

## **2013 REVISED STUDENT HANDBOOK**

**TECHNOLOGICAL UNIVERSITY OF PHILIPPINES**



## 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.

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, then, 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 PHILIPPINES

## 2013 REVISED STUDENT HANDBOOK

### I. TITLE AND SCOPE

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

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.

### 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 Philippine Commission for the instruction of the Filipinos on useful trades. 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.

**PSAT (1910-1959).** In 1910, the MTS was renamed the Philippine School of Arts and Trades (PSAT). It started to offer intermediate grade courses. The primary school level was phased out. With the growing student population during that time, PSAT relocated in 1916 to a 36,130.4 square meter property, its new campus site at Lot 1, Block 1485, Cad. 13, Manila Cadastre, located in Ermita, Manila bounded on the southeast by Calle San Marcelino; on the southwest by Estero Balete; on the northwest by Taft Avenue; and on the northeast by Ayala Boulevard. Since then, this became the site of the TUP Main campus.

In 1915, PSAT was authorized to offer a secondary level curriculum and in 1927, it was classified as a full secondary level school. The intermediate grades were completely abolished and new courses, practical electricity and marine engineering, were offered. In 1928, PSAT piloted the first two-year college courses for industrial education and for skilled workers and,

in 1934, the program was formally organized. In 1937, PSAT was formally classified as a junior college with two departments: teacher education and technical education. In 1941, the school closed because of the Pacific War of World War II. After the war in 1945, PSAT reopened and accommodated in 1949, Dr. Frederick Leasure, the first Fulbright exchange professor and a professor of industrial education. In 1951, PSAT was granted authority to offer a four-year degree program leading to a BS in Industrial Education degree. This was a first among schools.

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

**TUP (1978 to present).** After 19 years, PCAT was converted into what is now known as the Technological University of the Philippines (TUP), by virtue of Presidential Decree No. 1518, on June 11, 1978. The TUP Charter mandates that the University shall provide higher and advanced vocational, technical, industrial, technological, and professional education and training in the industry, technology, and practical arts leading to certificates, diplomas and degrees. It shall provide progressive leadership in applied research, developmental studies in the 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 (Sec. 2 PD 1518).

**TUP Expansion into the National Polytechnic System.** When the National Government established projects pursuant to Presidential Decree No. 6-A, three (3) prototype technician institutes in the Philippines were established and funded under Credit Agreement 349 PH with the World Bank, namely: the Manila Technician Institute (MTI) in Taguig, Metro Manila (1977); the Visayas Technician Institute (VTI) in Talisay, Negros Occidental (1977); and the Iligan Institute of Technology (IIT) in Iligan City, and ten (10) Regional Manpower Training Centers of the National Manpower and Youth Council (NMYC now TESDA) in various parts of the country. With the urgent need to integrate all the programs and activities of the said state-supported institutions and with the conversion of PCAT to TUP to provide leadership in education developing the manpower potential in the fields of vocational, technical, industrial, technological and professional skills, through the technological program of education, Former President Ferdinand E. Marcos issued Letter of Implementation (LOI) No. 79 on December 28, 1978 establishing a National Polytechnic System on Technical/Technician Education through the integration of all the state-supported institutions in the Philippines. LOI 79 provides that the

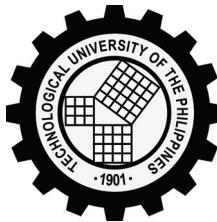
National Polytechnic System shall be organized and established with the Technological University of the Philippines (TUP) as the apex of the system, and the three (3) prototype technician institutes, the ten (10) Regional Manpower Training Centers, as well as all the other state-supported institutions engaged in similar programs as components of the system. The MTI and VTI shall be maintained and operated under the administration and supervision of the TUP; provided, however, that with respect to the IIT, which shall be under the administration of the Mindanao State University, TUP shall only exercise functional supervision over its technical/technician programs for purposes of the coordination and the effective operation of the system. This arrangement, however, with respect to IIT did not materialize. But in the case of MTI and VTI, their lands, buildings, facilities, equipment, appropriations and qualified personnel were effectively transferred to TUP. In 1985, the TUP Board of Regents officially renamed MTI and VTI as TUP Taguig and TUP Visayas, respectively.

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

**The Leaders Behind the Years of Excellence in Technology Education.** Ronald P. Gleason was the first principal (1901-1904) of the trade school; J.J. Eaton was the first superintendent (1905-1906); and Gregorio J. Sevilla was the first Filipino Superintendent (1936-1939). Prof. Jose S. Roldan became the first president of PCAT (1959-1961) and Prof. Apolinario G. Apilado succeeded him as the second president (1962-1967). Dr. Jose R. Vergara was the third president of PCAT and the first president of TUP (1968-1988). He was succeeded by Dr. Frederick So. Pada, the second TUP president (1988-2000). Dr. Bernardo F. Adiviso served as the third president (Aug. 1-16, 2000), followed by Dr. Fedeserio C. Camarao who became the fourth and the centennial president (March 28, 2001-March 27, 2005). Dr. Godofredo E. Gallega served as the fifth president (October 10, 2005-October 9, 2009); and Dr. Olympio V. Caparas is the sixth president of TUP (October 16, 2009 to October 15, 2013) and Officer-in-Charge of the University (October 16, 2013 to April 13, 2014).

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# THE TUP SEAL (OFFICIAL LOGO)



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 the 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: 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 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.*

## Goods and Services:

- 16 Paper, cardboard and goods made from these materials not included in other classes; printed matter; bookbinding material; photograph; stationary; adhesives for stationary or household purposes; artist's materials; paint brushes; typewriters and office requisites (except furniture); instructional and teaching material (except apparatus); plastic materials for packaging (not included in other classes); playing cards; printer's type printing blocks
- 41 Education; training; entertainment; sporting and cultural activities
- 42 Scientific and technological services and research and design relating thereto; industrial analysis and research services; design and development of computer hardware and software; legal services

# ACADEMIC PROGRAMS

## A. MANILA CAMPUS

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

Master in Architecture

Master in Graphics Technology

Bachelor of Science in Architecture

Bachelor of Fine Arts major in Advertising

Bachelor in Graphics Technology

Major in: Architecture Technology

Industrial Design

Mechanical Drafting Technology

Three Year Diploma Courses:

Graphics Technology

Product Design and Development Technology

### 2. College of Industrial Education (CIE)

Doctor of Education

Major in: Career Guidance

Industrial Education Management

Master of Arts in Industrial Education

Major in: Administration and Supervision

Curriculum and Instruction

Educational Technology

Guidance and Counseling

Master of Technology Education

Master of Arts in Teaching

Major in: Technology and Home Economics

Bachelor of Science in Industrial Education

Major in : Art Education  
Computer Education  
Electrical Technology  
Electronics Technology  
Home Economics  
Industrial Arts

Bachelor of Technical Teacher Education

### 3. College of Liberal Arts (CLA)

Doctor of Management Science

Master in Management

Bachelor of Arts in Management

Major in: Industrial Management

Bachelor of Science in Entrepreneurial Management

### 4. College of Engineering (COE)

Master of Engineering Program  
Master of Science in Civil Engineering  
Master of Science in Electrical Engineering  
Master of Science in Mechanical 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

### 5. College of Science (COS)

Master of Arts in Teaching

Major in : Chemistry  
General Science  
Mathematics  
Physics

Bachelor in Applied Science  
Major in: Laboratory Technology  
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)

Doctor of Philosophy in Technology Management  
Doctor of Technology

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  
Foundry 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 Airconditioning 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

## 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  
Bachelor of Technology

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

Bachelor of Science in Civil Engineering  
Bachelor of Science in Electrical Engineering  
Bachelor of Science in Mechanical Engineering

Three-Year Engineering Technology (Diploma) Courses:

Architecture Technology  
Automotive Engineering Technology  
Civil Engineering Technology  
Computer Engineering Technology  
Electrical Engineering Technology  
Electronics Engineering Technology  
Mechanical Engineering Technology  
Power Plant Engineering Technology



## C. TAGUIG CAMPUS

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

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  
Bachelor of Technical Teacher Education

Three-Year Engineering Technology (Diploma) Courses:

- Architectural Technology
- Automotive Engineering Technology
- Biochemical Engineering Technology
- Chemical Engineering Technology
- Civil Engineering Technology
- Computer Engineering Technology
- Electrical Engineering Technology
- Electronics Engineering Technology
- Electromechanical Engineering Technology
- Instrumentation and Control Engineering Technology
- Mechanical Engineering Technology
- Non-Destructive Testing Engineering Technology
- Heating, Ventilating, Airconditioning and Refrigeration  
Engineering Technology (*formerly known as  
Refrigeration and Airconditioning Technology*)
- Tool Engineering Technology

## **D. VISAYAS CAMPUS**

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

- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Mechanical Engineering
- Bachelor of Technology
  - Major in: Mechatronics Technology
- Bachelor of Science in Engineering Technology (BSET)

Three-Year Diploma Courses Leading to BSET:

- Automotive Engineering Technology
- Chemical Engineering Technology
- Computer Engineering Technology
- Electrical Engineering Technology
- Electro-Mechanical Engineering Technology
- Electronics Engineering Technology
- Mechanical Engineering Technology
- Refrigeration and Air-conditioning Engineering Technology

### **III. ACADEMIC POLICIES**

#### **Admission Requirements**

##### **For New Applicants:**

1. Must pass the oral and written admission tests
2. Must possess good moral character
3. Must be physically and mentally fit
4. Must meet the grade/other requirements in the respective course being applied for (e.g. for engineering, architecture and other science courses)
5. Must have a grade of 80% or better in Math, Science and English subjects
6. Must be a high school graduate (for transferees: no failing grade in any subject and may apply only in the engineering technology courses)
7. Must sign/comply with the Student Pledge

##### **For Applicants in the Continuum/Laddered 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 diploma courses
6. Must sign/comply with the Student Pledge

##### **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 good moral character
5. Must meet the other entry requirements of the program

##### **For Foreign Student Applicants:**

1. Must have proof of English proficiency
2. Must pass the Admission Test
3. Must have proof of Psychological and Physical fitness
4. Must submit the necessary documents, e.g. student visa/Visa Conversion, to the Office of the University Registrar
5. Must submit the Transcript of Records/Scholastic Records duly authenticated by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence

6. Must have a Notarized Affidavit of Support including bank statements, Notarized Notice of Grant for institutional scholars to cover expenses for the students' accommodation and subsistence, as well as other school dues and other incidental expenses
7. Must have a Photocopy of the data page of the student's passport showing the date and place of birth, and the birth certificate or its equivalent, duly authenticated by the Philippine Foreign Service Post
8. Must have a National Intelligence Coordinating Agency (NICA) Clearance
9. Must have a Bureau of Quarantine Clearance
10. Must sign/comply with the Student Pledge

## Transfer of Students

1. A student from a campus of the University is allowed to transfer to another TUP campus; provided that he satisfies the admission requirements of the program in the college concerned.
2. A transfer student from other SUCs may be admitted provided that he has no failed / dropped mark and he satisfies the admission requirements of the program in the college concerned.
3. A transfer student from private institutions may be admitted to any three-year program of the University provided that he has no failed/dropped mark and he satisfies the admission requirements of the program in the college concerned.
4. 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.

