



Pamantasan ng
Lungsod ng Maynila
(University of the City of Manila)

STUDENT MANUAL

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PAMANTASAN NG LUNGSOD NG MAYNILA

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Foreword

The PLM Revised Student Manual is a source of important information, including student responsibilities, obligations, and privileges. This revised version contains an updated list of academic policies and significant enhancement of other provisions relating to student discipline and student activities. These rules and regulations are designed to provide positive and constructive guidelines for student behavior and discipline, and are herein presented for ready reference.

The University has initiated the revision of the 2012 Student Manual through the Student Manual Revision Committee. Existing policies and procedures were reviewed leading to the amendments/revisions of the same to address new issues and questions of the present time; revised regulations mostly on academic policies are herein incorporated; henceforth, stringent implementation of the policies is to be constantly done because they are designed to create a level of consistency across the University.

The basic purpose of policies and regulations, and the articulation of expected standards of student conduct is to further the mission of the University and to protect the well-being of the entire PLM community especially the students. These policies and regulations, referenced on the vision and mission of PLM, enable all the members of the University to function as a community and respond to situations accordingly. They are intended to ultimately help fulfill the goals of the University of academic excellence and social responsibility, while also furthering the core value of integrity, purposely embedded in the disciplinary policies of PLM.

As the primary stakeholders of PLM, the students are the foremost consideration of the rules and regulations being implemented. Moreover, the University expands its horizons in terms of the services it offers essentially for the poor but deserving students of the City of Manila. This is because the University does not only respond to its mandate but most especially upholds the best welfare of the students.

MA. LEONORA V. DE JESUS, PhD
University President

UNIVERSITY OFFICIALS

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Name	Position
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Regent Ma. Leonora V. De Jesus	Vice Chairman
Regent Ramon S. Bagatsing, Jr.	Member
Regent Estrellita P. Bautista	Member
Regent Teresa Aquino-Oreta	Member
Regent Bienvenido E. Laguesma	Member
Regent Wilfredo E. Cabral	Ex-Officio Member
University Officials	
Name	Designation
Dr. Ma. Leonora V. De Jesus	University President
Engr. Jose A. Silerio	Executive Vice President and Dean of the College of Business and Government Management
Atty. Rufino V. Abuda	Vice President for Legal Affairs and Acting University and Board Secretary
Engr. Garry Erwin N. De Gracia	Acting Vice President and Director for Information & Communications Technology
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Ms. Andrea E. Solomon	Acting Assistant Vice President for Finance and Management – Accounting, Treasury and Cash
Mr. Benedicto L. Avila	Acting Assistant Vice President for Finance and Management – Budget and Payroll

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(PAO NO. 7, S. 2017)

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Acting Vice President for Academic Affairs, Office of Vice President
for Academic Affairs

Co-chair : Dr. GINA A. OPINIANO
OIC-Dean, Office of Student Development and Services

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Faculty Member, College of Humanities, Arts and Social Sciences

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Office of the University Legal Counsel and Office of the University
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Supreme Student Council President

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1. The PLM Education

History of the Pamantasan ng Lungsod ng Maynila (PLM)

A Vision of Social Transformation

PLM's conception started during the administration of Mayor Arsenio H. Lacson, the first elective mayor of the City of Manila in 1951, when he approved Ordinance No. 4202 on 13 January 1960. The Municipal Board has allocated P1-Million to establish the University. The Board's committee that spearheaded and allocated funds for the creation of the city university, in support of Mayor Lacson's educational program, was chaired by then-Councilor Ernesto M. Maceda.


Mayor Lacson suddenly passed away while in office and before the fulfillment of his dream university. His then-Vice-Mayor, Antonio Villegas, succeeded him and worked for the realization of the dream university of his predecessor. On 13 February 1963, Mayor Villegas issued Executive Order No. 7, s-1963, creating a Planning and Working Committee to draw up a plan to establish the city university. The committee was chaired by Dr. Benito F. Reyes and the members were Gabriel Formoso, Leoncio Monzon, Alfredo Morales, Vicente Albano Pacis, Jose S. Roldan, and Carlos Moran Sison, with Atty. Primitivo de Leon as its secretary.

Creation by National Legislation

In 1964, Mayor Villegas co-opted the aid of then-Congressman Justo R. Albert of the 4th congressional district of the City of Manila to sponsor a bill in the House of Representatives of the Congress of the Philippines seeking to create the city university. Filed as House Bill No. 8349 in the Lower House, the Senate version was spearheaded by Senators Gil Puyat and Camilo Osias.

In his explanatory note for H.B. 8349, Congressman Albert stressed that "the establishment of this university by the City of Manila will spur other cities in the country to exert similar efforts so that the responsibility of educating our people may be properly located." He articulated that according to a French philosopher, "next to food, education is the greatest need of the People." He likewise emphasized that "to permit the continuing control of education in the hands of big corporations is a tragic renunciation by the Government of a sacred obligation to our people. This bill envisions a partial relief of education from the grip of profit-motivated corporations and seeks a condition in which education is solely dedicated to the better instruction of our people."

