving the commission of major offenses. It should further conduct the disciplinary proceedings.

The SDT shall promulgate its internal rules to facilitate orderly conduct of its proceedings.

The Secretary to the SDT shall be designated by the President and he shall continue to function as such until replaced.

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**Section 87. PROCEDURE**

In all disciplinary cases, the burden of proof or the duty to prove the charges against erring students remains with the person, official or employee filing or initiating the disciplinary actions.

Disciplinary proceedings involving the commission of a major offense shall be conducted in accordance with the following procedure:

1. Any aggrieved or concerned party may file a complaint against an erring student with the OSA.
2. The OSA shall conduct a preliminary inquiry. If there is prima facie evidence, the OSA shall promptly file the formal charge with the SDT. Otherwise, the OSA shall dismiss the complaint.
3. If a formal charge is filed, the SDT shall convene immediately to determine if the charge is sufficient in form and in substance.
4. If sufficient in form and in substance, a Notice to Answer will be served to the respondent.
5. The SDT shall conduct hearing on the reception of admissible evidence and testimonies of witnesses, if any.
6. The SDT shall not allow any postponement of hearing except for meritorious reasons.
7. Failure to Appear – Should either party fail to appear on the scheduled hearing after due notice and without justifiable cause, this fact shall be noted and the proceeding shall proceed ex-parte.

**Section 8. DECISION**

1836 1. After the hearing is terminated, the SDT shall render its decision based on the  
1837 evidence presented, the admissions of the parties, if any, and on the applicable laws, rules  
1838 and regulations. The evidence on which the decision is based must be substantial.

1839  
1840 2. The decision shall be in writing and must be signed by a majority of the members  
1841 of the SDT.

1842  
1843 3. The decision must be rendered within fifteen (15) days after the case is deemed  
1844 submitted for resolution. The decision of the SDT shall be final and executory unless  
1845 appealed within the reglementary period as herein provided.

1846  
1847 **Section 9. APPEAL**

1848  
1849 1. There shall be no appeal on the decisions rendered by the OSA on the conviction  
1850 of minor offenses.

1851  
1852 2. The decision of the SDT may be appealed as follows:

1853  
1854  For conviction of an offense wherein the penalty imposed is a suspension  
1855 for a period of up to 30 days, the appeal shall be filed with the VPAA or Campus  
1856 Director/Chancellor within 10 days after the receipt of the Notice of Decision of the  
1857 SDT. The decision of the VPAA or Campus Director shall be final and executory.

1858  
1859  For conviction of an offense wherein the penalty imposed is suspension for  
1860 one (1) semester, the appeal shall be filed with the Office of the President within 10  
1861 days after receipt of the Notice of Decision of then SDT. The decision of the  
1862 President shall be final and executory.

1863  
1864  For conviction of an offense wherein the penalty imposed is dismissal or  
1865 expulsion, the appeal shall be filed with the Office of the President within 10 days  
1866 after receipt of the Notice of Decision of the SDT. Once the President renders his  
1867 decision and the same is not appealed within 10 days after receipt by the concerned  
1868 party to the Board of Regents, the said decision shall become final and executory. If  
1869 appealed to the BOR, the decision of the BOR is final and executory.

1870  
1871 **Section 10. RIGHTS OF STUDENTS: THE SUBJECT OF DISCIPLINARY CASES**

1872  
1873 The student charged with disciplinary cases shall have the following rights:

- 1874 a. To be informed of the rights enumerated herein  
1875 b. To be informed of the due process of law  
1876 c. To be informed of the nature and basis of the charge against him  
1877 d. To be presumed innocent until the contrary is proven  
1878 e. To defend himself personally or by a legal counsel or a representative of  
1879 his own choice  
1880 f. To present his own case and to adduce evidence in support thereof  
1881

1882 **Section 11. IMMEDIATE REPORTING OF STUDENTS WITH PENDING**  
1883 **DISCIPLINARY CASES**

1884  
1885 The Dean or the OSA Director/Head of Student Affairs and all concerned parties in  
1886 the University are required to report to the Academic Council and the University  
1887 President/Campus Director/Chancellor any pending disciplinary cases involving a student  
1888 so that no clearance will be issued to the student and his name will be excluded from the  
1889 list of candidates for graduation or from granting of certain privileges. Failure of any  
1890 concerned employee or official to make the said report to the proper authority of the  
1891 University shall be a cause for administrative discipline.

1892  
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1895  
1896 **Section 12. EFFECTS OF PENDING DISCIPLINARY CASES**

1897  
1898 A non-graduating student who has a pending disciplinary case may continue  
1899 performing his academic responsibilities. He will be allowed to enroll, attend classes and  
1900 other class or shop activities, take examinations and submit projects, papers or  
1901 assignments. In the case of a graduating student with a pending disciplinary case, no  
1902 clearance shall be issued until a decision is rendered with finality.

1903  
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1905

1904 **Section 13. EXECUTION**

1906 Once a decision is rendered with a corresponding sanction, service of penalty shall  
1907 take effect immediately as contained in the final decision.

1908 **VI. REPEALING CLAUSE**

1909  
1910 All policies, rules and regulations contained in the old Student Handbook as well as  
1911 previous issuances that are inconsistent herewith are accordingly amended, modified,  
1912 and/or repealed.

1913  
1914  
1915

1914 **VII. SEPARABILITY CLAUSE**

1916 If any part or provision of this Handbook is declared invalid or unconstitutional, the  
1917 remaining parts or provisions not affected thereby, shall remain in full force and effect.

1918  
1919  
1920

1919 **VIII. EFFECTIVITY**

1921 This Handbook shall take effect upon the approval by the TUP Board of Regents

1922  
1923

1923 **ACTION TAKEN BY THE TUP ACADEMIC COUNCIL**

1924  
1925  
1926

AC Resolution No. 01 s. 2013-3

1927 APPROVED AND PASSED THE 2013 REVISED STUDENT



1928 HANDBOOK BY THE ACADEMIC COUNCIL DURING ITS MEETING  
1929 ON JUNE 20, 2013 AT THE IRTC CONFERENCE HALL, TUP  
1930 MANILA AND RECOMMENDING THE SAME FOR APPROVAL BY  
1931 THE TUP BOARD OF REGENTS.

1932  
1933 **CERTIFIED CORRECT:**

1934  
1935 **PROF. AIDA V. HUANG**  
1936 University Registrar  
1937 Secretary to the Academic Council  
1938

1939  
1940 **CERTIFIED CORRECT:**

1941  
1942 **OLYMPIO V. CAPARAS, Ed.D.**  
1943 President  
1944

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1945  
1946  
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1948  
1949 **ACTION TAKEN BY THE TUP BOARD OF REGENTS**

1950  
1951 **BOR Resolution No. 09 s.2013**

1952  
1953 Second Quarter BOR Meeting on July 2, 2013

1954  
1955 **RESOLVED APPROVING THE 2013 REVISED STUDENT HANDBOOK**  
1956 **OF THE TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**  
1957 **EFFECTIVE UPON ITS APPROVAL.**

1958  
1959  
1960 **CERTIFIED CORRECT:**

1961  
1962 **PROF. MONA J. PURGANAN**  
1963 *Acting University Board Secretary*

1964  
1965 **ATTESTED BY:**

1966  
1967 **DR. OLYMPIO V. CAPARAS**  
1968 *TUP President*  
1969 *Vice Chairman, TUP BOR*

1970  
1971 **DR. RUPERTO S. SANGALANG**  
1972 *CHED Commissioner and Chairman*  
1973 *Designate, TUP BOR*

1974  
1975 THE 2013 REVISED STUDENT HANDBOOK WAS DELIBERATED AND  
1976 PROMULGATED BY THE FEDERATION OF STUDENT COUNCILS/  
1977 GOVERNMENTS AND DIRECTOR AND HEADS OF STUDENT AFFAIRS  
1978 ON MAY 23 & 24, 2013 AND MAY 28-29, 2013, IN SILANG, CAVITE AND  
1979 TUP MANILA, RESPECTIVELY.