## 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, development and other fees to be paid by the students in connection with their enrollment in the University.

## Academic Load

1. As a rule, one unit of credit is eighteen (18) full hours of instruction in the form of lecture, discussion, seminar, tutorial, recitation or the equivalent laboratory hours or 54 full hours per semester/term.
2. The maximum load of a full-time undergraduate student shall be equivalent to the curriculum load of his year-level classification or 12 units for full-time graduate students. Undergraduate students shall not be allowed to take more than the prescribed number of units *specified for the semester/term* in the curriculum where he is enrolled in.
3. The Dean may limit the academic load of students who are employed, whether full-time or part-time; *provided* that in the graduate courses, no student who is employed on a full-time basis shall be allowed an academic load of more than nine (9) units of formal courses including thesis writing (for Master's) and twelve (12) units including dissertation writing (for Doctorate) in any term/semester.
4. In the summer term, the maximum load shall be nine (9) units for the undergraduate students and six (6) units for the graduate students.
5. During the regular semester, the maximum load shall be twelve (12) units for full-time graduate students and nine (9) units for part-time graduate students.

6. A graduating irregular student with an academic record of better than average may be allowed to carry more than the prescribed units of his curriculum during his last year; provided that the prerequisites are satisfied and the student will not carry more than three (3) laboratory subjects.
7. A graduating irregular student is allowed an overload of six (6) units; provided that his prerequisites are satisfied
8. A student under probationary status is allowed to enroll in a maximum of only fourteen (14) units.

### **Prerequisite Subjects**

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

### **Special Class**

A Special Class is an off-term subject; its class size does not require the minimum number of enrollees to form a regular class. It is offered upon the request of graduating or irregular students and with the approval of the President or Campus Director.

The following shall be observed in considering a special class:

1. A special class is strictly offered to graduating or irregular students only upon the approval of the President/ Chancellor/ Campus Director. However, non-graduating students may be allowed to take special classes if the implementation of the policy on pre-requisites would delay their graduation by at least a year.
2. A special class shall be held on a flexible time schedule but shall comply with all the requirements of the course
3. Teaching assignments in a special class shall not form part of the maximum overload of the faculty and the class size may not comply with the minimum requirement.
4. The student enrolled in a special class shall shoulder all pertinent costs.

## Changing or Substitution of Subject

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

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

## Adding of Subject

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

1. The student is not carrying the maximum unit load per semester/term prescribed in the curriculum.
2. He has not met the authorized load for probationary students.
3. For a graduating undergraduate student, he may be allowed to add subject/s not more than six (6) units on top of the semester/ term load.

## 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/guardian (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 same to the instructor/professor concerned.
3. When a student incurs absences equivalent to 20% of the total number of hours required in a particular subject, he shall be dropped from the subject; however, consideration may be given to a student by allowing him to make up for his absences.

## Cross Registration/Enrolment

1. A graduating student in the University may be authorized to cross-register/enroll in another institution of learning for subjects which are not offered in the University but are included in his/her curriculum; or, in the case of a graduating student, when there is no other subject he can enroll in.
2. A graduating student who intends to register with other institutions shall obtain an approval from the Department Head/Dean/ Assistant Director for Academic Affairs and an official permit from the Registrar indicating the subject/s and number of units that he is authorized to enroll in.
3. Subject/s taken outside the University shall be subject to proper validation before considering any credit.
4. A TUP student may be allowed to register / enroll in any College or Campus or with institutions in consortium with TUP by securing the permission of the Department Head/ Dean of the College / Assistant Director for Academic Affairs where the student is primarily enrolled.
5. No student from other institutions shall be allowed to cross register or cross enroll in the University without a written permit coming from the Registrar of the institution he comes from. The permit shall state the subject and the total number of units which the student is authorized to take in any campus of the University. Payment of such cross registration shall be based on the rate of the tuition fee and other miscellaneous fees of the institution.

6. The total number of units credited for cross-registration or enrolment in this University shall be a maximum of two (2) subjects per semester.

## Grading System

The University implements the following grading system:

### A. For undergraduate students:

<u>Grade</u>	<u>Percentage Equivalent</u>	<u>Descriptive Rating</u>
1.0	99-100	Excellent
1.25	96-98	Very Superior
1.50	93-95	Superior
1.75	90-92	High Average
2.00	87-89	Average
2.25	84-86	Low Average
2.50	81-83	Satisfactory
1.75	78-80	Fair
3.0	75-77	Passed
5.0	74 and Below	Failed
Drp		Dropped
W*		Withdrawn

*\* Applies to TUP - Visayas*

### B. For Graduate Students:

MASTER'S		DOCTORATE	
<u>Grade</u>	<u>Descriptive Rating</u>	<u>Grade</u>	<u>Descriptive Rating</u>
1.0	Excellent	1.0	Excellent
1.25	Very Good	1.25	Very Good
1.50	Good	1.50	Good
1.75	Fair	1.75	Passed
2.00	Passed	Below 1.75	Failed
Below 2.00	Failed	Inc.	Incomplete
Inc.	Incomplete	Drp	Dropped
Drp	Dropped		
W*	Withdrawn	W*	Withdrawn

*\* Applies to TUP - Visayas*

## Honorific Scholarship

1. A **University Scholar** is one who obtains a cumulative General Point Average of 1.45 or better with no grade lower than 2.50 and is listed in the **President's List** in a given semester or term. He is entitled to free tuition and miscellaneous fees.
2. A **College Scholar** is one who obtains a cumulative General Point Average of 1.75 or better with no grade lower than 2.50 and is listed in the Dean's List. He is entitled to free tuition only.

## Scholastic Delinquency

**Probationary Status.** A student is placed on probationary status under any of the following circumstances:

- a. He obtains a rating of 5.0 in two subjects in a semester/term.
- b. He drops unofficially three or more or all of the subjects without a written consent from the parents.
- c. He fails to pass at least 75% of the load for the term.

**Dismissal.** A student who is not in the last two years of a five year course or in the last year of a four (4) or three (3) year course is considered dismissed from the official roll of the university under any of the following conditions:

- a. He obtains a rating of 5.0 in three (3) subjects.
- b. He obtains a **dropped** or **failing** grade in one subject while under probation.

## Maximum Residency Rule

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

Level of Courses	Maximum Residency
3-year	5 years
4-year	6 years
5-year	7 years
Master	5 years
Doctorate	7 years

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/ Assistant to the Director of Academic Affairs (ADAA) indicating the reasons and duration for the leave of absence which must not exceed one academic year (2 semesters or 3 terms). The intention of the leave of absence shall be presented to the faculty adviser/ department head concerned for appropriate action and shall be subject to the approval of the Dean/ Assistant to the Director of Academic Affairs (ADAA).
2. No leave of absence shall be granted two weeks before the last day of classes of a semester/ term. If the inability of the student to continue attending classes within the above period is for reasons of health or similar justifiable cause, the absence shall be considered "excused". The student shall then be required to present to the faculty members concerned a letter of excuse and to make up for lessons/ work missed.
3. Returning students who did not apply for a leave of absence and have been out of the campus beyond the allowable maximum period of one (1) academic year shall be readmitted on probationary basis within the maximum residency rule.

## Re-admission / Returning Policy

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

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

## Academic Honors

1. A student who completes his course as prescribed by his curriculum shall be awarded with the corresponding honors provided that he has no grade lower than 2.75 in any subject and has not been found guilty of any major offense:

### Baccalaureate Programs

Summa cum laude	-	1.00 - 1.20
Magna cum laude	-	1.21 - 1.45
Cum laude	-	1.46 - 1.75

### Pre-Baccalaureate Programs

With Highest Honors	-	1.00 - 1.20
With High Honors	-	1.21 - 1.45
With Honors	-	1.46 - 1.75

2. A transfer student vying for honors must have completed at least 75% of the total number of academic units of the curriculum in the University.

## Application for Graduation

1. The period of application for graduation shall be announced by the University Registrar in accordance with the approved University calendar.
2. A student who has completed all the requirements of his program as of the last day of the current term/semester without any pending case in the university may apply for graduation.

## Application for Clearance

A student who has completed all the academic requirements without any pending case in the University or who has already graduated or who wishes to transfer to another school must submit a duly accomplished clearance form before applying for any of the following: transcript of records, certification, certificate of transfer credential. Clearance forms are available at the Registrar's Office. Before the release of the credentials, the student is required to surrender his university ID to the Office of Student Affairs.

## Refund of Fees

A student who has paid his matriculation fees but decided to withdraw his registration or enrolment may be granted an honorable dismissal or a leave of absence as well as a refund of tuition fee only according to the following schedule:

### ***Regular Semester/ Term***

Before the opening of classes	100%
Within one week after the opening of classes	70%
Within two weeks after the opening of classes	50%
Within three weeks after the opening of classes	30%
Within four weeks after the opening of classes	No refund

### ***Summer***

Before the opening of the classes	100%
Within the first day after the opening of classes	70%
Within the second day after the opening of classes	50%
Within the third day after the opening of classes	30%
Within the fourth day of the opening of classes	No refund

In the case of a student who withdraws before the opening of classes or those who registers after the opening of classes and withdraws, thereafter, the number of days shall be counted from the actual date of registration; *provided, further*, that in case of death/permanent disability leading to inability to finish his studies during the semester, all the fees may be refunded, excluding the registration fee.

Laboratory fees shall not be refunded after one week of the opening of classes where voluntary change is made from one course to another. Refund of tuition for a subject may be allowed only in the case of the forced dropping of such subject.

## IV. SUPPORT SERVICES

### OFFICE OF ADMISSION

The Office of Admission is the students' first contact with TUP. It is in-charge of implementing the policies of the University regarding admission. It also provides up-to-date information on all the course offerings of the University.

### OFFICE OF THE UNIVERSITY REGISTRAR

The Office of the University Registrar (OUR), with administrative and academic functions, is an inherent and integral part of the institution. The University Registrar is a member of the recommending bodies of the University: the Administrative Council and the Academic Council.

The OUR serves as the primary custodian of the school records of all students and alumni. It administers operations in the areas of enrolment, load requirements, credits earned, subject sequence, promotion, graduation, transfer, suspension and the dismissal of students.

It is located at the ground floor of the College of Arts and Science building (behind the University Library).

### CASHIER'S OFFICE

The Cashier's Office is the office in the University that is authorized to collect payments of school fees and other charges.