The consolidation of the two bills was tackled during the Fourth Session of the Fifth Congress which began and was held in the City of Manila on 25 January 1965. The

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consolidated bill was thereafter passed by the joint Congress with the House of Representatives finally passing the same on 12 May 1965 while the Philippine Senate finally passed it on 07 June 1965. The final bill was signed by Senate President Ferdinand E. Marcos and House Speaker Cornelio T. Villareal with Mr. Regino S. Eustaquio, Secretary of the Senate, and Mr. Inocencio B. Pareja, Secretary of the House of Representatives.

Presidential Approval of the Congressional Act


On 19 June 1965, the final bill titled “An Act Authorizing the City of Manila to Establish and Operate the University of the City of Manila and for Other Purposes” was signed into law by President Diosdado P. Macapagal in a signing ceremony in Malacañang Palace witnessed by Atty. Primitivo de Leon, Mayor Villegas, Congressman Ramon Mitra Jr., and its main sponsor in the House of Representatives, Congressman Albert. The law was captioned as Republic Act No. 4196 which now serves as the University Charter.

A Day of Double Significance

The birth of Pamantasan on a June 19 is made even more significant by the fact that it was made to coincide with the birth of the Philippine national hero, Dr. Jose P. Rizal, who has a great aptitude for study, thereby earning several degrees and titles during his teen years with flying colors. Multi-talented as he was, Rizal’s concept of the importance of education is clearly enunciated in his work titled “Instruction.” For Rizal, the mission of education is to elevate the country to the highest seat of glory and to develop the people’s mentality. Since education is the foundation of society and a prerequisite for social progress, Rizal claimed that only through education could the country be saved from its sorry status. Rizal’s philosophy of education, therefore, centers on the provision of proper motivation in order to bolster the great social forces that make education a success, to create in the youth an innate desire to cultivate his intelligence and give him life eternal.

The Seminal Direction

The University was so named “Pamantasan ng Lungsod ng Maynila” from the official English name by Mayor Villegas in 1967. The Board of Regents, which is the governing body of the University, was formally formed in the same year as Mayor Villegas appointed its members. The university regents were sworn into office on 09 January 1967 which eventually conducted its first official board meeting and the election of its officers on 23 February 1967 at the Maharnilad. The composition of the first Board of Regents were: Atty. Carlos Moran Sison, chairman; Dr. Benito F. Reyes, vice-chairman; Emilio Abello, Roman F. Lorenzo, Jose S. Roldan and Primo L. Tongko, members; while Fructuoso R. Yanson served as an ex-officio member and Jose F. Sugay as its secretary. Dr. Reyes was elected as PLM’s pioneer president, endowed with a herculean task of charting the roots of excellence that was to be the Pamantasan that is known today.

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On February 5, 1970, then Executive Secretary Ernesto M. Maceda, by authority of then President Ferdinand Marcos, conveyed unto the City of Manila two (2) parcels of land owned by the Republic of the Philippines. Said real properties consist the area where PLM stands today.

And as solemnly endeared and inscribed by every PLM member to his heart, the University formally opened the University College on Monday, 17 July 1967 with an initial enrollment of 556 outstanding and bright scholars carefully selected from the upper 10% of the various public high schools in Manila. Indeed, excellence has been a “birthright” of PLM. The PLM also established the Graduate College a year later, followed by the Institute for Extramural Studies.

And the rest was history in the making.

CORE INSTITUTIONAL VALUES AND PRINCIPLES

VISION

Guided by the values of academic excellence, integrity and social responsibility, PLM is committed to pursue the principles of “Karunungan, Kaunlaran, Kadakilaan.”


MISSION

The PLM Board of Regents, Management, faculty, and staff are committed:

1. To be recognized by the Philippines and ASEAN academic accrediting agencies as a premier university for its quality education, research, and extension services;
2. To ensure that PLM maintains a higher than the national average performance in all professional licensure examinations taken by its graduates; and
3. To continue to provide the students with an education that will give them a competitive advantage for employment opportunities.

OBJECTIVES

1. To secure national and ASEAN accreditation of all its academic courses and program, and its administrative systems; and ensure compliance with, and enforcement of all other pertinent and relevant laws, rules and regulations of the country;
2. To establish and maintain physical facilities that are safe, secure and conducive to learning, as well as promote everyone’s well-being;
3. To implement faculty development programs for the continuous upgrading of faculty competencies and skills;
4. To improve administrative systems through the computerization of databases and all university records to upgrade the financial, personnel and academic records, transactions and processes;

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5. To efficiently manage the resources of the University through the institution of proper controls in all University processes; and
6. To generate resources needed for the continuous modernization of physical facilities, laboratories, library, faculty development, and research initiatives.