1980  
1981 **CONSULTANTS AND RESOURCE PERSONS:**

1982  
1983 **ATTY. DANILO M. ABAYON**  
1984 TUP Special Attorney

1985  
1986 **MR. JONATHAN M. MONSAD**  
1987 Supervising Administrative Officer  
1988 Director, Office of Resource Generation

1989  
1990 **PROF. ROSEMARIE THERESA M. CRUZ**  
1991 Director, Office of Student Affairs

1992  
1993 **PROF. ERLINDA MOISES**  
1994 Head, Academic Related Services, TUP-Visayas

1995  
1996 **PROF. ROSARIO R. GREGORIO**  
1997 Head, Academic Related Services, TUP-Taguig

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**TABLE OF OFFENSES**

**A. MAJOR OFFENSES**

<i>OFFENSE</i>	<i>1<sup>ST</sup> OFFENSE</i>	<i>2<sup>ND</sup> OFFENSE</i>	<i>3<sup>RD</sup> OFFENSE</i>
<b>1. <u>Liquor and Prohibited Drugs</u></b>			
a. Entering the university under the influence of liquor <del>and other intoxicating substances.</del>	Suspension up to <del>10 15</del> school days (8 days – trisem)	Suspension up to <del>25 30</del> school days (20 days-trisem)	Suspension for 1 semester
b. Possessing or using intoxicating liquor in any form within the University premises unless otherwise related to instruction, research, extension and production activities and approved by the University authorities.	Suspension up to <del>25 30</del> -school days	Suspension for one semester	Dismissal
c. Selling of intoxicating liquor in any form within the University premises.	Suspension up to <del>25</del> school days	Suspension for one semester	Dismissal
d. Possessing, using or taking of prohibited drugs / chemicals regardless of value or volume.	Dismissal		
e. Selling of prohibited drugs / chemicals regardless of value or volume	<u>Expulsion</u>		

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<p><b>2. Unauthorized Activities / Illegal Assemblies</b></p> <p>a. <u>Conduct of unapproved/unauthorized group actions such as organizing, leading, instigating or joining rallies, demonstrations that create DISORDER OR DISTURBANCE in the University, or tarnish the name or reputation of the University.</u></p>	<p><u>Suspension up to 15 school days</u></p>	<p><u>Suspension up to 30 school days</u></p>	<p><u>Suspension for one semester</u></p>
<p>b. <u>Posting, distributing printed materials, disseminating or circulating information that incites sedition or rebellion except those posted in the freedom wall.</u></p>	<p><u>Suspension up to 10, 15 school days</u></p>	<p><u>Suspension up to 25, 30 school days</u></p>	<p><u>Suspension for one semester</u></p>
<p>c. <u>Organizing Organized, asking or requesting recruited any person to join any fraternity, sorority or student organization that is not authorized, recognized or accredited by the University.</u></p>	<p><del>Dismissal</del> <u>Suspension for 30 days up to one semester</u></p>	<p><u>Dismissal</u></p>	
<p>d. <u>Hazing, or inflicting physical, psychological, emotional or mental harm, suffering or injury on any person who intends to join any fraternity, sorority or any student organization that is not recognized or accredited by the University, or conducting initiation rites, in any form or manner, as requirement for admission to any such organization.</u></p>	<p><u>Dismissal</u></p>		

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<p><b><u>3. Deadly and Dangerous Weapons</u></b></p> <p>a. <del>Possessing</del> <u>Possession of guns, firearms, ammunitions, explosives, incendiary devices or detonation agents and bringing them to the University premises or during the occasion of any official school activity.</u></p> <p>b. <del>Possessing</del> <u>Possession of sharp, pointed, bladed or blunt weapons and bringing them to the University premises or to any official school activity unless such weapons are used for legal purposes.</u></p>	<p><del>Suspension for one semester</del> <u>Dismissal</u></p> <p><del>Suspension up to 30 school days</del> <u>15</u></p>	<p><del>Dismissal/Expulsion</del></p> <p><u>Suspension for one semester</u></p>	<p><u>Dismissal</u></p>
<p><b><u>7. 4. Violence and Physical Assault / Injury</u></b></p> <p>a. <u>Acts of violence resulting to physical harm or injury, which requires thereby, medical attention/ hospitalization;</u></p> <p>b. <u>Acts of violence resulting to temporary incapacity of any person</u></p> <p>c. <del>b. Unwanted and Intentional aggression and bullying;</del> <u>taking the form of either physical or verbal assault, or both, whether written, verbal or electronic.</u></p>	<p><del>Suspension for one semester</del> <u>30 days</u></p> <p><del>Suspension for one semester</del></p> <p><u>Suspension for 30 days</u></p>	<p><u>Dismissal</u></p> <p><u>Dismissal</u></p> <p><u>Suspension for one semester</u></p>	<p><u>Dismissal</u></p>

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<p><u>eliciting shame, fear, embarrassment, intimidation or anxiety to the target/victim or leading to his psychological trauma</u></p> <p><u>c. Acts of violence resulting to permanent disability or death</u></p>			
<p><b>54. Threats / Coercion</b></p> <p><del>a. Threatening, coercing or inflicting any wrong upon a person's honor or his/her property for the purpose of exacting money or property, unless victim the latter gives money or property or performs any condition imposed upon him;</del></p> <p><del>a. Threatening, coercing a person for the purpose of exacting money or taking his/her property,</del></p> <p><del>b. Coercing a person to do something against his will, or engaging him into doing something that is unlawful unless gives money property, or performs any condition imposed upon him,</del></p>	<p><u>Expulsion</u></p> <p><u>Suspension up to 30 school days and restitution of the amount or property if any</u></p> <p><u>Suspension up to 30 school days and restitution, if any of the amount of property,</u></p>	<p><u>Suspension for one semester and restitution of the amount or property, if any</u></p> <p><u>Suspension for one semester and restitution, if any of the amount of property, if any,</u></p>	<p><u>Dismissal and restitution of the amount or property, if any.</u></p> <p><del>Dismissal and restitution of the amount or property, if any.</del></p>