## ACCOUNTING OFFICE

The Accounting Office provides an up-to-date assessment of the financial records of the students. The Accounting and Cashier's Office are located at the ground floor of the Administration Building.

## MEDICAL and DENTAL CLINIC

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

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

## INDUSTRIAL RELATIONS and JOB PLACEMENT OFFICE (IRJP)

The Industrial Relations and Job Placement Office (IRJP) 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.

## THE UNIVERSITY INFORMATION TECHNOLOGY CENTER (UITC)

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.

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

## **The UNIVERSITY LIBRARY**

The University Library is an important educational repository. It supports the instructional curricula and provides the research needs of the students. The collection of books fall under the following sections: Ground floor – Arts and Technology, General Reference Collections; Second Floor – Research Outputs, Graduate School, Filipiniana; Third Floor – Archives, Special Collections and Periodicals.

**Library Hours:** Monday to Friday / 7:00am to 7pm  
Saturday / 8:00am-12:00nn ; 1:00-5:00pm

## **TUP-MINISTRY ON CAMPUS** **Archdiocese of Manila**

The Ministry on Campus of the Archdiocese of Manila partners with the University 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.

## **THE CIVIL SECURITY OFFICE**

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.

## OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is one of the service units under the Vice President for Academic Affairs. It is responsible for providing programs and activities designed to meet the needs of every student, specifically that of having a healthy and productive student life. In order to meet the various student concerns and ensure the total development and well being of the students, the OSA is engaged in various undertakings. It is further divided into the following areas of concern/services, namely:

### CAREER GUIDANCE AND TESTING CENTER

The Career Guidance and Counseling Center offers various services which may develop the wholesome personality of the student. It offers the following:

- a. Individual inventory
- b. Information (educational, vocational, personal-social)
- c. Counseling (individual and group)
- d. Placement (in school job placement)
- e. Follow-up
- f. Referral system

### STUDENT PUBLICATION.

The Student Publication Office oversees the timely and accurate release of the official student newspaper of the University. It coordinates the activities of the staff of the student publication, the PHILIPPINE ARTISAN. Working according to the issued guidelines of campus/student journalism, the Office updates student journalists on the current trends in newspaper writing by recommending to the student body and the University administration the attendance of student delegates to different symposia, seminars and lecture-series on journalism. It also assists the staffers in the screening of students who wish to participate in the activities of the University student publication. Likewise, it supervises the handling of funds of the PHILIPPINE ARTISAN and it recommends disciplinary action against any staffer who violates the Rules and Regulations Governing Organized Student Activities, Rules on Discipline and R.A. 7079.

### SCHOLARSHIP

This unit is in charge of the different scholarships and educational grants offered to students either by the university, the national government or by any interested individual, organization, company, group or persons.

As may be required by the Memorandum of Agreement between the grantor and the university through the Office of Student Affairs, the faculty-in-charge for Scholarship may conduct the screening of interested

students wishing to avail of the scholarship grant. Likewise, the processing of papers is undertaken by this unit.

Scholarship and educational grants offered by the University are categorized as follows:

1. Institutionally funded/Internal grants
2. TUP Employees/Legal Dependents under the Collective Negotiation Agreement (CNA)
3. External Grants
  - Industry
  - Non-Government Organization
  - Government Agencies/Organization

### **How to Apply for Scholarship:**

1. The student fills-up the application form available at the Office of Student Affairs. He attaches 1 ID picture.
2. He presents the following requirements together with the duly accomplished application form:
  - a. A photocopy of the high school card (for freshmen applicants) or the rating slip from the Office of the Registrar (for sophomore to senior students)
  - b. A Photocopy of the Registration Form
  - c. The Income Tax Return (ITR) of the parents/guardian
  - d. The Notice of Admission
  - e. A certification of good moral character
  - f. An essay - My Autobiography
3. Interview

## **ANCILLARY SERVICES**

This unit is in charge of the student's identification card, group insurance, student assistanceship program and student mails.

**Student I.D.** 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 the identification card properly 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 a university ID:

### For new students:

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

### What to do in case of the loss of ID cards:

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

**I.D. validation.** All students who are officially enrolled during the semester/term are required to have their I.D. cards validated for the current semester/term. No student will be allowed entry to the university premises without a validated ID. The computer/sticker validation of the ID is done after the student has officially paid his school fees.

**School Uniform.** Students are required to come to school in an attire befitting a university student. Students are required to wear their prescribed uniforms (bearing the TUP IPO-registered logo) on Monday, Tuesday, Thursday, and Friday. 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. Male students are required to have a clean and decent haircut whether or not they are not enrolled in the NSTP.

**Student Group Insurance.** All students enrolled during the school year are required to have a student group insurance. Any student who meets with an accident during the effectiveness of the one-year insurance plan will be reimbursed of the incurred expenses in accordance with the guidelines set forth in the insurance plan/contract.

### How to claim insurance benefits:

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

- a. Current registration form
- b. Duly accomplished claim form and medical certificate.
- c. Other documents required by the Insurance Provider

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

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

### How to apply as a Student Assistant:

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

**Student Mails.** Students may address their mails to the Technological University of the Philippines especially if the mails are official in nature. Mails may be claimed at the Office of Student Affairs during office hours provided that the student presents his ID card. It 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

**STUDENT LIFE DEVELOPMENT.** This unit undertakes the following:

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

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

#### **Accreditation Requirements**

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

**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.

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

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

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

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

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

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

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

**Community Service** – Any activity as provided by the disciplinary authority, intended for public good such as community beautification, work for campus maintenance on facilities, etc.

**Dismissal** – A severe disciplinary sanction imposed on an erring student who is permanently removed and banned from the University. A dismissed student is declared dishonorably dismissed and his transcript of records or certification of his academic status in the University shall contain a statement of the disciplinary sanction imposed on him.

**Expulsion** – An extreme disciplinary sanction imposed on an erring student wherein he is permanently removed and banned from the University. An expelled student is not entitled to honorable dismissal and his transcript of records/school credentials shall not be issued. It is a permanent disqualification from attendance in the University.

**Fraternity/sorority** – A group of people, may be male or female, commonly associated with secret rites, initiation and/or hazing.

**Gambling** - An activity which includes the possession of gambling paraphernalia/devices that are normally used in a game, whether the activity is gambling between persons or gambling by a person.

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

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

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

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

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

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

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

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

1. Each student must strictly adhere to the academic standards of the University and to intellectual honesty. He must be faithful to his pledge and refrain from committing acts of misconduct as defined by the University rules and those that are in violation of existing laws, rules and regulations of the University and of the Government.
2. **Wearing of Prescribed Uniform.** Every student shall wear the prescribed uniform (bearing the TUP IPO-registered logo) on Monday, Tuesday, Thursday and Friday. Students, are likewise, required to wear their laboratory/shop uniforms

during their laboratory/shop periods, the prescribed PE uniform during their PE classes and the Citizen Military Training uniform during the training days. 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.

3. **I.D Requirement.** Every student shall wear the official identification card (I.D) at all times inside the university.
4. **Hair Cut for Male Students.** Male students shall sport a clean and decent haircut regardless of whether the student is enrolled or not in the NSTP.
5. **Hair Color.** All students are not allowed to have their hair dyed.
6. **Student Attendance.** Every student shall attend classes promptly and regularly. In all cases of absences, a student may only be readmitted to his classes upon presentation of a letter of excuse signed by his parent/guardian, as the case may be, and duly certified by the Office of Student Affairs.

## **Section 5. ACTS OF MISCONDUCT AND THEIR SANCTIONS.** Acts of misconduct as herein provided are classified as:

### **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. Table of minor offenses is found in page 45 hereof.

## **Section 6. 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.

## **Section 7. 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**

1. After the hearing is terminated, the SDT shall render its decision based on the evidence presented, the admissions of the parties, if any, and on the applicable laws, rules and regulations. The evidence on which the decision is based must be substantial.
2. The decision shall be in writing and must be signed by a majority of the members of the SDT.
3. The decision must be rendered within fifteen (15) days after the case is deemed submitted for resolution. The decision of the SDT shall be final and executory unless appealed within the reglementary period as herein provided.

## **Section 9. APPEAL**

1. There shall be no appeal on the decisions rendered by the OSA on the conviction of minor offenses.
2. The decision of the SDT may be appealed as follows:
  - For conviction of an offense wherein the penalty imposed is a suspension for a period of up to 30 days, the appeal shall be filed with the VPAA or Campus Director/Chancellor within 10 days after the receipt of the Notice of Decision of the SDT. The decision of the VPAA or Campus Director shall be final and executory.
  - For conviction of an offense wherein the penalty imposed is suspension for one (1) semester, the appeal shall be filed with the Office of the President within 10 days after receipt of the Notice of Decision of the SDT. The decision of the President shall be final and executory.
  - For conviction of an offense wherein the penalty imposed is dismissal or expulsion, the appeal shall be filed with the Office of the President within 10 days after receipt of the Notice of Decision of the SDT. Once the President renders his decision and the same is not appealed within 10 days after receipt by the concerned party to the Board of Regents, the said decision shall become final and executory. If appealed to the BOR, the decision of the BOR is final and executory.

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

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

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

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

The Dean or the OSA Director/Head of Student Affairs and all concerned parties in the University are required to report to the Academic Council and the University President/Campus Director/Chancellor any pending disciplinary cases involving a student so that no clearance will be issued to the student and his name will be excluded from the list of candidates for graduation or from granting of certain privileges.

Failure of any concerned employee or official to make the said report to the proper authority of the University shall be a cause for administrative discipline.

## **Section 12. EFFECTS OF PENDING DISCIPLINARY CASES**

A non-graduating student who has a pending disciplinary case may continue performing his academic responsibilities. He will be allowed to enroll, attend classes and other class or shop activities, take examinations and submit projects, papers or assignments.

In the case of a graduating student with a pending disciplinary case, no clearance shall be issued until a decision is rendered with finality.

## **Section 11. EXECUTION**

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

## VI. REPEALING CLAUSE

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

## VII. SEPARABILITY CLAUSE

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

## VIII. EFFECTIVITY

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



### ACTION TAKEN BY THE TUP ACADEMIC COUNCIL

#### **AC Resolution No. 01 s. 2013-3**

APPROVED AND PASSED THE 2013 REVISED STUDENT HANDBOOK BY THE ACADEMIC COUNCIL DURING ITS MEETING ON JUNE 20, 2013 AT THE IRTC CONFERENCE HALL, TUP MANILA AND RECOMMENDING THE SAME FOR APPROVAL BY THE TUP BOARD OF REGENTS.