The PLM Seal

The Pamantasan colors are golden yellow, flaming red and light blue.

The seal of the University is a circular shield framed with fourteen triangles, with embossed inscription: "Pamantasan ng Lungsod ng Maynila 1965". The upper sinister side has a flaming torch on the tip of a bamboo handle super-imposed over the symbol of the atomic orbits with electrons in red, placed on a white field.



On the upper dexter side, the sunburst in white and gold rays is placed on a red field.

In the lower center point is a book superimposed with a bamboo scroll with ancient Tagala script balanced by a branch of the Nilad shrub in light green, all placed between the lower white and blue fields.


From the lower dexter side to the lower sinister side are inscribed: "**Karunungan, Kaunlaran, Kadakilaan**".

The Emblems

The sunburst signifies the oriental symbol of "*life, energy and power.*" The flaming torch signifies "*light and truth.*" The green-bound book signifies modern knowledge. The bamboo scroll signifies the ancient Tagala culture. The atomic orbits signify modern science. The nilad branch signifies the origin of the name of the ancient town of Maynilad. The fourteen pointed triangles framing the circular shield signify the fourteen districts of Manila. The inscription on the seal is the guiding principle of the *Pamantasan*: Knowledge, Progress, Greatness.

The Colors

Gold signifies nobility, wealth and power. White signifies light, truth and faith. Light-blue signifies brotherly-love and peace. Red signifies patriotism, bravery and sacrifice. Green signifies hope.

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2. Students' Rights and Responsibilities

Section 1. Students' Rights


Subject to the limitations prescribed by the laws of the land, students shall enjoy the following rights:

1. Right to quality and relevant education through competent and continuing instruction;
2. Right to choose and continue their course of study until graduation except in cases of academic deficiency or violation of disciplinary regulations;
3. Right to organize, join and participate in organizations accredited by the University;
4. Right to guidance and counseling services to enable them to make decisions and to select the alternatives in fields of work suited to their potential;
5. Right to freedom of expression and assembly, subject to such constrains as will insure the proper exercise and enjoyment of the same freedom by all the members of the academic community and the uninterrupted pursuit of PLM's vision and mission.
6. Right of access, through authorized channels, to student records, grades, transfer credentials, and to the issuance of other certificates and transcripts of records, the confidentiality of which the University shall maintain and preserve, subject to existing policies;
7. Right to protection from violation of chastity from the prevailing laws of sexual harassment and/or indecent/immoral acts from fellow student/s, academic and administrative employees, as embodied in the Sexual Harassment Law, and other pertinent laws.


Section 2. Students' Responsibilities

Students of PLM have the following responsibilities:

1. To exert their utmost in the development of their potentialities for service, particularly by undergoing an education suited to their abilities, in order that they may become assets to their families and the society;
2. To uphold the academic integrity of the University, endeavor to achieve academic excellence through conscientious and diligent study, and abide by University rules and regulations governing their academic responsibilities and moral integrity;

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3. To promote and maintain the peace and order of the University by observing the rules of discipline, and by exerting efforts toward the attainment of harmonious relationships with fellow students, faculty, and other school personnel;
4. To participate in the promotion of the general welfare, particularly in the social, economic, and cultural development of the community toward the attainment of a just, compassionate, and orderly society;
5. To exercise their rights responsibly with the knowledge that they are answerable for any infringement or violation of the general welfare or the rights of others, laws, rules, regulations and public policies;
6. To abide by this Manual and all school rules and regulations;
7. To perform other duties and responsibilities in consonance with good citizenship and service to the City of Manila.

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3. Academic Policies

Section 1: Admission Policies for new students

- a. No student shall be denied admission to this University by reason of age, sex, nationality, religious belief, or political affiliation. However, all students seeking admission must be subject to the regulations for admission prescribed by the Board of Regents.
- b. Every applicant for admission must be physically fit as determined by the University Health Services.
- c. Only duly enrolled students shall be admitted to the classes in which they are enrolled.

Section 2. Admission Requirements

All colleges implement an “Open Applications Policy” allowing student-applicants to take the admissions test provided that they comply with the two basic requirements:


1. Educational Qualification:
 - a. High School graduate for PLM Admission Test(PLMAT)
 - b. Graduate of a pre-medical degree program or its equivalent, for Medical College Admission Test (MCAT)
 - c. Graduate of pre-law degree program or its equivalent, for College of Law Admission Test (CLAT)
2. Proof of Manila residency (for PLMAT and MCAT if the applicant intends to avail of the scholarship that the City of Manila is offering to its residents), otherwise only the 1st qualification is required.

Section 3. Pre-screening of applicants.

The Registrar, Colleges and all other University personnel receiving applications for any of the foregoing Admission Tests are instructed not to pre-screen the applicants as part of their selection process save for the basic requirements stated above.