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<p><b><u>56. Swindling</u></b></p> <p><u>a. Obtaining money or property from any person, group, or organization using false pretenses, deceit or fraud.</u></p>	<p><u>Suspension for 30 days.</u> <del>Suspension for one semester</del> and restitution, if any of the amount of property, if any</p>	<p><u>Suspension for one semester and restitution of the amount or property, if any</u></p>	<p><u>Dismissal and restitution of the amount or property, if any.</u></p>
<p><b><u>87. Robbery / Theft</u></b></p> <p><u>a. Taking of property, documents or records belonging to another person without consent, by violent means or intimidation with intent to gain money or property.</u></p>	<p><u>Suspension up to 30 school days and replacement of the stolen item</u></p>	<p><u>Suspension for one semester and replacement of the stolen item</u></p>	<p><u>Dismissal and replacement of the stolen item</u></p>
<p><b><u>19.8. Offering or Giving Bribes</u></b></p> <p><u>Offering or giving anything of value to induce a person to do something contrary to law, morals, good customs and public policy, including falsifying the attendance report in the NSTP, PE or any required activity</u></p>	<p><u>Suspension up to 25 school days</u></p>	<p><u>Suspension for one semester</u></p>	<p><u>Dismissal</u></p>
<p><b><u>6. 9. Misuse of / Failure to Account Funds</u></b></p> <p><u>a. Unauthorized use of funds of any person, group, class, organization/student government.</u></p> <p><u>b. Failure to account for the appropriated funds</u></p>	<p><u>Suspension up to 30 school days and restitution of the amount or property if any</u></p> <p><u>Suspension up to 30 school days and restitution of the amount or property if any</u></p>	<p><u>Suspension for one semester and restitution of the amount or property, if any</u></p> <p><u>Suspension for one semester and restitution of the amount or property, if any</u></p>	<p><u>Dismissal and restitution of the amount or property, if any.</u></p> <p><u>Dismissal and restitution of the amount or property, if any.</u></p>

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<p><b><u>7. Violence and Physical Assault / Injury</u></b></p> <p><u>a. Acts of violence resulting to physical harm or injury, thereby, medical attention/hospitalization, incapacitating any person</u></p> <p><u>b. Unwanted and intentional aggression, taking the form of either physical or verbal assault, or both, whether written, verbal or electronic, eliciting shame, fear, embarrassment, intimidation or anxiety to the target/victim or leading to his psychological trauma</u></p> <p><u>e. Acts of violence resulting to permanent disability or death</u></p>	<p><u>Suspension for one semester</u></p> <p><u>Suspension for one semester</u></p> <p><u>Expulsion</u></p>	<p><u>Dismissal</u></p> <p><u>Dismissal</u></p>	
<p><b><u>8. Robbery / Theft</u></b></p> <p><u>a. Taking of property, documents or records belonging to another person without consent, by violent means or intimidation with intent to gain money</u></p>	<p><u>Suspension up to 30 school days and replacement of the stolen item</u></p>	<p><u>Suspension for one semester and replacement of the stolen item</u></p>	<p><u>Dismissal and replacement of the stolen item</u></p>
<p><b><u>119. Damage to Property</u></b></p> <p><u>a. Intentionally causing damage to many University property or other properties within the University premises by any means other than burning or with the use of explosives or improvised explosive devices.</u></p>	<p><u>Suspension up to 30 days, repair / replacement of damaged property</u></p>	<p><u>Suspension for one semester, repair/replacement of damaged property</u></p>	<p><u>Dismissal</u></p>

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b. Intentionally causing damage to any University property or other properties within the University premises by <u>vandalizing, burning or with the use of explosives or improvised explosive devices</u>	<del>Expulsion</del> Dismissal / <del>Expulsion</del>		
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<b><u>120. Forcible or unauthorized entry into the TUP premises</u></b>	<u>Suspension up to 15 days</u>	<u>Suspension up to 30 days</u>	<u>Suspension for one semester</u>
<b><u>134. Commission of cybercrimes as defined under R.A No. 10175</u></b>	<u>Suspension up to 15 days</u>	<u>Suspension up to 30 days</u>	<u>Suspension for one semester</u>
<b><u>124. Slander / Libel &amp; Gossip</u></b>			
a. Oral Defamation	<u>Suspension up to 15 school days</u>	<u>Suspension up to 30 school days</u>	<u>Suspension for one semester</u>
b. Slander by deed	<u>Suspension up to 15 school days</u>	<u>Suspension up to 30 school days</u>	<u>Suspension for one semester</u>
c. Public and malicious imputation of a crime, vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause dishonor, discredit or contempt against any member of the TUP community	<u>Suspension up to 30 school days</u>	<u>Suspension up to 30 school days for one semester</u>	<u>Dismissal</u>
<b><u>153. Falsification of documents, records and credentials</u></b>			
a. Forging, falsifying or tampering with University records, data, documents, identification cards or credentials, or knowingly furnishing the University with false or fraudulent information in connection with any official document, activity or transaction	<u>Suspension for one semester for 25 days up to one semester</u>	<u>Dismissal</u>	

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<b>146. Academic Dishonesty</b>			
a. Cheating during examinations	Suspension up to <del>10</del> 5 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
b. Cheating in any form: assignments, research papers, etc.	Suspension up to <del>15</del> 10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
c. Stealing of examination papers or answer keys	Suspension up to <del>15</del> 10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
d. Selling of examination papers or answer keys	Suspension up to <del>15</del> 10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
e. Plagiarism	Suspension for one semester	Dismissal	
<b>175. Immoral Acts</b>			
a. Publishing, possessing, viewing, reading, displaying, selling or distributing of pornographic or immoral materials within the school premises	Suspension up to <del>15</del> 10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
b. Engaging in immoral or scandalous <del>conduct in any activity</del> within the University premises	Suspension up to <del>15</del> 10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
c. <del>Conduct in</del> Engaging in an illicit affair with any member of the TUP Community	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester  Dismissal

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d. <del>Committing</del> Commission of sexual harassment <del>committed</del> by a student against another student	Suspension up to 30 school days	Suspension for one semester	
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<b>168. Gambling</b>			
Engaging in any form of gambling within the University premises	Suspension up to <del>15</del> -10 school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
<b>179. False representation or Misrepresentation</b>			
a. Representing the University in any local/national/ international <del>affairevent/activity</del> -without any approval from <del>concerned</del> the duly authorized officials of the University	Suspension up to <del>150</del> school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
b. Sale of tickets/ involvement in a promotional fund raising campaign in the name of TUP/ a TUP organization without the official approval of the Campus Director/ Director of the Office of Student Affairs or his duly authorized representative	Suspension up to <del>150</del> school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester
c. Entering into any contract or financial transaction with an outside person, firm, entity or organization in the name of the University without any approval from <del>the concerned</del> duly authorized official of the University	Suspension up to <del>150</del> school days	Suspension up to <del>30</del> 25 school days	Suspension for one semester

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<b>20. Acts of Disrespect</b>			
a. Disrespect towards the national flag, national anthem, or other national symbols.	Suspension up to 10 school days	Suspension up to 25 school days	Suspension for one semester

<u>b. Disrespect towards the University flag, hymn, logo, or emblem</u>	<u>Suspension up to 10 school days</u>	<u>Suspension up to 25 school days</u>	<u>Suspension for one semester</u>
<u>c. Disrespect towards faculty members, employees, or officials of the University, or any other person in authority by ridiculing, mocking, instigating a quarrel or making sexual advances</u>	<u>Suspension up to 10 school days</u>	<u>Suspension up to 25 school days</u>	<u>Suspension for one semester</u>