**CERTIFIED CORRECT:**

**PROF. AIDA V. HUANG**

*University Registrar*

*Secretary to the Academic Council*

**CERTIFIED CORRECT:**

**OLYMPIO V. CAPARAS, Ed.D.**

*President*

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**ACTION TAKEN BY THE TUP BOARD OF REGENTS**

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

Second Quarter BOR Meeting on July 2,2013

**RESOLVED APPROVING THE 2013 REVISED STUDENT HANDBOOK  
OF THE TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES  
EFFECTIVE UPON ITS APPROVAL**

**CERTIFIED CORRECT:**

**PROF. MONA J. PURGANAN**  
*Acting University Board Secretary*

**ATTESTED BY:**

**DR. OLYMPIO V. CAPARAS**

*TUP President*  
*Vice Chairman, TUP BOR*

**DR. RUPERTO S. SANGALANG**

*CCHED Commissioner & Chairman*  
*Designate, TUP BOR*

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

**CONSULTANTS AND RESOURCE PERSONS:**

**ATTY. DANILO M. ABAYON**

*TUP Special Attorney*

**MR. JONATHAN M. MONSAD**

*Supervising Administrative Officer*

*Director, Office of Resource Generation*

**PROF. ROSEMARIE THERESA M. CRUZ**

*Director, Office of Student Affairs*

**PROF. ERLINDA MOISES**

*Head, Academic Related Services, TUP-Visayas*

**PROF. ROSARIO R. GREGORIO**

*Head, Academic Related Services, TUP-Taguig*

## TABLE OF OFFENSES

### A. MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>1. Liquor and Prohibited Drugs</b> <ul style="list-style-type: none"> <li>a. Entering the university under the influence of liquor</li> <li>b. Possessing or using intoxicating liquor in any form within the University premises unless otherwise related to instruction, research, extension and production activities and as approved by the University authorities</li> <li>c. Selling of intoxicating liquor in any form within the University premises</li> <li>d. Possessing, using or taking of prohibited drugs/chemicals regardless of value or volume</li> <li>e. Selling of prohibited drugs/chemicals regardless of value or volume</li> </ul>	<p>Suspension up to 15 school days</p> <p>Suspension up to 30 school days</p> <p>Suspension up to 30 school days</p> <p>Dismissal</p> <p>Expulsion</p>	<p>Suspension up to 30 school days</p> <p>Suspension for one semester</p> <p>Suspension for one semester</p> <p>Dismissal</p>	<p>Suspension for one semester</p> <p>Dismissal</p>
<b>2. Unauthorized Activities/ Illegal Assemblies</b> <ul style="list-style-type: none"> <li>a. Organizing, leading, instigating or joining rallies, demonstrations or other forms of unapproved group actions that create disorder or chaos in the University, or tarnish the name or reputation of the University</li> <li>b. Posting, distributing, disseminating or circulating information that incites sedition or rebellion</li> <li>c. Organizing, asking or requesting any person to join any fraternity, sorority or student organization that is not authorized, recognized or accredited by the University</li> <li>d. 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.</li> </ul>	<p>Suspension up to 15 school days</p> <p>Suspension up to 15 school days</p> <p>Dismissal</p> <p>Dismissal</p>	<p>Suspension up to 30 school days</p> <p>Suspension up to 30 school days</p>	<p>Suspension for one semester</p> <p>Suspension for one semester</p>

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>3. <u>Deadly and Dangerous Weapons</u></b>  a. Possessing 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  b. Possessing 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	Suspension for one semester  Suspension up to 30 school days	Dismissal/ Expulsion  Suspension for one semester	
<b>4. <u>Threats/Coercion</u></b>  Threatening or inflicting any wrong upon a person's honor or property unless the latter gives money or property or performs any condition imposed upon him;  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	Suspension up to 30 school days and restitution of the amount or property, if any  Suspension up to 30 school days and restitution, if any of the amount of property	Suspension for one semester and restitution of the amount or property, if any  Suspension for one semester and payment of the amount of property, if any	Dismissal and restitution of the amount or property, if any  Dismissal and restitution of the amount or property, if any
<b>5. <u>Swindling</u></b>  a. Obtaining money or property from any person, group, or organization using false pretenses, deceit or fraud	Suspension up to 30 school days and restitution of the amount or property, if any	Suspension for one semester and restitution of the amount or property, if any	Dismissal and restitution of the amount or property, if any

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>6. <u>Misuse of / Failure to Account Funds</u></b>			
a. Unauthorized use of funds of any person, group, class, organization/ student government	Suspension up to 30 school days and restitution of the funds, if any	Suspension for one semester and restitution of the funds, if any	Dismissal and restitution of the funds, if any
b. Failure to account for the appropriated funds	Suspension up to 30 school days and restitution of the funds, if any	Suspension for one semester and restitution of the funds, if any	Dismissal and restitution of the funds, if any
<b>7. <u>Violence and Physical Assault/ Injury</u></b>			
a. Acts of violence resulting to physical harm or injury, thereby, medical attention/ hospitalization; incapacitating any person	Suspension for one semester	Dismissal	
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	Suspension for one semester	Dismissal	
c. Acts of violence resulting to permanent disability or death	Expulsion		
<b>8. <u>Robbery/Theft</u></b>			
a. Taking of property, documents or records belonging to another person without consent, by violent means or intimidation with intent to gain money	Suspension up to 30 school days and replacement of the stolen item	Suspension for one semester and replacement of the stolen item	Dismissal and replacement of the stolen item

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>9. <u>Damage to Property</u></b>			
a. Intentionally causing damage to any 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	Suspension up to 30 days, repair/ replacement of damaged property	Suspension for one semester, repair/ replacement of damaged property	Dismissal
b. Intentionally causing damage to any University property or other properties within the University premises by burning or with the use of explosives or improvised explosive devices	Expulsion		
<b>10. <u>Forcible or unauthorized entry into the TUP premises</u></b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>11. <u>Commission of cyber crimes as defined under R.A. No. 10175</u></b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>12. <u>Slander/Libel/Gossip</u></b>			
a. Oral Defamation	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
b. Slander by deed	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
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	Suspension up to 30 school days	Suspension for one semester	Dismissal
<b>13. <u>Falsification of documents, records and credentials</u></b>			
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	Suspension of one semester	Dismissal	

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>14. Academic Dishonesty</b>			
a. Cheating during examinations	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
b. Cheating in any form: assignments, research papers, etc.	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
c. Stealing of examination papers or answer keys	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
d. Selling of examination papers or answer keys	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
e. Plagiarism	Suspension for one semester	Dismissal	
<b>15. Immoral Acts</b>			
a. Publishing, possessing, viewing, reading, displaying, selling or distributing of pornographic or immoral materials within the school premises	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
b. Engaging in immoral or scandalous conduct in any activity within the University premises	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
c. Conducting an illicit affair with any member of the TUP Community	Suspension up to 15 school days with counseling	Suspension up to 30 school days	Suspension for one semester
d. Committing sexual harassment committed by a student against another student	Suspension up to 30 school days	Suspension for one semester	Dismissal
<b>16. Gambling</b>			
Engaging in any form of gambling within the University premises	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>17. <u>False representation or Misrepresentation</u></b>			
a. Representing the University in any local/national/ international affair without any approval from the duly authorized officials of the University	Suspension up to 15 school days	Suspension up to 30 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 15 school days	Suspension up to 30 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 a duly authorized official	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>18. <u>Acts of Disrespect</u></b>			
a. Disrespect towards the national flag, national anthem, or other national symbols.	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
b. Disrespect towards the University flag, hymn, logo, or emblem	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
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	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>19. <u>Offering or Giving Bribes</u></b>			
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	Suspension up to 30 school days	Suspension for one semester	Dismissal

## MAJOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<b>20. Smoking within the University premises of any type of cigarette or tobacco product</b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>21. Littering within the University premises</b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>22. Entering the University premises with a borrowed ID or registration form</b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>23. Lending of ID/ registration form to facilitate the entry of another student into the University premises</b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>24. Commission of the same or any minor offense for the 4th time</b>	Suspension up to 15 school days	Suspension up to 30 school days	Suspension for one semester
<b>25. Commission of a major offense while under academic probation</b>	Dismissal/ Expulsion		
<b>26. Final conviction of any offense punishable under the Revised Penal Code, special penal laws or ordinances</b>	Dismissal		

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

30 Days Suspension – 23 days Suspension  
 15 Days Suspension – 12 days Suspension  
 15 Days Suspension – 12 days suspension

-END OF TABLE FOR MAJOR OFFENSES -

# TABLE OF OFFENSES

## B. MINOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1. Loitering or causing disturbance during class hours	Warning 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 premises	Warning 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	Warning 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	Warning 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, as may be determined by the proper University officials	Warning 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	Warning 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	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
8. Entering the classroom (students from other classes) without permission from the instructor while the class is going on	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
9. Leaving the room without permission (cutting classes) from the instructor while the class is on going	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service

## MINOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
10. Attempting to join any fraternity, sorority or student organization 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	Warning and a Letter of Apology with the understanding that the student will no longer attempt to join such organization		
11. Posting printed materials in the University premises without prior written approval from the proper University officials	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
12. Using the University facilities without prior written permission from the proper University officials	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
13. Unauthorized removal of official notices and posters from the bulletin board	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
14. Possession of gambling paraphernalia	Warning, a Letter of Apology and forfeiture of gambling paraphernalia	10 to 20 hours of community service	30 to 50 hours of community service
15. Unauthorized use of the cellphone, mini video / audio or other related IT gadgets/devices during classes	Warning, a Letter of Apology and confiscation of gadget. The gadget is returned after submission of the said letter of apology	10 to 20 hours of community service	30 to 50 hours of community service
16. Irresponsible use of water and/or electricity within the University premises	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service

### MINOR OFFENSES

OFFENSE	SANCTIONS		
	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
17. Making lewd gestures or uttering lustful word/s to offend or provoke another person or group within the campus	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
18. Accidental damage of property within the University premises	Warning, a Letter of Apology and replacement or repair of damaged property	10 to 20 hours of community service and replacement or repair of the damaged property	30 to 50 hours of community service and replacement or repair of damaged property
19. Public and indecent display of physical intimacy with another person within the University premises or during an official school activity	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service
20. Possession of any type of cigarette or tobacco product inside the campus	Warning and a Letter of Apology	10 to 20 hours of community service	30 to 50 hours of community service

#### For TAGUIG/VISAYAS CAMPUSES ON TRIMESTER BASIS:

1<sup>st</sup> Offense – Warning, a Letter of Apology countersigned by the parent/guardian  
 2<sup>nd</sup> Offense – 10 to 15 hours  
 3<sup>rd</sup> Offense – 20 to 40 hours for the 3<sup>rd</sup> offense

-END OF TABLE FOR MINOR OFFENSES -

# APPENDICES

Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED Memorandum Order**  
**No. 19, Series 2003**

**TO:** CHED Regional Directors  
School Heads/Presidents of Private Schools, Colleges and Universities  
Presidents of State Colleges and Universities

**SUBJECT:GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING  
FOR TERTIARY STUDENTS**

X-----X

1. In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the "Higher Education Act of 1994" and pursuant to Section 36 (c) of Article III of RA 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", random drug testing of students in public and private tertiary/higher educational institutions will be scheduled this year.
2. The enclosed general guidelines approved by the Dangerous Drugs Board (DDB) through Board Regulation No. 6 dated August 1, 2003 shall serve as the major reference in the implementation of the random drug testing program. For other provisions of the law, reference shall be made to the Implementing Rules and Regulations (IRR) of RA 9165.
3. Immediate dissemination of and compliance with this Order is directed.