Section 4: Academic Degree Programs

The different colleges of PLM offer academic degrees based on the curricula proposed by its representatives in consonance with the policies of the Commission on Higher Education (CHED).

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4.1. College of Architecture and Urban Planning (CAUP)

- a. Bachelor of Science in Architecture (BS Arch)

4.2. College of Business and Government Management (CBGM)

4.2.1 *Undergraduate Programs*

- a. Bachelor of Science in Accountancy
- b. Bachelor of Science in Business Administration major in Financial Management (BSBA-FM)
- c. Bachelor of Science in Business Administration major in Financial Management (BSBA-FM)
- d. Bachelor of Science in Business Administration major in Marketing Management (BSBA-MM)
- e. Bachelor of Science in Business Economics (BSBE)
- f. Bachelor of Science in Entrepreneurship (BS Entre)
- g. Bachelor of Science in Real Estate Management (BS-REM)
- h. Bachelor of Science in Hotel and Restaurant Management (BSHRM)
- i. Bachelor of Science in Tourism Management (BSTM)
- j. Bachelor of Government Management (BGM)

4.2.2. *Graduate Programs*

- a. Master in Business Administration (MBA)
- b. Master in Government Management
- c. Doctor in Business Management (DBM)
- d. Doctor in Government Management

4.2.3. *Special Program*

- a. Local Government Institute


4.3. College of Education (CEd)

4.3.1. *Undergraduate Programs*

- a. Bachelor of Elementary Education with specialization in:
 - i. Pre-School Education (BEEd-PSE)
 - ii. Special Education (BEEd-SPED)
- b. Bachelor of Physical Education (BPE) major in School Physical Education (BPE-SPE)
- c. Bachelor of Secondary Education with specialization in
 - i. Biological Sciences (BSE-BS)
 - ii. English (BSE-Eng)
 - iii. Filipino (BSE-Fil)
 - iv. Mathematics (BSE-Math)
 - v. Social Studies (BSE-SS)

4.3.2. *Graduate Programs*

- a. Master of Arts in Education major in
 - i. Biological Sciences (MAEd-BS)
 - ii. Chemistry (MAEd-Chem)
 - iii. Educational Administration (MAEd-EA)
 - iv. Educational Management and Leadership (MAEd-EML)

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- v. Physics (MAEd-Phy)
- vi. Social Studies (MAEd-SS)
- b. Master of Arts in Special Education with specialization in Developmental Delays (MASPED-DD)
- c. Doctor of Education in Educational Administration (EdD-EA)
- d. Doctor of Education in Educational Management and Leadership (EdD-EDM)

4.3.3. **Certificate Programs**

- a. Certificate in Pre-School Education leading to BEEd-PSE (CPSE)
- b. Certificate in Professional Education (CPE)

4.4. College of Engineering and Technology (CET)

4.4.1. **Undergraduate Programs**

- a. Bachelor of Science in Chemical Engineering (BS ChE)
- b. Bachelor of Science in Computer Engineering (BS CpE)
- c. Bachelor of Science in Computer Studies major in
 - i. Computer Science (BSCS-CS)
 - ii. Information Technology (BSCS-IT)
- d. Bachelor of Science in Civil Engineering (BSCE)
- e. Bachelor of Science in Electrical Engineering (BSEE)
- f. Bachelor of Science in Electronics Engineering (BSEcE)
- g. Bachelor of Science in Manufacturing Engineering (BS MfgE)
- h. Bachelor of Science in Mechanical Engineering (BS ME)

4.4.2. **Graduate Programs (with Diploma in all Graduate courses)**

- a. Master of Engineering with specialization in
 - i. Computer Engineering (ME-CpE)
 - ii. Structural Engineering (ME-SE)
- b. Master of Engineering Management with specialization in
 - i. Construction Management (MEM-CM)
 - ii. Manufacturing Management (MEM-MfgM)
 - iii. System Management (MEM-SM)
- c. Master of Science in Information and Communication Technology
- d. Master of Science Management Engineering (MS MfgE)


4.5. College of Humanities, Arts, and Social Sciences (CHASS)

4.5.1. **Undergraduate Programs**

- a. Bachelor of Arts in Communication (BAC)
- b. Bachelor of Mass Communication (BMC)
- c. Bachelor of Mass Communication major in Public Relations (BMC-PR)
- d. Bachelor of Science in Social Work (BSSW)

4.5.2. **Graduate Program**

- a. Master of Arts in Communication Management (MA CM)

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4.6. College of Nursing (CN)

- 4.6.1. **Undergraduate Program**
 - a. Bachelor of Science in Nursing (BSN)
- 4.6.2. **Graduate Program**
 - a. Master of Arts in Nursing (MAN)

4.7. College of Physical Therapy (CPT)

- 4.7.1. **Undergraduate Program**
 - a. Bachelor of Science in Physical Therapy (BSPT)
- 4.7.2. **Graduate Program**
 - a. Master in Physical Therapy (MPT)