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<p><b><u>18. Acts of Disrespect</u></b></p> <p>a. <u>Disrespect towards the national flag, national anthem, or other national symbols.</u></p> <p>b. <u>Disrespect towards the University flag, hymn, logo, or emblem</u></p> <p>e. <u>Disrespect towards faculty members, employees, or officials of the University, or any other person in authority by ridiculing, mocking, instigating a quarrel or making sexual advances</u></p>	<p><u>Suspension up to 15 school days</u></p> <p><u>Suspension up to 15 school days</u></p> <p><u>Suspension up to 30 school days</u></p>	<p><u>Suspension up to 30 school days</u></p> <p><u>Suspension up to 30 school days</u></p> <p><u>Suspension up to 30 school days</u></p>	<p><u>Suspension for one semester</u></p> <p><u>Suspension for one semester</u></p> <p><u>Suspension for one semester</u></p>
<p><b><u>19. Offering or Giving Bribes</u></b></p> <p><u>Offering or giving anything of value to induce a person to do something contrary to law, morals, good customs and public policy, including falsifying the attendance report in the NSTP, PE or any required activity</u></p>	<p><u>Suspension up to 30 school days</u></p>	<p><u>Suspension for one semester</u></p>	<p><u>Dismissal</u></p>
<p><b><u>210. Smoking within the University premises of any type of cigarette or tobacco product</u></b></p>	<p><u>Suspension up to 10 school days</u></p>	<p><u>Suspension up to 25 school days</u></p>	<p><u>Suspension for one semester</u></p>
<p><b><u>212. Littering within the University premises</u></b></p>	<p><u>Suspension up to 15 school days</u></p>	<p><u>Suspension up to 25 school days</u></p>	<p><u>Suspension for one semester</u></p>
<p><b><u>232. Entering the University premises with a borrowed ID or registration form.</u></b></p>	<p><u>Suspension up to 15 school days</u></p>	<p><u>Suspension up to 25 school days</u></p>	<p><u>Suspension for one semester</u></p>
<p><b><u>243. Lending of ID / Registration Form to facilitate the entry of another student into the University Premises</u></b></p>	<p><u>Suspension up to 15 school days</u></p>	<p><u>Suspension up to 25 school days</u></p>	<p><u>Suspension for one semester</u></p>

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<del>24. Commission of the same or any minor offense for the 4<sup>th</sup> time</del>	Suspension up to <del>150</del> school days	Suspension up to <del>3025</del> school days	Suspension for one semester
<del>25. Commission of a major offense while under the academic probationary probationstatus,</del>	<del>Dismissal/Expulsion</del>		
<del>26. Final conviction of any offense punishable under the Revised Penal Code, Special Penal laws or ordinances,</del>	Dismissal		

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**\*\*for TAGUIG/VISAYAS CAMPUSES ON TRIMESTER BASIS**

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~~3025~~ DAYS SUSPENSION = ~~2320~~ DAYS SUSPENSION

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~~105~~ DAYS SUSPENSION = ~~128~~ DAYS SUSPENSION

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**-END OF TABLE FOR MAJOR OFFENSES-**

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**TABLE OF OFFENSES**

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**B. MINOR OFFENSES**

<u>OFFENSE</u>	<u>1<sup>st</sup> OFFENSE</u>	<u>2<sup>nd</sup> OFFENSE</u>	<u>3<sup>rd</sup> OFFENSE</u>
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1. <del>Loitering or and</del> Causing disturbance during classes hours inside the University Premises	<del>Warning</del> Reprimand and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
2. Not wearing the prescribed uniform / haircut / University Identification card while inside the University Ppremisses	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
3. Cross dressing during uniform days and wash days	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
4. Violation of the dress code regulation or the footwear regulation during wash days	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
5. For male students, sporting of inappropriate or unwanted facial hair. Mustache Goatee Beard as may be determined by the Office of proper University officials Student Affairs (with graphics)	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
6. Wearing earrings for male students and multiple earrings for female students within the University premises or during school activities	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
7. Wearing caps or hats inside the classroom or covered facilities	<del>Warning and a Letter of Apology</del>	10 to 20 hours of community service	30 to 50 hours of community service
87. Entering the classroom (students from other classes) without permission from the instructor while the class is going on	Reprimand <del>Warning</del> and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service

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<p><u>89. Leaving the room without permission (cutting classes) from the instructor/professor while the class is on going without justifiable reason</u></p>	<p><u>Reprimand Warning and a Letter of Apology</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>910. Attempting to join any fraternity, sorority or student organization involved in unlawful / illegal activities that is not recognized or accredited by the University. An attempt is present when a student has signed an application form to join a fraternity, a sorority or unaccredited organization</u></p>	<p><u>Reprimand Warning and a Letter of Apology with the understanding undertaking that the student will no longer attempt to join such organization</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>104. Posting printed materials in the University premises without prior written approval from the proper University officials except those posted in the Freedom Wall</u></p>	<p><u>Reprimand Warning and a Letter of Apology</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>121. Using the University facilities without prior written permission from the proper University officials</u></p>	<p><u>Reprimand Warning and a Letter of Apology</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>123. Unauthorized removal of official notices and posters from the bulletin board</u></p>	<p><u>Reprimand Warning and a Letter of Apology</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>14. Possession of gambling paraphernalia unless authorized by</u></p>	<p><u>Reprimand Warning, a Letter of Apology and forfeiture of gambling paraphernalia</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>
<p><u>135. Unauthorized use of the cellphone, mini video / audio or other related IT gadgets/devices during classes</u></p>	<p><u>Reprimand Warning, a Letter of Apology and confiscation of gadget. The gadget is returned after submission of the said letter of apology</u></p>	<p><u>10 to 20 hours of community service</u></p>	<p><u>30 to 50 hours of community service</u></p>

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2086 **TUP MANILA**

2087 **Atty. CHRISTIAN CALINGASAN**

2088 **Dr. MARGARET S. AQUINO**

2089 **Prof. GHAZALI R. SISON**

2090 **Prof. MARILYN M. IGNACIO**

2091 **Prof. MANUEL P. INANURAN**

2092 **Student Regent ALLONA JADE NADERA**

2093 **Prof. JANICE MARIE J. LAGRIMAS**

2094 **Atty. DANILO M. ABAYON**

2095

2096 **TUP TAGUIG**

2097 **Engr. RICA JANE Y. KOSCA**

2098 **Mrs. MENERVA P. DOCTOR**

2099 **Student Representative LIANA ROSE P. CASIMIRO**

2100

2101 **TUP CAVITE**

2102 **Prof. MA. GEMMA R. HUFANA**

2103 **Ms. REMEDIOS H. FALLESGON**

2104 **Student Representative ALJON A. CONDE**

2105

2106 **TUP VISAYAS**

2107 **Prof. CRISTINA G. ANG**

2108 **Mr. EDCEL F. GAITAN**

2109 **Student Representative SHAIRAH ANNE G. LOBATON**

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2111 **=====**

2112 **AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF**

2113 **2002.**

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2114 REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE  
2115 DANGEROUS  
2116 DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND  
2117 FOR  
2118 OTHER PURPOSES

2121 Be it enacted by the Senate and House of Representatives of the Philippines in Congress

2122 Section 1. Short Title. – This Act shall be known and cited as the “Comprehensive  
2123 Dangerous Drugs Act of 2002”.