Issued this 15<sup>th</sup> day of September, 2003 at Pasig City, Philippines

(SGD.) ROLANDO R. DIZON

Chairman

**AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002,  
REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS  
DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND FOR  
OTHER PURPOSES**

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

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

**Section 2. Declaration of Policy.** – It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall, however, aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

**ARTICLE I**  
**Definition of Terms**

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

- (a) Administer. – Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- (b) Board. - Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.
- (c) Centers. - Any of the treatment and rehabilitation centers for drug dependents referred to in Section 34, Article VIII of this Act.
- (d) Chemical Diversion. – The sale, distribution, supply or transport of legitimately imported, in-transit, manufactured or procured controlled precursors and essential chemicals, in diluted, mixtures or in concentrated form, to any person or entity engaged in the manufacture of any dangerous drug, and shall include packaging, repackaging, labeling, relabeling or concealment of such transaction through fraud, destruction of documents, fraudulent use of permits, misdeclaration, use of front companies or mail fraud.
- (e) Clandestine Laboratory. – Any facility used for the illegal manufacture of any dangerous drug and/or controlled precursor and essential chemical.
- (f) Confirmatory Test. – An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- (g) Controlled Delivery. – The investigative technique of allowing an unlawful or suspect consignment of any dangerous drug and/or controlled precursor and essential chemical, equipment or paraphernalia, or property believed to be derived directly or indirectly

from any offense, to pass into, through or out of the country under the supervision of an authorized officer, with a view to gathering evidence to identify any person involved in any dangerous drugs related offense, or to facilitate prosecution of that offense.

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

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

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

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

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

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

(n) Drug Dependence. – As based on the World Health Organization definition, it is a cluster of physiological, behavioral and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in controlling substance-taking behavior in terms of its onset, termination, or levels of use.

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

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

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

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

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

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

(u) Manufacture. – The production, preparation, compounding or processing of any dangerous drug and/or controlled precursor and essential chemical, either directly or indirectly, or by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and shall include any packaging or repackaging of such substances, design or configuration of its form, or labeling or relabeling of its container; except that such terms do not include the preparation, compounding, packaging or labeling of a drug or other substances by a

duly authorized practitioner as an incident to his/her administration or dispensation of such drug or substance in the course of his/her professional practice including research, teaching and chemical analysis of dangerous drugs or such substances that are not intended for sale or distributed for any other purpose.

(v) Cannabis or commonly known as "Marijuana" or "Indian Hemp" or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis americana, hashish, bhang, guaza, churrus* and *ganjab*, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds, thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.

(w) Methyleneedioxymethamphetamine (MDMA) or commonly known as "Ecstasy", or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

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

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

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

(aa) PDEA. – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.

(bb) Person. – Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into obligations.

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

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

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

(ff) Pusher. – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.

(gg) School. – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving

instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.

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

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

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

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

## ARTICLE II

### Unlawful Acts and Penalties

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

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

The maximum penalty provided for under this Section shall be imposed upon any person, who, unless authorized under this Act, shall import or bring into the Philippines any dangerous drug and/or controlled precursor and essential chemical through the use of a diplomatic passport, diplomatic facilities or any other means involving his/her official status intended to facilitate the unlawful entry of the same. In addition, the diplomatic passport shall be confiscated and canceled.

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

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

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

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless

authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute, dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions.

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

For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemical trade, the maximum penalty shall be imposed in every case.

If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim, thereof, the maximum penalty provided for under this Section shall be imposed.

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

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

**Section 6. Maintenance of a Den, Dive or Resort.** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive or resort where any dangerous drug is used or sold in any form.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person or group of persons who shall maintain a den, dive, or resort where any controlled precursor and essential chemical is used or sold in any form.

The maximum penalty provided for under this Section shall be imposed in every case where any dangerous drug is administered, delivered or sold to a minor who is allowed to use the same in such a place.

Should any dangerous drug be the proximate cause of the death of a person using the same in such den, dive or resort, the penalty of death and a fine ranging from One million (P1,000,000.00) to Fifteen million pesos (P500,000.00) shall be imposed on the maintainer, owner and/or operator.

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

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

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

**Section 7. Employees and Visitors of a Den, Dive or Resort.** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon:

- (a) Any employee of a den, dive or resort, who is aware of the nature of the place as such; and
- (b) Any person who, not being included in the provisions of the next preceding, paragraph, is aware of the nature of the place as such and shall knowingly visit the same

**Section 8. Manufacture of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall engage in the manufacture of any dangerous drug.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall manufacture any controlled precursor and essential chemical. The presence of any controlled precursor and essential chemical or laboratory equipment in the clandestine laboratory is a *prima facie* proof of manufacture of any dangerous drug. It shall be considered an aggravating circumstance if the clandestine laboratory is undertaken or established under the following circumstances:

- (a) Any phase of the manufacturing process was conducted in the presence or with the help of minor/s;
- (b) Any phase or manufacturing process was established or undertaken within one hundred (100) meters of a residential, business, church or school premises;
- (c) Any clandestine laboratory was secured or protected with booby traps;
- (d) Any clandestine laboratory was concealed with legitimate business operations; or
- (e) Any employment of a practitioner, chemical engineer, public official or foreigner.

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

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

**Section 9. Illegal Chemical Diversion of Controlled Precursors and Essential Chemicals.** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall illegally divert any controlled precursor and essential chemical.

**Section 10. Manufacture or Delivery of Equipment, Instrument, Apparatus, and Other Paraphernalia for Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.** - The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person who shall deliver, possess with intent to deliver, or manufacture with intent to deliver equipment,

instrument, apparatus and other paraphernalia for dangerous drugs, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain or conceal any dangerous drug and/or controlled precursor and essential chemical in violation of this Act.

The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed if it will be used to inject, ingest, inhale or otherwise introduce into the human body a dangerous drug in violation of this Act. The maximum penalty provided for under this Section shall be imposed upon any person, who uses a minor or a mentally incapacitated individual to deliver such equipment, instrument, apparatus and other paraphernalia for dangerous drugs.

**Section 11. Possession of Dangerous Drugs.** - The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

- (1) 10 grams or more of opium;
- (2) 10 grams or more of morphine;
- (3) 10 grams or more of heroin;
- (4) 10 grams or more of cocaine or cocaine hydrochloride;
- (5) 50 grams or more of methamphetamine hydrochloride or "shabu";
- (6) 10 grams or more of marijuana resin or marijuana resin oil;
- (7) 500 grams or more of marijuana; and
- (8) 10 grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDA) or "ecstasy", paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxyamphetamine (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

- (1) Life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or "shabu" is ten (10) grams or more but less than fifty (50) grams;
- (2) Imprisonment of twenty (20) years and one (1) day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five hundred (500) grams of marijuana; and

(3) Imprisonment of twelve (12) years and one (1) day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or "shabu", or other dangerous drugs such as, but not limited to, MDMA or "ecstasy", PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.

**Section 12. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs.** - The penalty of imprisonment ranging from six (6) months and one (1) day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body: *Provided*, That in the case of medical practitioners and various professionals who are required to carry such equipment, instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof. The possession of such equipment, instrument, apparatus and other paraphernalia fit or intended for any of the purposes enumerated in the preceding paragraph shall be *prima facie* evidence that the possessor has smoked, consumed, administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

**Section 13. Possession of Dangerous Drugs During Parties, Social Gatherings or Meetings.** - Any person found possessing any dangerous drug during a party, or at a social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in Section 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

**Section 14. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs During Parties, Social Gatherings or Meetings.** - The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person, who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

**Section 15. Use of Dangerous Drugs.** - A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years and one (1) day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00): *Provided*, That this Section shall not be applicable where the person tested is also found to have in his/her possession such quantity of any dangerous drug provided for under Section 11 of this Act, in which case the provisions stated therein shall apply.

**OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION**

**CMO No. 26.  
Series 2003**

**SUBJECT: ENJOINING THE CREATION IN EVERY HIGHER EDUCATION INSTITUTION OF  
A COMMITTEE ON DECORUM AND INVESTIGATION ON SEXUAL HARASSMENT CASES  
AND IMPLEMENTING MEASURES TO AVOID COMMISSIONS OF SEX -RELATED OFFENSES  
AGAINST STUDENTS, FACULTY, AND STAFF.**

In accordance with the pertinent provisions of Republic Act No. 7722, otherwise known as the Higher Education Act of 1994" as well as its Implementing Rules and Regulations, in relation to the express provisions of R.A. NO. 7877 otherwise known as the Anti-Sexual Harassment Act of 1995", this Office, after having been informed about the increasing incidence of sexually related crimes and misconduct that have been committed upon some students, faculty, staff of public and private Higher Education Institutions (HEIs) all over the country hereby enjoins the support of all concerned HEIs to fully implement the following measures that would reduce if not completely prevent the occurrence of such acts.

1. Creation of the Committee on Decorum and Investigation (CODI) per Section 4 (b) of R.A. 7877, which shall be composed of at least one (1) representative from the administration, the trainors, teachers, instructors, professors or coaches and students or trainees, as the case maybe. Additional members may be included as the school administration deems proper.
2. The school administration shall immediately take action on all reported acts of alleged sexual misconduct in the educational institution, by immediately endorsing, the matter to the CODI for proper disposition in accordance with due process requirements.
3. All HEIs shall submit to the Commission on Higher Education the list of students, faculty and staff charged with alleged acts of sexual misconduct, as well as those who have been formally charged and disciplined accordingly. The referral should include the nature of the offense, manner of commission, name of complainant, stage of proceeding, if pending investigation, decision of the CODI, and penalty meted on offender if any.
4. ALL HEIs are enjoined to undertake a background investigation of applicants to vacant faculty or staff positions to determine if they are morally fit for the position i.e. not found guilty of sex-related misconduct from a previous HEI employment, and to coordinate with the CHED Regional Offices in this regard. The HEIs should submit their quarterly reports on the foregoing to the Commission through the Regional Offices, without prejudice to supplemental reports within the quarter on updates regarding these offenses. The Regional Directors are hereby directed to immediately submit to the Central Office through the Executive Director, all quarterly reports as well as any update submitted by the HEIs within their area of operations.