4.8. College of Science (CS)

- 4.8.1. **Undergraduate Programs**
 - a. Bachelor of Science in Biology (BS Bio)
 - b. Bachelor of Science in Chemistry (BS Chem)
 - c. Bachelor of Science in Mathematics (BS Math)
 - d. Bachelor of Science in Psychology (BS Psy)
- 4.8.2. **Graduate Programs**
 - a. Master of Arts in Psychology major in
 - i. Clinical Psychology (MAPsy CP)
 - ii. Industrial Psychology (MAPsy IP)
 - b. Master of Science in Mathematics Education (MS ME)

4.9. College of Law (CL)

- a. Juris Doctor (JD)

4.10. College of Medicine (CM)

- a. Doctor of Medicine (MD)

4.11. Graduate School of Law (GSL)

- a. Master of Laws (LLM)

Section 5. Academic Directives


Except for the students in the Colleges of Medicine, Law, and the Graduate Schools, these guidelines apply to all students of the University.

5.1. Student Scholarship

A student must maintain a General Weighted Average (GWA) of 2.50 and must have at least 15 units for the semester.

5.2. Disqualification from the Degree Program

- a. A student of a board course who has a GWA below 2.75 shall be disqualified from the degree program.

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- b. A student of a non-board course who has a GWA below 3.00 shall be disqualified from the degree program.

5.3. Dismissal from the University

- a. A student who has a GWA below 3.00 is deemed dismissed from the University.
- b. A student who fails in all academic units enrolled is deemed dismissed from the University.
- c. A student who has been disqualified from two (2) degree programs is deemed dismissed from the University.

5.4. Academic Load


- a. A student must carry a full load on a semestral basis as prescribed in the respective degree programs. In case the student cannot carry a full load due to lack of prerequisite subject/s, the minimum load is at least be fifteen (15) units. However, the foregoing policy shall not be applied to regular incoming second year students of AY 2016-2017 who may be compelled to carry underload or overload due to the curriculum revisions implemented during AY 2016-2017 and onwards.
- b. Graduating students on their last school/academic year may be exempted from the minimum load required (15 units) subject to the approval of University Registrar, the Dean concerned and the Vice-President for Academic Affairs.
- c. A student loses the scholarship if he/she enrolls in less than fifteen (15) units for a semester even if the General Weighted Average (GWA) is 2.50 or higher.

5.5. Dropping of Subjects

- a. A student may apply to drop a subject by getting the required approval of the faculty, department chair and college dean.
- b. Dropping of subject(s) will only be allowed before the schedule of the midterm examination.
- c. Any student who drops a subject without the proper approval shall be given a failing grade for that subject.
- d. Any student who drops a subject with proper approval shall be given a mark "Dropped Officially" or "DO" for that subject.
- e. The University Registrar shall provide the faculty members a list of students who dropped officially or "DO" to their respective classes two weeks after the midterm examinations.

5.6. Major Subjects

- a. A student of a board course who failed the same major subject three times will no longer be allowed to continue in the same program.
- b. A student of a non-board course who failed the same major subject twice will no longer be allowed to continue in the same program.
- c. The concerned college, however, is authorized to have stricter rules/standards subject to the approval of the University Executive Vice President and the President.

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5.7. Completion

- a. A student who fails to complete some academic requirements of a subject shall be given a corresponding mark of "Incomplete" or "INC".
- b. A student who has a grade of "Incomplete" or "INC" in any subject is given one (1) year from the end of the semester where he/she received such "incomplete" grade within which to complete the academic requirements for that particular subject.

5.8. Retention Criteria

The retention criteria are formulated by the respective colleges in accordance with the prescribed University policies and/ or procedures.

5.9. Maximum Residency Rule (MRR)


- a. The Maximum Residency Rule (MRR), the length of time within which a student should finish his/her course, shall be equivalent to regular time needed plus two (2) years.
- b. Duly approved leave of absence (LOA) shall not be counted as part of the residency of a student.
- c. In cases where the student has shifted courses, the residency shall be reckoned from the date of admission to the University.
- d. Non-paying students who have not completed their degree programs even after the allowable grace period shall forfeit their full scholarship privileges. Therefore, they shall be made to pay their matriculation and other fees if they choose to finish their degree programs at PLM.

5.10. Leave of Absence

- a. A student may seek a leave of absence by a written petition to the respective department chair for evaluation. This written permission, together with the Leave of Absence Form, must be duly endorsed by the Dean to the Vice President for Academic Affairs, for approval.
- b. A student who leaves the college without an approved leave of absence shall be denied re-admission.
- c. A student is entitled to a leave of absence for a period not to exceed a total of one year.