2124 Section 2. Declaration on of Policy. – It is the policy of the State to safeguard the integrity  
2125 of its territory and the well-being of its citizenry particularly the youth, from the harmful  
2126 effects of dangerous drugs on their physical and mental well-being, and to defend the same  
2127 against acts or omissions detrimental to their development and preservation. In view of the  
2128 foregoing, the State needs to enhance further the efficacy of the law against dangerous  
2129 drugs, it being one of today’s more serious social ills. Toward this end, the government  
2130 shall pursue an intensive and unrelenting campaign against the trafficking and use of  
2131 dangerous drugs and other similar substances through an integrated system of planning,  
2132 implementation and enforcement of anti-drug abuse policies, programs, and projects. The  
2133 government shall, however, aim to achieve a balance in the national drug control program  
2134 so that people with legitimate medical needs are not prevented from being treated with  
2135 adequate amounts of appropriate medications, which include the use of dangerous drugs. It  
2136 is further declared the policy of the State to provide effective mechanisms or measures to  
2137 re-integrate into society individuals who have fallen victims to drug abuse or dangerous  
2138 drug dependence through sustainable programs of treatment and rehabilitation.

2139 ARTICLE I

2140 DEFINITION OF TERMS

2141 Section 3. Definitions. As used in this Act, the following terms shall mean:

2142 (a) Administer. – Any act of introducing any dangerous drug into the body of any person,  
2143 with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of  
2144 committing any act of indispensable assistance to a person in administering a dangerous  
2145 drug to himself/herself unless administered by a duly licensed practitioner for purposes of  
2146 medication.

2147 (b) Board. - Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.

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2148 (c) Centers. - Any of the treatment and rehabilitation centers for drug dependents referred  
2149 to in Section 34, Article VIII of this Act.

2150 (d) Chemical Diversion. – The sale, distribution, supply or transport of legitimately  
2151 imported, in-transit, manufactured or procured controlled precursors and essential  
2152 chemicals, in diluted, mixtures or in concentrated form, to any person or entity engaged in  
2153 the manufacture of any dangerous drug, and shall include packaging, repackaging, labeling,  
2154 relabeling or concealment of such transaction through fraud, destruction of documents,  
2155 fraudulent use of permits, misdeclaration, use of front companies or mail fraud.

2156 (e) Clandestine Laboratory. – Any facility used for the illegal manufacture of any  
2157 dangerous drug and/or controlled precursor and essential chemical.

2158 (f) Confirmatory Test. – An analytical test using a device, tool or equipment with a  
2159 different chemical or physical principle that is more specific which will validate and  
2160 confirm the result of the screening test.

2161 (g) Controlled Delivery. – The investigative technique of allowing an unlawful or suspect  
2162 consignment of any dangerous drug and/or controlled precursor and essential chemical,  
2163 equipment or paraphernalia, or property believed to be derived directly or indirectly from  
2164 any offense, to pass into, through or out of the country under the supervision of an  
2165 authorized officer, with a view to gathering evidence to identify any person involved in any  
2166 dangerous drugs related offense, or to facilitate prosecution of that offense.

2167 (h) Controlled Precursors and Essential Chemicals. – Include those listed in Tables I and II  
2168 of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic  
2169 Substances as enumerated in the attached annex, which is an integral part of this Act.

2170 (i) Cultivate or Culture. – Any act of knowingly planting, growing, raising, or permitting  
2171 the planting, growing or raising of any plant which is the source of a dangerous drug.

2172 (j) Dangerous Drugs. – Include those listed in the Schedules annexed to the 1961 Single  
2173 Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules  
2174 annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the  
2175 attached annex which is an integral part of this Act.

2176 (k) Deliver. – Any act of knowingly passing a dangerous drug to another, personally or  
2177 otherwise, and by any means, with or without consideration.

2178 (l) Den, Dive or Resort. – A place where any dangerous drug and/or controlled precursor  
2179 and essential chemical is administered, delivered, stored for illegal purposes, distributed,  
2180 sold or used in any form.

2181 (m) Dispense. – Any act of giving away, selling or distributing medicine or any dangerous  
2182 drug with or without the use of prescription.

2183 (n) Drug Dependence. – As based on the World Health Organization definition, it is a  
2184 cluster of physiological, behavioral and cognitive phenomena of variable intensity, in

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2185 which the use of psychoactive drug takes on a high priority thereby involving, among  
2186 others, a strong desire or a sense of compulsion to take the substance and the difficulties in  
2187 controlling substance-taking behavior in terms of its onset, termination, or levels of use.

2188 (o) Drug Syndicate. – Any organized group of two (2) or more persons forming or joining  
2189 together with the intention of committing any offense prescribed under this Act.

2190 (p) Employee of Den, Dive or Resort. – The caretaker, helper, watchman, lookout, and  
2191 other persons working in the den, dive or resort, employed by the maintainer, owner and/or  
2192 operator where any dangerous drug and/or controlled precursor and essential chemical is  
2193 administered, delivered, distributed, sold or used, with or without compensation, in  
2194 connection with the operation thereof.

2195 (q) Financier. – Any person who pays for, raises or supplies money for, or underwrites any  
2196 of the illegal activities prescribed under this Act.

2197 (r) Illegal Trafficking. – The illegal cultivation, culture, delivery, administration,  
2198 dispensation, manufacture, sale, trading, transportation, distribution, importation,  
2199 exportation and possession of any dangerous drug and/or controlled precursor and essential  
2200 chemical.

2201 (s) Instrument. – Anything that is used in or intended to be used in any manner in the  
2202 commission of illegal drug trafficking or related offenses.

2203 (t) Laboratory Equipment. – The paraphernalia, apparatus, materials or appliances when  
2204 used, intended for use or designed for use in the manufacture of any dangerous drug and/or  
2205 controlled precursor and essential chemical, such as reaction vessel, preparative/ purifying  
2206 equipment, fermentors, separatory funnel, flask, heating mantle, gas generator, or their  
2207 substitute.

2208 (u) Manufacture. – The production, preparation, compounding or processing of any  
2209 dangerous drug and/or controlled precursor and essential chemical, either directly or  
2210 indirectly, or by extraction from substances of natural origin, or independently by means of  
2211 chemical synthesis or by a combination of extraction and chemical synthesis, and shall  
2212 include any packaging or repackaging of such substances, design or configuration of its  
2213 form, or labeling or relabeling of its container; except that such terms do not include the  
2214 preparation, compounding, packaging or labeling of a drug or other substances by a duly  
2215 authorized practitioner as an incident to his/her administration or dispensation of such drug  
2216 or substance in the course of his/her professional practice including research, teaching and  
2217 chemical analysis of dangerous drugs or such substances that are not intended for sale or  
2218 distributed for any other purpose.

2219 (v) Cannabis or commonly known as “Marijuana” or “Indian Hemp” or by its any other  
2220 name. – Embraces every kind, class, genus, or specie of the plant Cannabis sativa L.  
2221 including, but not limited to, Cannabis americana, hashish, bhang, guaza, churrus and  
2222 ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh  
2223 and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds,

2224 thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any  
2225 form whatsoever.

2226 (w) Methylenedioxyamphetamine (MDMA) or commonly known as “Ecstasy”, or by  
2227 its any other name. – Refers to the drug having such chemical composition, including any  
2228 of its isomers or derivatives in any form.

2229 (x) Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or  
2230 by its any other name. – Refers to the drug having such chemical composition, including  
2231 any of its isomers or derivatives in any form.

2232 (y) Opium. – Refers to the coagulated juice of the opium poppy (Papaver somniferum L.)  
2233 and embraces every kind, class and character of opium, whether crude or prepared; the  
2234 ashes or refuse of the same; narcotic preparations, thereof, or therefrom; morphine or any  
2235 alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters  
2236 as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium  
2237 leaves, whether prepared for use or not.