For strict compliance please.  
Pasig City, Philippines, November 30, 2003

**(SGD.) ROLANDO R. DIZON**  
Chairman

REPUBLIC ACT NO. 7877

**AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.**

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

**SECTION 1. *Title.*** - This Act shall be known as the ***“Anti-Sexual Harassment Act of 1995.”***

**SECTION 2. *Declaration of Policy.*** - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

**SECTION 3. *Work, Education or Training -Related, Sexual Harassment Defined.*** - Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.



(a) In a work-related or employment environment, sexual harassment is committed when:



(1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which, in any way, would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

(2) The above acts would impair the employee's rights or privileges under existing labor laws; or

(3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

(1) Against one who is under the care, custody or supervision of the offender;

(2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

**SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment.** - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainees, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainees, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

**SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution.** - The employer or head of office, educational or training institution shall be solidarily liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

**SECTION 6. Independent Action for Damages.** - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. *Penalties.* - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. *Separability Clause.* - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. *Repealing Clause.* - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. *Effectivity Clause.* - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA  
President of the Senate

(Sgd.) JOSE DE VENECIA, JR  
Speaker of the House of Representatives

Approved: February 14, 1995

(Sgd.) FIDEL V. RAMOS  
President of the Philippines

**THE ANTI-HAZING LAW OF THE REPUBLIC OF THE PHILIPPINES**  
**REPUBLIC ACT No. 8049**

**AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN  
FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES  
THEREFORE.**

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

**SECTION 1.** Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to physical or psychological suffering or injury.

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

**SECTION 2.** No-hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiations. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**SECTION 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer.

- a.) The penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom.
- b.) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c.) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg shall have lost the use of any such member shall have become incapacitated for the activity or work in which he/she was habitually engaged.
- d.) The penalty of reclusion temporal in its minimum period if in consequence

of the hazing the victim shall become deformed or shall have lost any other part of his/her body, or shall have lost the use thereof or shall have been ill or incapacitated for the performance of the activity or work in which he/she has habitually engaged for a period of more than ninety (90) days.

e.) The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.

f.) The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.

g.) The penalty of the prison mayor in its period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.

h.) The penalty of prison correctional in its maximum period if in consequence of the hazing the victim shall sustain physical injuries, which do not prevent him/her from engaging in his habitual activity, or work nor require medical attendance.

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

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

- a.) When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b.) When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting.
- c.) When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities or to the police authorities, through force, violence, threat or intimidation;
- d.) When the hazing is committed outside of the school or institution; or
- e.) When the victim is below twelve (12) years of age at the time of hazing.

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

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

The officers, former officers or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as a principal.

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

Any person charged under this provision should not be entitled to the mitigating circumstances that there was no intention to commit so grave a wrong. This section shall apply to the president, manager, director, or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.

SECTION 6. All laws. Orders, rules of regulations, which are inconsistent with or contrary to the provisions of this Act, are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

**Approved: June 07, 1995**

(Signed) FIDEL V. RAMOS  
President of the Philippines

**REPUBLIC ACT NO. 7079**  
**AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS**  
**JOURNALISM AND FOR OTHER PURPOSES.**

Section 1. Title. — This Act shall be known and referred to as the "*Campus Journalism Act of 1991*."

Sec. 2. Declaration of Policy. — It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of students concerned and promoting responsible and free journalism.

Sec. 3. Definition of Terms. *chanroblesvirtuallawlibrary* —

- (a) School. — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel;
- (b) Student Publication. — The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- (c) Student Journalist. — Any bona fide student enrolled for the current semester or term, who was passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing.
- (d) Editorial Board. — In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned.

At the tertiary level, the editorial board may include a publication adviser at the option of its members.

- (e) Editorial Policies. — A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of the publication, the manner of selecting articles and features and other similar matters.

Sec. 4. Student Publication. — A student publication is published by the student body through an editorial board and publication staff composed of students selected but fair and competitive examinations.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

Sec. 5. Funding of Student Publication. — Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds.

In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

Sec. 6. Publication Adviser. — The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.

Sec. 7. Security of Tenure. — A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.

Sec. 8. Press Conferences and Training Seminar. — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-adviser of student publications in the elementary, secondary and tertiary levels shall participate. Such competitions, conferences and seminars shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.

Sec. 9. Rules and Regulations. — The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.

Sec. 10. Tax Exemption. — Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.

Sec. 11. Appropriations. — For the initial year of implementation, the sum of Five million pesos (P5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Sec. 12. Effectivity. — This Act shall take effect after fifteen (15) days following the completion of its publication in the Official Gazette or in at least two (2) newspapers of general circulation.

*Approved: July 5, 1991*

**REPUBLIC OF THE PHILIPPINES  
TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES**

ID No. \_\_\_\_\_  
COURSE: \_\_\_\_\_  
COLLEGE: \_\_\_\_\_  
Name of HS: \_\_\_\_\_

Attach 2x2  
Colored Picture  
with Printed  
Name

**STUDENT PLEDGE / AGREEMENT**

I, \_\_\_\_\_, Filipino, born on \_\_\_\_\_ and with residence and postal address at \_\_\_\_\_, after being sworn to in accordance with law, hereby depose and state that:

1. I AM NOT a member of any organization, club, society or fraternity/sorority engaged in illegal activities especially those pertaining to hazing and illegal drugs.
2. I hereby undertake that for the duration of my entire stay in the University, I SHALL NOT DO the following:
  - a. Join any fraternity/sorority, academic organization, club or society that is not recognized and accredited by the Technological University of the Philippines, or participate, directly or indirectly, in any activities; and
  - b. Sell, buy, use and/or take possession of any prohibited drugs, or get involved in any other activity related hereto.
3. I acknowledge and understand that my admission to the Technological University of the Philippines is a privilege and not a right and that the UNIVERSITY has the right and authority to choose the persons or individuals that may be admitted as its students.
4. I acknowledge and understand that the Technological University of the Philippines has the authority to impose rules and regulations concerning non-membership of students in any organization, club, society, fraternity/sorority in the UNIVERSITY including the use of prohibited drugs as valid and lawful pursuant to the constitutional provisions on academic freedom and other related laws, and in adherence to the following existing regulations:
  - 4.1. The UNIVERSITY SHALL NOT recognize fraternities, sororities or organization considered inimical to peace and order in the school campuses; and
  - 4.2. The use of prohibited drugs and involvement of students in any drug-related activity that may affect their educational, socio-cultural, emotional, physical and spiritual well-being SHALL NOT be condoned.
5. I am fully aware that my continuous stay in the Technological University of the Philippines is subject to my faithful compliance with the prescribed policies on academic performance and student discipline including the rules and regulations on non-membership in any organization, club, society, fraternities/sororities not recognized by the University and non-involvement in any illegal drug-related activity.
6. I understand that the Technological University of the Philippines will give the appropriate disciplinary action including DISMISSAL or EXPULSION if I shall be found to have violated any of the conditions herein stated or committed perjury, after due process.

I hereby attest that I have read and fully understood the foregoing statements and commit to abide by them. I recognize and am fully aware that this undertaking is made as a valid condition or prerequisite to my admission as student of the Technological University of the Philippines.

Printed name and signature of the student

Date Signed: \_\_\_\_\_

Witnesseth:

Attested:

Name/Signature of Parent or Guardian

Authorized University Official

ONLY IF STUDENT IS OF LEGAL AGE:  
(at least 18 years old)

ONLY IF STUDENT IS A MINOR  
(below 18 years old)

Student's ID presented: \_\_\_\_\_  
No. : \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Place of Issue: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_

Parent's / Guardian's ID presented: \_\_\_\_\_  
No. : \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Place of Issue: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_ (city/municipality/province), by the above student assisted by parent/guardian, exhibiting to me his/her government issued ID or any valid ID.

Student's Thumbrmark	
LEFT	RIGHT

(Person Administering Oath)

**STUDENT'S PLEDGE**

In consideration of my admission to the University, I do hereby pledge to abide by the existing rules and regulations and those that may be implemented as deemed necessary by the University Administration.

Student's Signature over Printed Name

**Guidance Form no. 2**

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Manila

[ ] 1<sup>st</sup> Sem/S.Y. \_\_\_\_\_  
[ ] 2<sup>nd</sup> Sem/S.Y. \_\_\_\_\_  
[ ] Summer/S.Y. \_\_\_\_\_

Control No. \_\_\_\_\_

**CLEARANCE OF RETURNING STUDENT**

NAME: \_\_\_\_\_ COURSE: \_\_\_\_\_  
STUDENT ID NO.: \_\_\_\_\_ LAST ATTENDANCE: \_\_\_\_\_  
REMARKS: \_\_\_\_\_

Head, Career Guidance and Testing Center

**AGREEMENT**

I, \_\_\_\_\_, having been re-admitted in the university after \_\_\_\_\_ semesters/ years of absence, do hereby lay my hand in writing to:

- a) Abide by all the rules and regulation of the university as stipulated in the rules on discipline (TUP Order No. 84-167);
- b) Finish my course within the length of time as prescribed by the office of the Registrar;
- c) Not to incur any failing grade/dropped subject/incomplete grade within one (1) semester after re-admission in the university.

Should I be found violating any of the above-listed conditions, I will no longer be admitted in the university and as such, consider myself dismissed.

(Student) Signature over printed name

Signed in the presence of:

\_\_\_\_\_  
Signature over printed name  
(Parent/Guardian)  
\*to present valid ID

\_\_\_\_\_  
Signature over printed name  
(Adviser/Department Head)

**Documents Presented:**

- [ ] Checklist/Rating Slip
- [ ] Leave of Absence
- [ ] Letter of Reconsideration
- [ ] Parent's/Guardians Valid ID\*
- [ ] Medical Clearance (\*\*if necessary)

Guidance Form no. 3

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Manila

[ ] 1<sup>st</sup> Sem/S.Y. \_\_\_\_\_  
[ ] 2<sup>nd</sup> Sem/S.Y. \_\_\_\_\_  
[ ] Summer/S.Y. \_\_\_\_\_

Control No. \_\_\_\_\_

**FINAL WARNING AGREEMENT**

\_\_\_\_\_  
Date

**THE GUIDANCE COUNSELOR**

Technological University of the Philippines  
Manila

Dear Sir/Madam:

Ako si \_\_\_\_\_ na nag-aaral sa kursong \_\_\_\_\_ taon/pangkat \_\_\_\_\_, na may hawak na ID no. \_\_\_\_\_. Matapos maisagawa ang isang pag-aaral sa katayuan ko ay napatuunayan na ako ay may "Academic Delinquency"

\_\_\_\_\_ (No.) Failures, \_\_\_\_\_ (no.) subjects unofficially dropped,  
\_\_\_\_\_ (No). Unofficially dropped

Dahil dito ako ay nabigyan ng status na "On Probation" ngayong \_\_\_\_\_ semestre, school year  
\_\_\_\_\_.