5.11. Shifting of Courses

- a. Any student may be allowed to shift from one college to another or from one major field of concentration to another provided that the GWA requirements of the college or course the student intends to shift are met.
- b. A student who applies for shifting to another course shall be accepted if he/she satisfies the specific retention criteria for the degree program and shall be able to finish the program within the prescribed time frame.
- c. The time frame or maximum residency period refers to the number of years required to finish the degree program plus two (2) years grace period. The computation of residency period shall be reckoned from the time that a

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freshman is admitted to the University less the number of semesters/years that a student is on official/ approved leave of absence.

5.12. Overload

- a. All regular incoming second year students of AY 2016-2017 affected by the curriculum revisions approved to be implemented during the said period and onwards and all graduating students are allowed to enroll beyond the regular load as prescribed in their respective curriculum.
- b. The allowable number of units for overload should not exceed twenty-seven (27) units.

5.13. Change of Grades

- a. No faculty member shall be allowed to change any grade after the report of grades has been filed with the College or with the Office of the University Registrar.
- b. However, in exceptional cases, or when an error has been committed, the instructor/professor concerned shall submit a request for change of grades to the President through proper channels subject to the approval of the University Council.
- c. The request for change of grades covered by the cases mentioned in the preceding paragraph shall be made within fifteen (15) working days from the distribution of class cards [or the last day of grade encoding per OUR/ICTO deadline] by the faculty in-charge as indicated in the BOR approved University calendar.
- d. No request for change of grades shall be facilitated after the prescribed period or deadline.
- e. The Department Chair, College Secretary and College Dean shall review and validate the change of grades.
- f. Upon determination that the change of grade has sufficient basis, the College Dean shall endorse the request for the change of grade to the University Council upon the endorsement from the VPAA, EVP and to the University President.
- g. The request for a change of grade shall be taken against the faculty member and corresponding sanction shall be marked against the faculty member concerned.
- h. The faculty member shall personally present his/her records and justification to the University Council for the request for the change of grades.
- i. The University Council shall deliberate on the request for change of grade and its decision shall be final and executory.
- j. The documents shall be forwarded to the University Registrar for posting in the student's record.
- k. The faculty member who is deemed delinquent relative to change of grades shall be penalized with the following sanctions:
 - 1st Offense – Written warning
 - 2nd Offense – Suspension
 - 3rd Offense - Dismissal

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5.14. Scholarship Privileges

- a. The University has a set of criteria for availment of scholarships, the minimum requirement of which is a GWA of 2.50 or better.
- b. A student who fails to meet the required GWA shall lose his/her scholarship privileges.
- c. A student who loses his/her scholarship privileges shall automatically become a PAYING student. However, a student after losing his/her scholarship and recovers the required GWA in the succeeding semester of his/her program can regain his/her scholarship.

5.15. Crediting of Subjects Taken

- a. The University Curriculum Committee (UCC) reviews and recommends the streamlining of subject titles, subject codes, units of the general education subjects taken by students.
- b. The curriculum per program is reviewed corollary to the syllabi.
- c. After streamlining and rationalizing the curriculum and if such is congruent with the expected standard, approval of request akin to this shall be at the Office of the University Registrar.


5.16. PLM Admission Test (PLMAT)

- a. All students to be admitted to the University shall be required to take the PLMAT.
- b. Only immediate and legal dependents of University personnel who passed PLMAT shall be admitted to the University.

Section 6. Student Advising during Enrolment

6.1. Reminders during enrolment

- a. Students of respective degree programs must strictly observe the prescribed curriculum.
- b. Each Department shall issue a Curriculum checklist/ Course Prospectus to the student, which shall be used until he/she graduates.
- c. Students must enroll their subjects as scheduled on a particular semester/term with consideration of the required pre-requisites prior to enrolling.
- d. To avoid re-enrolling a completed subject, the respective Deans must ensure that the student has properly accomplished the "Curriculum checklist/ Course Prospectus".
- e. The grades shall be validated from the class card or certificate of report of grades duly issued by the University Registrar.
- f. Students who are about to be promoted to the next semester or year level must have enrolled subjects such as Physical Education (PE) and any of the two (2) National Service Training Program (NSTP) service components, namely, Civic Welfare Training Service (CWTS) and Reserve Officers' Training Corps (ROTC).
- g. Certification from the corresponding departments must be secured to ensure that the student has completed the required subjects. Otherwise, the student

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shall enroll the said subjects.

6.2. Faculty Adviser

- a. A faculty adviser must be assigned during enrollment and should be assisted by a college staff that is knowledgeable of the course/program.
- b. The faculty adviser shall review and evaluate the course prospectus of a student to ensure that the subjects being enrolled are on track and are appropriate for the semester.
- c. In case the faculty adviser notices any deficiency or irregularity, the student must be advised to take appropriate action.
- d. If it concerns crediting of subjects, a corresponding form shall be filled out and endorsed to the University Registrar for appropriate action.
- e. If it concerns enrollment of prerequisite/requisite subject(s), the Department Chair shall properly advise the student.
- f. Other concerns related to enrollment can be forwarded to the Dean or the University Registrar as the case may be.