2238 (z) Opium Poppy. – Refers to any part of the plant of the species Papaver somniferum L.,  
2239 Papaver setigerum DC, Papaver orientale, Papaver bracteatum and Papaver rhoeas, which  
2240 includes the seeds, straws, branches, leaves or any part thereof, or substances derived  
2241 therefrom, even for floral, decorative and culinary purposes.

2242 (aa) PDEA. – Refers to the Philippine Drug Enforcement Agency under Section 82, Article  
2243 IX of this Act. (bb) Person. – Any entity, natural or juridical, including among others, a  
2244 corporation, partnership, trust or estate, joint stock company, association, syndicate, joint  
2245 venture or other unincorporated organization or group capable of acquiring rights or  
2246 entering into obligations.

2247 (cc) Planting of Evidence. – The willful act by any person of maliciously and  
2248 surreptitiously inserting, placing, adding or attaching directly or indirectly, through any  
2249 overt or covert act, whatever quantity of any dangerous drug and/or controlled precursor  
2250 and essential chemical in the person, house, effects or in the immediate vicinity of an  
2251 innocent individual for the purpose of implicating, incriminating or imputing the  
2252 commission of any violation of this Act.

2253 (dd) Practitioner. – Any person who is a licensed physician, dentist, chemist, medical  
2254 technologist, nurse, midwife, veterinarian or pharmacist in the Philippines.

2255 (ee) Protector/Coddler. – Any person who, knowingly and willfully, consents to the  
2256 unlawful acts provided for in this Act and uses his/her influence, power or position in  
2257 shielding, harboring, screening or facilitating the escape of any person he/she knows, or  
2258 has reasonable grounds to believe on or suspects, has violated the provisions of this Act in  
2259 order to prevent the arrest, prosecution and conviction of the violator.

2260 (ff) Pusher. – Any person who sells, trades, administers, dispenses, delivers or gives away  
2261 to another, on any terms whatsoever, or distributes, dispatches in transit or transports

2262 dangerous drugs or who acts as a broker in any of such transactions, in violation of this  
2263 Act.

2264 (gg) School. – Any educational institution, private or public, undertaking educational  
2265 operation for pupils/students pursuing certain studies at defined levels, receiving  
2266 instructions from teachers, usually located in a building or a group of buildings in a  
2267 particular physical or cyber site.

2268 (hh) Screening Test. – A rapid test performed to establish potential/presumptive positive  
2269 result.

2270 (ii) Sell. – Any act of giving away any dangerous drug and/or controlled precursor and  
2271 essential chemical whether for money or any other consideration.

2272 (jj) Trading. – Transactions involving the illegal trafficking of dangerous drugs and/or  
2273 controlled precursors and essential chemicals using electronic devices such as, but not  
2274 limited to, text messages, email, mobile or landlines, two-way radios, internet, instant  
2275 messengers and chat rooms or acting as a broker in any of such transactions whether for  
2276 money or any other consideration in violation of this Act.

2277 (kk) Use. – Any act of injecting, intravenously or intramuscularly, of consuming, either by  
2278 chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the  
2279 physiological system of the body, the dangerous drugs.

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## ARTICLE II

### Unlawful Acts and Penalties

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2289 Section 4. Importation of Dangerous Drugs and/or Controlled Precursors and Essential  
2290 Chemicals. The penalty of life imprisonment to death and a ranging from Five hundred  
2291 thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed  
2292 upon any person, who, unless authorized by law, shall import or bring into the Philippines  
2293 any dangerous drug, regardless of the quantity and purity involved, including any and all  
2294 species of opium poppy or any part, thereof, or substances derived therefrom even for  
2295 floral, decorative and culinary purposes.

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2296 The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty  
2297 (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five  
2298 hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless  
2299 authorized by law, shall import any controlled precursor and essential chemical.

2300 The maximum penalty provided for under this Section shall be imposed upon any person,  
2301 who, unless authorized under this Act, shall import or bring into the Philippines any  
2302 dangerous drug and/or controlled precursor and essential chemical through the use of a  
2303 diplomatic passport, diplomatic facilities or any other means involving his/her official  
2304 status intended to facilitate the unlawful entry of the same. In addition, the diplomatic  
2305 passport shall be confiscated and canceled. The maximum penalty provided for under this  
2306 Section shall be imposed upon any person, who organizes, manages or acts as a  
2307 “financier” of any of the illegal activities prescribed in this Section.

2308 The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and  
2309 a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand  
2310 pesos (P500,000.00) shall be imposed upon any person, who acts as a “protector/coddler”  
2311 of any violator of the provisions under this Section.

2312 **Section 5. Sale, Trading, Administration, Dispensation, Delivery, Distribution and**  
2313 **Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.**  
2314 **- The penalty of life imprisonment to death and a fine ranging from Five hundred thousand**  
2315 **pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any**  
2316 **person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give**  
2317 **away to another, distribute dispatch in transit or transport any dangerous drug, including**  
2318 **any and all species of opium poppy regardless of the quantity and purity involved, or shall**  
2319 **act as a broker in any of such transactions.**

2320  
2321 The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty  
2322 (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five  
2323 hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless  
2324 authorized by law, shall sell, trade, administer, dispense, deliver, give away to another,  
2325 distribute, dispatch in transit or transport any controlled precursor and essential chemical,  
2326 or shall act as a broker in such transactions.

2327 If the sale, trading, administration, dispensation, delivery, distribution or transportation of  
2328 any dangerous drug and/or controlled precursor and essential chemical transpires within  
2329 one hundred (100) meters from the school, the maximum penalty shall be imposed in every  
2330 case.

2331 For drug pushers who use minors or mentally incapacitated individuals as runners, couriers  
2332 and messengers, or in any other capacity directly connected to the dangerous drugs and/or  
2333 controlled precursors and essential chemical trade, the maximum penalty shall be imposed  
2334 in every case. If the victim of the offense is a minor or a mentally incapacitated individual,

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2335 or should a dangerous drug and/or a controlled precursor and essential chemical involved  
2336 in any offense herein provided be the proximate cause of death of a victim, thereof, the  
2337 maximum penalty provided for under this Section shall be imposed.

2338 The maximum penalty provided for under this Section shall be imposed upon any person  
2339 who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in  
2340 this Section

2341 The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and  
2342 a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand  
2343 pesos (P500,000.00) shall be imposed upon any person, who acts as a “protector/coddler”  
2344 of any violator of the provisions under this Section.

2345

2346 **Section 6. Maintenance of a Den, Dive or Resort. - The penalty of life imprisonment to**  
2347 **death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million**  
2348 **pesos (P10,000,000.00) shall be imposed upon any person or group of persons who shall**  
2349 **maintain a den, dive or resort where any dangerous drug is used or sold in any form. The**  
2350 **penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20)**  
2351 **years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred**  
2352 **thousand pesos (P500,000.00) shall be imposed upon any person or group of persons who**  
2353 **shall maintain a den, dive, or resort where any controlled precursor and essential chemical**  
2354 **is used or sold in any form.**

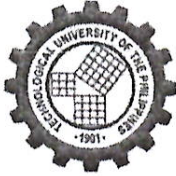
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2355 The maximum penalty provided for under this Section shall be imposed in every case  
2356 where any dangerous drug is administered, delivered or sold to a minor who is allowed to  
2357 use the same in such a place. Should any dangerous drug be the proximate cause of the  
2358 death of a person using the same in such den, dive or resort, the penalty of death and a fine  
2359 ranging from One million (P1,000,000.00) to Fifteen million pesos (P500,000.00) shall be  
2360 imposed on the maintainer, owner and/or operator.