Ito ay nangangahulugan na ako ay binibigyan ng pahintulot na makapag-aral at mag enroll ng hanggang sa 14 units lamang at sa kundisyon na ako ay magpapakita ng kaayusan sa pagkilos at pag-aaral. Gayon din, kailangan ipasa ko ang lahat ng subjects na na-enroll ko, at walang dropping. Sa sandaling hindi ako makatupad o makasunod sa mga kundisyon ito, ako ay bibigyan na ng TUP ng "Honorable Dismissal" at palilipatin na ng ibang paaralan. Hindi na ako pahihintulutang mag-enroll pa ulit sa paaralang ito.

Maluwag po sa akin at sa aking magulang na tanggapin ang mga kundisyon nakasaad dito at aking nilalagdaan kasama ng aking mga magulang ngayong ika \_\_\_\_\_ taong \_\_\_\_\_.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Signature over printed name  
(Parent's /Guardian)  
\*to present valid ID

\_\_\_\_\_  
Head, Career Guidance & Testing Center

\_\_\_\_\_  
University Registrar

\_\_\_\_\_  
Director, Office of Student Affairs

**Documents Presented:**  
[ ] Checklist/Rating Slip  
[ ] On Probation Agreement  
[ ] Registration Form  
[ ] Parent's/Guardians Valid ID

Guidance Form no. 6

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Manila

1<sup>st</sup> Sem, S.Y. \_\_\_\_\_  
 2<sup>nd</sup> Sem, S.Y. \_\_\_\_\_  
 Summer \_\_\_\_\_

Control No. \_\_\_\_\_

**ACADEMIC DISMISSAL FORM**

Name: \_\_\_\_\_

Course / Year \_\_\_\_\_

Student ID No. \_\_\_\_\_

Last Attendance \_\_\_\_\_

Remarks: \_\_\_\_\_

In accordance with the academic standard of the Technological University of the Philippines, the above name of student is hereby dismissed from the rolls of the University due to the following:

- Obtained at least three failing grades during the \_\_\_\_\_ semester, SY \_\_\_\_\_
- Failed in one subject when he / she was under probation for the previous/preceding semester.
- Placed "on probation" for three consecutive semesters.

(Signature over printed name/Date)  
Guidance Counselor

Received by:

(Signature over printed name  
Student / Parent /Guardian

College Dean

**Documents Presented:**

- Checklist/Rating Slip
- On Probation Agreement
- Registration Form
- Parent's/Guardians Valid ID

Guidance Form no. 7

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Manila

Control No. \_\_\_\_\_

**LEAVE OF ABSENCE/DROPPING REQUEST**

\_\_\_\_\_ Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
College

Dear Sir/Madam:

I am \_\_\_\_\_, \_\_\_\_\_ with ID no. \_\_\_\_\_ would like  
(Student name) (Course/Year)

to:  File for Leave of Absence for \_\_\_\_\_ semester, effective S.Y. \_\_\_\_\_  
 Drop \_\_\_\_\_ subject/s  
(Indicate the no. and the subject/s to be dropped)

Drop all subjects/withdraw enrolment from the university

Reason/s: \_\_\_\_\_  
\_\_\_\_\_

With knowledge and consent:

\_\_\_\_\_ (Signature over Printed Name)

Parent/Guardian signature over printed name  
(Present valid ID)

**Noted by:**

\_\_\_\_\_ Department Head

**Approved:**

\_\_\_\_\_ College Dean

Note: *In case of illness/sickness, attach medical certificate from the attending physician.*

**(Student Copy)**

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Ermita, Manila

**CALL SLIP**

Name: \_\_\_\_\_  
Course and Year: \_\_\_\_\_

Please see the Guidance Counselor on \_\_\_\_\_  
at \_\_\_\_\_

Purpose:

<input type="checkbox"/>	Counseling	<input type="checkbox"/>	Individual Inventory
<input type="checkbox"/>	Routine Interview	<input type="checkbox"/>	Follow- up
<input type="checkbox"/>	Testing	<input type="checkbox"/>	Referral
<input type="checkbox"/>	Career	<input type="checkbox"/>	Others (Specify)

\_\_\_\_\_

\_\_\_\_\_

Guidance Counselor

Technological University of the Philippines  
**CAREER GUIDANCE AND TESTING CENTER**  
Ermita, Manila

**REFERRAL FORM**

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

Name: \_\_\_\_\_  
Course/ Yr. and Sec.: \_\_\_\_\_  
Subject: \_\_\_\_\_ Schedule/Time: \_\_\_\_\_  
Room: \_\_\_\_\_ Department: \_\_\_\_\_

Reasons/s for Referral:

Academic Performance  
 Attendance/Tardiness  
 Attitude/Behavior/Personality  
Others (Specify) \_\_\_\_\_

Referred by: \_\_\_\_\_  
Name and Signature \_\_\_\_\_



REPUBLIC OF THE PHILIPPINES  
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Trunkline: 302-7750 loc. 122 \* Website: <http://www.tup.edu.ph>

PSAT-PCAT-TUP  
Centennial  
1901-2001



March 7, 2011

**TUP ORDER**

No. 23, s. 2011  
*Mar 11, 11*

**STOPPING ALL UNAUTHORIZED COLLECTIONS, ISSUING MANAGEMENT  
POLICY ON YEARBOOK AND PROHIBITING SPENDTHRIFT ACTIVITIES  
AND CONTRIBUTIONS**

1. Reports have reached the Office of the President regarding unauthorized contributions and/or compulsory fees imposed upon graduating students as well as matters pertaining to the annual yearbook publication, graduation ball and graduation rites that elicit negative reactions.
2. In upholding the interest of our students and pursuant to the austerity measures imposed by the Government upon all public officials and employees, this Office enjoins all concerned to stop all unauthorized collection of fees, contributions and/or charges not mandated by the University.
3. They are likewise enjoined to refrain from making any scheme that compels the student to pay unauthorized fees/collections/contributions or employing means that is tantamount to compulsory imposition of fees not authorized by the University President or the Board of Regents.
4. Pursuant to the attached CHED Memorandum Circular Order No. 05, s. 2010, this Office also reminds for our strict compliance therewith. All officials and employees in all Campuses are strongly directed to observe the said Circular in relation to the holding of graduation/commencement rites as well as all activities connected to it. Spendthrift activities are prohibited especially if they are funded by unauthorized collections or contributions.
5. On yearbook publication and holding of graduation ball for the graduating students, the following policies shall be observed:
  - a. The decision to undertake yearbook/annual book and graduation ball must be completely voluntary upon the students and such voluntariness must be backed up with valid documentary proof;
  - b. Should the graduating class or senior organization decides to undertake them, they must submit a resolution to that effect signed by all those supporting the activity or their duly authorized representatives to be submitted to the Director/Head, Office of Student Affairs who should endorse the same to higher authorities for appropriate action;
  - c. Any collection/contribution upon the graduating students in relation to yearbook publication and/or graduation ball must be approved through a resolution signed by them or their duly authorized representatives.

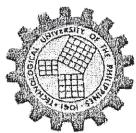
- d. The TUP Cashier shall be the collector of their approved collections/contributions and shall issue official receipt for each payment remitted.
- e. TUP keeps the money and disburse accordingly upon showing of proper requests and documents.
- f. No student, organization or official shall be authorized to open any separate bank account for purposes of safekeeping of collections/contributions on yearbook, graduation ball and for whatever purpose/s.
- g. The graduating class or Senior Organization through their duly authorized official/s may enter into contracts or agreements for the conduct or implementation of Yearbook/Annual Book publication and/or graduation ball, provided that such contracts are not onerous and contrary to law and the same before their perfection be approved first by the Campus Director and/or the University President.

6. Campus Directors and the Director for Student Affairs shall see to it that this Order is faithfully carried out. All present actions and existing activities relative to this Order that are contrary to the tenor thereof shall be stopped, unless for some valid reasons allowed by the undersigned or by higher authorities to continue.

7. Any official, employee, student or any individual violating this Order shall be dealt with accordingly.

8. Let this Order be circulated to all concerned for immediate and strict compliance.

  
OLYMPIO V. CAPARAS, Ed.D.  
President



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Centennial  
1901-2001



September 6, 2010

**TUP ORDER**

No. 74, s. 2010  
*✓ 9-8-10*

**POLICY ON THE PROMOTION AND SELLING OF ADMISSION AND  
RAFFLE TICKETS AND STRICTLY PROHIBITING SOLICITATION AS A  
MEANS OF FUND RAISING IN THE UNIVERSITY**

To: Vice Presidents  
Campus Directors  
Deans  
Director, Student Affairs  
Student Affairs Coordinator  
Faculty and Administrative Staff Associations  
Student Governments and Campus Clubs/Organizations  
Philippine Artisan

1. This is to establish a system-wide University policy on the promotion and selling of admission and raffle tickets for legitimate purpose/s and strictly prohibiting solicitation as a form of fund raising for being onerous, counterproductive and contrary to existing civil service laws, rules and regulations.

2. For purposes of this policy, tickets referred herein are those intended for entrance or admission to watch a show, sports event, games, concert, exposition and the like which are valid consideration of value in exchange of certain sum of money. Raffle ticket means those that which sold and purchased/paid by one hoping to win a prize as a consideration after prizes are raffle off. Solicitation, on the other hand, is a fund raising scheme employed by one that expressly solicits money from other person or organization with onerous or no consideration at all. It is considered onerous because it burdens others without enjoying something in return of value. It is counterproductive in the sense that it promotes mendicancy and dole-out and is against creativity. And it is contrary to law because solicitation is prohibited under existing civil service laws, rules and regulations especially if done by an employee or official of the government.

3. Henceforth, any fund raising to support a planned/approved activity by way of promoting and selling of admission and raffle tickets may be allowed provided the following conditions are complied with:

- There must be a written request addressed to the University President or Campus Director duly supported with documents;
- The requesting party represents a legitimate organization or office, be it public or private;
- The request is signed by appropriate or authorized official/s;
- The purpose of the request is intended for the following causes, but not limited to: charity, environmental protection and conservation, humanitarian aid, civic and welfare, sports, cultural promotion, research and extension, drug advocacy and prevention, youth development and training and provision of

much needed equipment to enhance laboratory or installation of a facility for education purposes;

- The promotion and selling are done on voluntary basis and must not be made as a requirement to pass a course or subject or in exchange for a passing grade; and
- The activity is not done to support and promote religious, political and illegal activities.

4. There is hereby created a Ticket Committee for each Campus tasked to evaluate all requests to promote and sell admission or raffle tickets. All requests shall pass through this Committee before appropriate action is rendered by the approving authority.