6.3. Academic and Graduation Requirements


- a. The University Registrar shall issue list of deficiencies of students to respective colleges, graduate schools and professional schools in the beginning of each academic year. This shall provide ample time to students to process and to comply with their deficiencies (e.g. Form 137 or Form 138, Transcript of Records, and the like).
- b. It is the duty of the College Secretary to coordinate with the University Registrar and inform the Department Chair on matters concerning student deficiencies.
- c. It is the duty of the Department Chair to duly inform the students of their deficiencies and ensure that such deficiencies are complied prior to enrollment in their terminal year.

Section 7. Deferment of enrollment

A qualified freshman applicant who cannot enroll during the semester originally applied for due to failing health, financial or meritorious reasons, may apply for deferment of enrollment to the next academic year with the consent of the parent or guardian by writing to the University Registrar. Such applicant must have taken any academic college subject prior to enrollment.

Section 8. Attendance

When the number of hours lost by the absence of a student reaches 20% of recitation, lectures, laboratory or any other scheduled work in one subject, he/she shall be dropped from the subject. If the majority of the absences are unexcused, the student shall be given a grade of "5.00". Time lost by late enrollment shall be considered as absences.

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Section 9. Maximum Residency Requirement for graduate programs

For graduate degree programs without CHED prescribed Policies, Standards, and Guidelines (PSGs), the following MRR should be observed:

- a. Five (5) years for Masteral degree programs
- b. Seven (7) years for Doctoral degree programs

Section 10. Guidelines for Transferees to Undergraduate Programs and Applicants to Graduate Programs

10.1. Coverage

These Guidelines are applicable to all students or applicants coming from other universities or colleges who intend to transfer to any undergraduate program of the University and applicants to any graduate program of the University and who meet the requirements specified by the University Charter, the University Code of 2005 and the pertinent University rules and regulations.

10.2. General Provisions

- a. All transferees to any undergraduate program must take and pass the required Qualifying Examination.
- b. All applicants to any graduate program must take and pass the Graduate School Admission Test and must comply with other admission requirements set by the respective graduate programs.

10.3. Testing Fee


- a. All applicants shall pay the following testing fees:
 - i. For Transferees to any Undergraduate Program

Qualifying Test Fee	PhP 600.00
Processing Fee	PhP 400.00
Total	PhP1,000.00
 - ii. For Applicants to any Graduate School Program

Testing Fee	PhP 600.00
Processing Fee	PhP 400.00
Total	PhP1,000.00
- b. The College of Medicine and College of Law may determine their qualifying exam fees.

10.4. Application Procedures

- a. Applicants for transfer to any undergraduate program, and applicants to any graduate program must secure a testing referral form from the college/graduate school prior to payment of fees.

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- b. The required testing fees shall be paid to the Cash Office. Only duly authorized personnel from the said office shall accept payments for the testing fees.

10.5. Schedule of Examinations

- a. After payment, the applicant should proceed to the University Guidance and Testing Center to get the testing schedule.
- b. Results of the examinations shall be released to the College or Graduate School concerned.

Section 11. Supplementary Guidelines and Requirements for Transferees

11.1. General policies

11.1.1. Admission of applicants to any program shall require:

- a. Passing the appropriate admission examination such as:
 - i. PLM Admission Test for undergraduate programs,
 - ii. Graduate program admission examination (program-specific),
 - iii. MCAT for College of Medicine, and
 - iv. CLAT for College of Law;
- b. An interview with the College Dean or assigned College official;
- c. Submission of the following documents:
 - i. Transcript of Records from the last school attended,
 - ii. Honorable Dismissal from the last school attended, and
 - iii. Certificate of Good Moral Character; and
- d. Compliance with other admission requirements set by the respective degree programs.


11.1.2. All transferees shall be categorized as paying students.

11.2. Undergraduate Programs


11.2.1. General Weighted Average requirement. The required General Weighted Average (GWA) for transferees to all undergraduate programs is fixed at 2.25.

11.2.2. Program-specific Requirements. In addition to the foregoing standards, the following requirements relative to hereunder programs shall be observed:

Department/ Program	Other Requirements
Accountancy	<ul style="list-style-type: none"> • No grade lower than 85% or its equivalent in any English and Math subjects • No failing grade in any Accounting subject
Architecture	<ul style="list-style-type: none"> • No grade lower than 2.5 or its equivalent in English, Mathematics, and Science • Good academic standing
Business Management	<ul style="list-style-type: none"> • Letter of intent • GMC with no disciplinary case