2361 If such den, dive or resort is owned by a third person, the same shall be confiscated and  
2362 escheated in favor of the government: Provided, That the criminal complaint shall  
2363 specifically allege that such place is intentionally used in the furtherance of the crime:  
2364 Provided, further, That the prosecution shall prove such intent on the part of the owner to  
2365 use the property for such purpose: Provided, finally, That the owner shall be included as an  
2366 accused in the criminal complaint.

2367 The maximum penalty provided for under this Section shall be imposed upon any person  
2368 who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in  
2369 this Section. The penalty twelve (12) years and one (1) day to twenty (20) years of  
2370 imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five  
2371 hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a  
2372 “protector/ coddler” of any violator of the provisions under this Section.

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October 4, 2019

## OFFICE ORDER

NO. 855, s. 2019  
10-9-19

### COMMITTEE TO UPDATE/REVISE THE 2013 STUDENT HANDBOOK OF THE UNIVERSITY

TO: All Concerned

In view of some changes in our academic policies and the implementation of RA No. 10687 also known as Unified Student Financial Assistance System for Tertiary Education (UniFAST) Act and RA No. 10931 otherwise known as the Universal Access to Quality Tertiary Education Act, there is a need to update and revise the 2013 Revised Student Handbook of the University.

The following is hereby constituted as a Committee to update and revise the aforesaid student handbook:

**Chairperson:** Atty. Christian C. Calingasan  
**Co-Chairperson:** Dr. Margaret S. Aquino, OSA Director

#### Members:

- Prof. Marilyn M. Ignacio, University Registrar
- Prof. Ghazali Iluminada Sison, Director of Academic Programs
- Prof. Gemma Hufana, OSA Head of Cavite Campus
- Prof. Rica Jane Kosca, OSA Head of Taguig Campus
- Prof. Edcel Gaitan, OSA Head of TUP Visayas Campus
- Ms. Remedios Fallesgon, Registrar- TUP Cavite Campus
- Ms. Menerva P. Doctor, Registrar- TUP Taguig Campus
- Dr. Edito A. Diego, Registrar- TUP Visayas Campus
- Mr. Manuel P. Inanuran, Director, Office of Resource Generation
- Ms. Allona Nadera – FSG President and Student Regent
- Atty. Danilo Abayon, TUP Special Attorney, as Member & Consultant

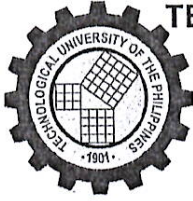
Below are pertinent activities of the Committee with initial dates:

Phase	Activity	Date
Phase 1	Organizational/Committee Meeting	October 8-10, 2019
Phase 2	Tasking per Campus: Revisit 2013 TUP Student Handbook and incorporation of suggestions and provisions	October 14-18, 2019
Phase 3	Consolidation of Campus Output	October 21-22, 2019
Phase 4	Campus Forum: Presentation of the Final Manuscript of the 2019 Revised TUP Student Handbook	November 11-15, 2019
Phase 5	Presentation of the 2019 Revised TUP Student Handbook to the Academic Council Meeting	TBA
Phase 6	Presentation of the 2019 Revised TUP Student Handbook for BOR Endorsement	TBA

You may consult with the UniFAST Executive Director, and with CHED on relevant important matters.

Be guided.

**JESUS RODRIGO F. TORRES, DPA, CSEE**  
President



November 8, 2019

**OFFICE ORDER**

NO. 960, s. 2019  
*Ja 11-12-19*

**ORGANIZATIONAL MEETING ON NOVEMBER 19-21, 2019 AT IRTC BLDG.,  
TUP MANILA FOR THE COMMITTEE TO UPDATE/REVISE THE 2013 STUDENT  
HANDBOOK OF THE UNIVERSITY**

**TO:** All Concerned

This office hereby authorizes the conduct of **Organizational Meeting** on November 19-21, 2019 at the 5<sup>th</sup> Floor Discussion Room, IRTC Bldg., TUP Manila for the **Committee to Update/Revise the 2013 Student Handbook of the University** which was constituted by virtue of Office Order No. 855, s. 2019.

This meeting seeks to come up with unified revised student handbook, unified policies, rules, regulations and implementation. This also includes the retention policies of RA 10687 known as UniFAST, RA 10931 known as Universal Access to Quality Tertiary Education Act and other relevant matters that need to be provided in the student handbook based on the CHED-RQuAT and AACUP evaluation.

The budget of **Php42,000.00** is allocated for food as direct payment to the service provider, disbursement of which is subject to the existing accounting and auditing rules and regulations.

The attendance of all concerned is enjoined.

Be guided.

  
**JESUS RODRIGO F. TORRES, DPA, CSEE**  
President

*no bottled water, please*

Reference Name	Elizabeth A. Barosa	Date	11082019
Tel No.	+632-301-3001 local 122	Page No.	1 / 1
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Email	tup@tup.edu.ph	Index No.	REF-QAA-EXT-SCT-I01-R02-11212018

19-907



Office of Student Affairs  
Student Life Development Unit  
**REPORT ON A CONCLUDED STUDENT ACTIVITY**

**ty** : Update/Revise the 2013 student handbook of the University  
**me** : November 19-21, 2019  
: TUP Manila IRTC Discussion room  
: To update the student handbook  
: OSA, Registrar, USG and Atty. Calingasan  
:  
: By the virtue of the office order No. 885 series 2019, the TUP created a comm  
Of University registrar, office of the student affairs, and student representative:  
Revise/update the 2013 student handbook. The inclusion of the R.A. 10867  
(UniFAST law) and R.A 10931 (Universal Access to Quality Tertiary Education Ac  
on the revision.

**ghlights of the Activity:**



Figure 1 Picture taking Day 3



Figure 2: Revision on Going

by:



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January 20, 2020

## OFFICE ORDER

NO. 25, s. 2020  
*1-20-2020*

### CONTINUATION OF THE MEETING OF THE COMMITTEE ON THE REVISION AND UPDATING OF THE 2013 TUP STUDENT HANDBOOK AND PUBLIC/STUDENT CONSULTATION ON JANUARY 27-29, 2020 IN TUP VISAYAS

TO: All Concerned

As hereto requested and recommended, this office hereby authorizes the Continuation of the Meeting of the Committee on the Revision and Updating of the 2013 TUP Student Handbook on January 27-28, 2020 and Public/Student Consultation on the Draft Revision on January 29, 2020 in TUP Visayas Campus, City of Talisay, Negros Occidental. However, the specific venue for the Committee meeting will be determined after compliance with procurement process by TUP Visayas.