5. In the Manila Campus, the Ticket Committee is composed of the following:

- Director of Student Affairs as Chairperson
- Director for Resource Generation as Vice Chairperson
- President of the Faculty Association as Member
- President of the Administrative Employees Association as Member
- President of the University Student Government as Member

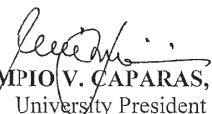
6. Campus Directors are directed to organize its Ticket Committee parallel to the above set-up.

7. Effective upon the implementation of this Order, the Ticket Committee shall convene immediately to draw up the implementing mechanisms to effectively implement this Order.

8. For every approved and implemented fund raising activity through sale of admission and raffle tickets, audited financial report must be filed and submitted to the Internal Control Office which shall furnish copy of the same to the Ticket Committee.

9. This Order shall take effect immediately, and all previous issuances inconsistent thereof are accordingly repealed.

10. Be guided.

  
OLYMPIO V. CAPARAS, Ed. D.  
University President



Technological University of the Philippines  
FEDERATION OF STUDENT COUNCILS AND GOVERNMENTS  
Manila Taguig Cavite Visayas



**BOARD RESOLUTION No. 6**  
S.Y. 2013-2014

**A: RESOLUTION TO ADOPT THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM**

**WHEREAS**, the Federation of the Student Councils and Governments will be an active participant in the policy making of the University, protect and promote the students' rights and welfare, uphold democratic consultation and at all times vigilant to irregularities and shall provide relevant services in pursuit of achieving academic excellence and competent students (TUP-FSCG Mission);

**WHEREAS**, the FSCG accepts the recognition being given to be part of the consultative body to adopt the revised student handbook that will be used by all campuses of the TUP System;

**WHEREAS**, a series of fora were conducted to the FSCG for the purpose of reviewing the proposed revised student handbook;

**WHEREAS**, the university legal counsel, Atty. Danilo Abayon and Mr. Jonathan Monsad, provided enlightenment on the legal aspect of the concerns presented in the revised student handbook during the series of fora;

**WHEREAS**, the FSCG acknowledges the need to adopt the revised student handbook for the TUP System;

**WHEREAS**, the FSCG recognizes the need for the development of a unified student handbook for the TUP System;

**NOW THEREFORE**, in view of the foregoing premises, the undersigned officers and members of the Technological University of the Philippines – Federation of Student Councils and Governments,

**RESOLVED AS IT HEREBY RESOLVED THAT THE FSCG IS RECOMMENDING THE ADOPTION OF THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM**

**BE IT FINALLY RESOLVED** that UPON APPROVAL OF THIS RESOLUTION, EFFECTIVITY SHALL IMMEDIATELY FOLLOW.

Certified Correct:

Ms. MARIAN JEAN M. ALSONADO  
Secretary General

Attested By:

Mr. DREXLER C. ALCONES  
Student Regent

Page 1 of 5  
Signed this 29<sup>th</sup> day of May 2013 at Technological University of the Philippines – Manila  
Ayala Boulevard, Ermita, Manila



Technological University of the Philippines  
FEDERATION OF STUDENT COUNCILS AND GOVERNMENTS  
Manila Taguig Cavite Visayas



BOARD RESOLUTION No. 6  
S.Y. 2013- 2014

A RESOLUTION TO ADOPT THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM

Mr. DREXLER C. ALCIONES  
Student Regent

Ms. ROGELYN C. LUGOD  
USG President, TUP Cavite

Mr. LAURENCE S. ABBILUL  
OIC - President, TUP Taguig

Mr. DAVID LLOYD G. HENSON  
USG President, TUP Manila

Mr. JOSE JERICO ROSS B. MELO  
USG President, TUP Visayas

Page 2 of 5  
Signed this 29<sup>th</sup> day of May 2013 at Technological University of the Philippines – Manila  
Ayala Boulevard, Ermita, Manila



Technological University of the Philippines  
FEDERATION OF STUDENT COUNCILS AND GOVERNMENTS  
Manila Taguig Cavite Visayas



BOARD RESOLUTION No. 6  
S.Y. 2013-2014

A RESOLUTION TO ADOPT THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM

Mr. Laurence S. Abbilul  
Vice President – TUP Taguig

Mr. Bernardo M. Prejula  
Senator – TUP Taguig

Mr. David Lloyd G. Henson  
President – TUP Manila

Ms. Sharmaine R. Evangelista  
Senator – TUP Manila

Ms. Rogelyn C. Lugod  
President – TUP Cavite

Ms. Nampilli B. Batan  
Senator – TUP Cavite

Mr. Jose Jerico Ross B. Melo  
President – TUP Visayas

Mr. Chrisma Filio B. Tabuada  
Senator – TUP Visayas

Mr. Hohn Lois C. Bongao  
Senator – TUP Taguig

Mr. Mar L. Quiapo  
Senator – TUP Taguig

Ms. Ma. Catherine R. Bajaro  
Vice President – TUP Manila

Mr. Vincent Pederic M. Godawen  
Senator – TUP Manila

Ms. Noemi C. Lape  
Vice President – TUP Cavite

Ms. Christy M. Ardiente  
Senator – TUP Cavite

Mr. Charles Bryan T. David  
Vice President – TUP Visayas

Mr. Andrew Joseph P. Weber  
Senator – TUP Visayas

Page 3 of 5  
Signed this 29<sup>th</sup> day of May 2013 at Technological University of the Philippines – Manila  
Ayala Boulevard, Ermita, Manila



Technological University of the Philippines  
FEDERATION OF STUDENT COUNCILS AND GOVERNMENTS  
Manila Taguig Cavite Visayas



BOARD RESOLUTION No. 6  
S.Y. 2013- 2014

A RESOLUTION TO ADOPT THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM

Ms. Gladys Jeremiah P. Diaz  
Senator – TUP Manila

Mr. Cedrick C. Dy  
Senator – TUP Manila

Mr. Joel R. Rementilla  
Senator – TUP Manila

Ms. Myra C. Catibog  
Senator – TUP Manila

Mr. Mike Joseph Chan  
Senator – TUP Cavite

Mr. Ryan Junnelle L. Pestilos  
Senator – TUP Cavite

Ms. Allyza Joy Delin  
Senator – TUP Taguig

Ms. Ruth Mae Hong  
Senator – TUP Taguig

Page 4 of 5

Signed this 29<sup>th</sup> day of May 2013 at Technological University of the Philippines – Manila  
Ayala Boulevard, Ermita, Manila

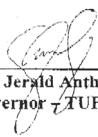


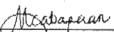
Technological University of the Philippines  
FEDERATION OF STUDENT COUNCILS AND GOVERNMENTS  
Manila Taguig Cavite Visayas



BOARD RESOLUTION No. 6  
S.Y. 2013-2014

A RESOLUTION TO ADOPT THE REVISED STUDENT HANDBOOK FOR THE TUP SYSTEM

  
Mr. Jerald Anthony A. Malagueno  
Governor – TUP Taguig

  
Ms. Maria Elvira S. Cabasaan  
Governor – TUP Taguig

  
Mr. Rengen S. Bombita  
Governor – TUP Taguig

  
Mr. Gabrielle Matthew G. Paga  
Governor – TUP Taguig

  
Mr. John Adrian C. Santos  
Governor – TUP Taguig

  
Ms. Mira Shaine M. Turallo  
Governor – TUP Taguig

  
Mr. Alkyon John D. Alcantara  
Governor – TUP Taguig

  
Ms. Ma Chrema C. Tadeo  
Governor – TUP Taguig

Page 5 of 5  
Signed this 29<sup>th</sup> day of May 2013 at Technological University of the Philippines – Manila,  
Ayala Boulevard, Ermita, Manila



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1901-2001



July 08, 2013

**IMPLEMENTING ORDER**

No. 09, s. 2013

**BOR APPROVAL OF THE STUDENTS' HANDBOOK**

TO ALL CONCERNED

1. The Board on its 2nd Quarter Meeting held last July 02, 2013 adopts **Resolution No. 09, s. 2013** approving the Student's Handbook after careful deliberation and upon favourable recommendation of the Student Body and the Office of Student Affairs.
2. The said handbook may now be issued to the bonafide students of the University and the OSA may now be authorized to implement the policies/ rules and regulations stated therein strictly.
3. For the information and guidance of all concerned.

  
OLYMPIO V. CAPARAS, Ed.D.  
President

■ ■ ■



REPUBLIC OF THE PHILIPPINES  
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Trunkline: 3027750 loc. 112 \* Website: <http://www.tup.edu.ph>

OSA

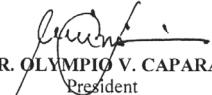


April 20, 2011

**TUP ORDER**  
No. 39, s. 2011 pp 4/20

**IMPLEMENTING THE STUDENT PLEDGE/AGREEMENT FORM PURSUANT TO  
BOR RESOLUTION NO. 6, S. 2011**

1. In its First Quarter Regular Board of Regents Meeting held on March 18, 2011, the Board adopted Resolution No. 6, s. 2011, portion of which was the approval of the Federation of Student Council and Government (FSCG) Resolution, *re: Non-Membership to Unrecognized Organization including Fraternities/Sororities as an Enrollment requirement for New Student.*
2. To implement the said resolution, the enclosed **Student Pledge/Agreement Form** is hereby adopted as the prescribed form to be used and administered by the Office of Student affairs or its equivalent in all Campuses as part of the admission requirements for freshmen/transferee students to the University effective First Semester/Term SY 2011-2012.
3. Considering that the enrollment is about to start, immediate mass reproduction of this form is directed.
4. After the student completely accomplished the form and duly signed by them and their parent/guardian in the case of minors, the form shall be returned to the Office of the Student Affairs (OSA) for attestation/signature. The OSA shall then forward the same to the University/Board Secretary for signature being the authorized University official to administer oath for this purpose. Once completed, the accomplished forms shall be kept by the respective OSA as part of its official records.
5. For the information and proper guidance of students, the OSA is required to promptly publish/post in conspicuous areas the list of accredited and recognized student organizations, clubs, societies including fraternities/sororities, if any
6. This Order shall strictly be implemented throughout the University effective immediately and henceforth.

  
**DR. OLYMPIO V. CAPARAS**  
President

FMC/Sadie  
En pledge form

## HIMNO NG TUP

Kami sayo'y nagpupugay TUP

Ang iyong tanglaw liwanag sa aming landas

Diwa mo'y ginto pusong wagas

Alay namin sa iyo'y lahat ng hirap

Buong pag-ibig at paglilingkod na ganap

Kay rami ng anak na iyong pinagyaman

Dahil sa iyo ngayo'y haligi ng bayan

Moog ka ng laya at dangal

Teknolohikal na Unibersidad ng Pilipinas

Bantayog ka ng lahi naming minamahal

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