In this connection, the following Committee members who are the participants of this activity are authorized to travel to TUP Visayas January 27-29, 2020:

**Chairperson:** Atty. Christian C. Calingasan  
**Co-Chairperson:** Dr. Margaret S. Aquino, OSA Director

#### Members:

Prof. Marilyn M. Ignacio, University Registrar  
Prof. Ghazali Iuminada Sison, Director of Academic Programs  
Mr. Manuel P. Inanuran, Director, Office of Resource Generation  
Atty. Danilo Abayon, TUP Special Attorney, as Member & Consultant  
Ms. Allona Nadera – FSG President and Student Regent  
Prof. Janice Marie Lagrimas, Secretariat  
Prof. Gemma Hufana, OSA Head of Cavite Campus  
Ms. Remedios Fallesgon, Registrar- TUP Cavite Campus  
Mr. Aljon Conde, Student Representative, TUP Cavite  
Prof. Rica Jane Kosca, OSA Head of Taguig Campus  
Ms. Menerva P. Doctor, Registrar- TUP Taguig Campus  
Ms. Liana Casimiro, Student Representative, TUP Taguig  
Prof. Edcel Gaitan, Registrar, TUP Visayas Campus  
Dr. Cristina G. Ang, OSA Head, TUP Visayas  
Ms. Shairah Anne Lobaton, Student Representative, TUP Visayas Campus

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Except the participants from TUP Visayas, all the rest of the above participations are each entitled to a round trip economy air fare and appropriate daily travel expenses to be disbursed by campus, respectively.

A total amount of Php244,920.00 is set aside for the conduct of the aforementioned activity, breakdown of particulars which is herewith attached.

It is understood that disbursement of the above amount is subject to the usual accounting and auditing rules and regulations.

Attached are pertinent supporting documents.

Be guided.

  
**ENGR. MARIA LEONOR F. VALIDOR, Ph.D.**  
Vice President for Planning and Development &  
Officer-in-Charge, Office of the University President

Reference Name	Jmonsad	Date	01/20/20
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Republic of the Philippines  
**TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**  
 Manila – Cavite – Taguig – Visayas

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**2<sup>nd</sup> Organizational Meeting of the Committee to Revise/Update  
 the 2013 TUP Student Handbook**  
 January 27-29, 2020 / TUP Visayas Campus

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**PROGRAMME**

**Day 1      January 27, 2020**

Arrival and Registration of Participants

**Opening Program**

Prayer	-	-	-	-	-	Audio Visual Presentation
The Philippine National Anthem	-	-	-	-	-	Audio Visual Presentation
Welcome Remarks	-	-	-	-	-	<b>Engr. ERIC MALO-OY</b> <i>Campus Director, TUP Visayas</i>
Acknowledgment of Participants	-	-	-	-	-	<b>Prof. EDCEL GAITAN</b> <i>Campus Registrar</i>
Statement of Purpose	-	-	-	-	-	<b>Prof. GHAZALI SISON</b> <i>Director, Academic Programs</i>

**PROGRAM PROPER**

Recap of the Output of the 1<sup>st</sup> Organizational Meeting at TUP Manila / Nov. 19-21, 2019  
**Continuation of the Review of the TUP Student Handbook**  
 Evening Devotion and Lights Out

**Day 2      January 28, 2020**

Morning Devotion	Nourishment	Energizer
------------------	-------------	-----------

Recap of Day 1  
**Continuation of the Review of the TUP Student Handbook**  
**Reading of the Output**

**Day 3      January 29, 2020**

Morning Devotion	Nourishment	Energizer
------------------	-------------	-----------

**PUBLIC FORUM**

Open Forum  
 Closing Ceremonies  
 TUP Hymn

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**4<sup>th</sup> ONLINE PUBLIC FORUM**

**REVISION / UPDATE OF THE 2013 TUP STUDENT HANDBOOK**

September 16, 2020 / 9:00AM / via MS Teams

Host: TUP MANILA

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Prayer	-	-	-	-	-	Audio-Visual Presentation
The Philippine National Anthem	-	-	-	-	-	Audio-Visual Presentation
NETiquette						
Statement of Purpose	-	-	-	-	-	<b>Hon. ALJON A. CONDE</b> TUP Student Regent
Welcome Remarks	-	-	-	-	-	<b>Atty. CHRISTIAN C. CALINGASAN</b> <i>Chairman, Committee to Revise TUP Student Handbook</i>

**Presentation of the COMMITTEE TO REVISE TUP STUDENT HANDBOOK**

Message	-	-	-	-	-	<b>Dr. DIONISIO A. ESPRESSION, Jr.</b> <i>Vice President for Academic Affairs</i>
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**PRESENTATION PROPER**

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<b>GENERAL INFORMATION</b>	-	-	-	-	-	<b>Prof. MA. GEMMA R. HUFANA</b> <i>Head, OSA – TUP Cavite</i>
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<b>ACADEMIC PROGRAMS</b>	-	-	-	-	-	<b>Prof. EDCEL F. GAITAN</b> <i>Campus Registrar – TUP Visayas</i>
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<b>SUPPORT SERVICES</b>	-	-	-	-	-	<b>Prof. RICA JANE Y. KOSCA</b> <i>Head, OSA – TUP Taguig</i>
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<b>RULES ON STUDENT CONDUCT and DISCIPLINE</b>	-	-	-	-	-	<b>Prof. CRISTINA A. GARCIA</b> <i>Head, OSA – TUP Visayas</i>
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<b>TABLE OF OFFENSES</b>	-	-	-	-	-	<b>Atty. CHRISTIAN C. CALINGASAN</b> <i>Chairman, Committee to Revise TUP Student Handbook</i>
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**OPEN FORUM**

<b>Moderator:</b>						<b>Prof. MYLENE T. SANGINES</b> <i>Faculty-in-Charge, OSA Manila</i>
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<b>CLOSING REMARKS</b>	-	-	-	-	-	<b>Dr. APOLLO P. PORTEZ</b> <i>Director, Office of Student Affairs and Vice Chair, Committee to Revise TUP Student Handbook</i>
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**TUP HYMN**

**JANICE MARIE J. LAGRIMAS**  
Master of Ceremonies



07, s. 2022

DESIGNATION OF OFFICIALS AND EMPLOYEES TO CONSTITUTE THE COMMITTEE ON STUDENT HANDBOOK DEVELOPMENT AT THE TUP-CAVITE CAMPUS



REPUBLIC OF THE PHILIPPINES  
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES  
CAVITE CAMPUS

Carlos Q. Trinidad Avenue, Salawag, Dasmariñas City, Cavite, Philippines  
Telefax: (046) 416-4920  
Email: cavite@tup.edu.ph | Website: www.tup.edu.ph



January 10, 2022


CAMPUS ORDER  
No. 07 s. 2022

DESIGNATION OF OFFICIALS AND EMPLOYEES  
TO CONSTITUTE THE COMMITTEE ON STUDENT HANDBOOK  
DEVELOPMENT AT THE TUP – CAVITE CAMPUS

1. For the information of all concerned, the following official and employees are hereby designated to constitute the Committee on Student Handbook Development at the TUP – Cavite Campus as specified hereunder, to wit:

<u>NAME</u>	<u>DESIGNATION</u>
Prof. Ma. Gemma R. Hufanna	Chair
Dr. Zenaida P. Piano	Vice-Chair
Mrs. Sarah Jane D. Velos	Member
Mr. Aljon A. Conde	Member
Engr. Ernie I. Idosora	Member
Ms. Lovely Joy V. Amago	Secretary

2. This order is in the interest of the service and shall take effect immediately, until rescinded, revoked or modified.
3. Please be guided accordingly.

  
MYRNA M. TEPORA, Ph. D.  
Campus Director