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Department/ Program	Other Requirements
Elementary and Secondary Teacher Education	<ul style="list-style-type: none"> • No grade below 2.00 or its equivalent in major subjects • No failing grade • No failing grade in any subject
Physical Education	<ul style="list-style-type: none"> • No failing grade in any subject • Skills and interest in sports or dancing
Engineering and Technology	<ul style="list-style-type: none"> • No grade below 2.75 or its equivalent in Chemistry, Math, Physics, and Programming subjects (for CS/IT)
Mass Communication	<ul style="list-style-type: none"> • No grade lower than 2.00 in any English/ Communication Arts or Filipino subject • No failing grade in any subject • Passing score in essay writing examination
Social Work	<ul style="list-style-type: none"> • No failing grade in any subject
Nursing	<ul style="list-style-type: none"> • No grade lower than 1.75 in all major nursing subject • No failing grade in any subject • No previous denial of admission at the PLM-CN • No derogatory record • Letter of application • Medical certificate indicating physical and mental fitness
Physical Therapy	<ul style="list-style-type: none"> • No failing grade in any academic subject included in the PLM-BSPT curriculum
Biology	<ul style="list-style-type: none"> • No failing grade in any subject • No grade lower than 2.00 or its equivalent in Natural Science and Biology subjects • No grade lower than 2.25 or its equivalent in other science and Math subjects • Letter of intent with parental/guardian consent
Chemistry	<ul style="list-style-type: none"> • No failing grade in any subject • No grade lower than 2.00 or its equivalent in Natural Science • No grade lower than 2.25 or its equivalent in Math and Chemistry subjects • Letter of intent with parental/guardian consent
Mathematics	<ul style="list-style-type: none"> • No failing grade in any subject • No grade lower than 2.25 or its equivalent in Algebra, Trigonometry, and other Math subjects • Letter of intent with parental/guardian consent

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Department/ Program	Other Requirements
Psychology	<ul style="list-style-type: none"> • No failing grade in any subject • For Psychology majors, no grade lower than 2.00 or its equivalent in Psychology major subjects and 2.50 or its equivalent for minor subjects • For non-Psychology majors, no grade lower than 1.75 or its equivalent in General Psychology subject • Letter of intent with parental/guardian consent <p>* Admitted applicants shall be under probation for one (1) academic year.</p>

11.2.3. Other requirements

- a. Incoming first year students who are applying to transfer on their second semester shall begin as first year students.
- b. In lieu of the two-year minimum residency requirement, the following must be observed:
 - i. for Board courses, at least seventy-five (75%) percent of the major/professional subjects must be taken at PLM, and
 - ii. for non-Board courses, at least fifty (50%) percent of the major subjects must be taken at PLM.

11.3. Graduate programs

11.3.1. For Master's degree programs in Education, an applicant may:


- a. have a maximum of twelve (12) units to be credited provided that the course description and the number of units of the subjects are the same with those of PLM, and that the subjects were taken within five years prior to the date of admission in PLM, and
- b. be allowed admission on probation on a case-to-case basis.

11.3.2. For Doctorate degree programs in Education, an applicant may:

- a. not be allowed transfer of credits, and
- b. be allowed admission on probation on a case-to-case basis.

11.3.3. For graduate programs in Engineering, an applicant:

- a. must have maintained a GWA of at least 1.75;
- b. must not have incurred a grade lower than 2.00 in any subject; and
- c. may have a maximum of twelve (12) units to be credited provided:
 - i. the course description and the number of units of the subjects are the same with those of PLM,
 - ii. the applicant obtained a grade of at least 1.75 for each of the subjects, and
 - iii. the subject has been taken within five (5) years prior to the date of admission to PLM.

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11.3.4. For graduate programs in Management, Business, and Public **Administration, an applicant:**

- a. must not have incurred a failing grade,
- b. may have a maximum of nine (9) units in the master's degree program, and twelve (12) units in the doctorate program to be credited provided that the course description and the number of units of the subjects are the same with those of PLM, and
- c. must submit along with the Transcript of Records the course description of the subjects to be credited.

11.3.5. For the Master of Arts in Communication Management program, an applicant must:

- a. have maintained a GWA of at least 1.75, and
- b. submit a letter of application to transfer.

11.3.6. For the Master of Arts in Nursing (MAN) program, an applicant must:

- a. must not have been previously denied admission to the PLM College of Nursing - Graduate Program,
- b. must have maintained a GWA of at least 1.75 or its equivalent,
- c. must not have incurred a failing grade (2 .00) in any subject,
- d. may not be allowed transfer of credits (for professional subjects),
- e. must be physically and mentally fit, and
- f. must submit a letter of application to transfer.


11.4. Programs in Professional Schools

11.4.1. For the College of Law, an applicant must:

- a. have maintained a GWA of at least 2.00 or its equivalent in the Bachelor's degree;
- b. have earned eighteen (18) units of English, six (6) units of Mathematics, and eighteen (18) units of Social Science subjects prior to admission; and
- c. submit the following documents:
 - i. two (2) recent passport size, identical colored photos,
 - ii. official transcript of records from the college/university from which he/she obtained his/her Bachelor's degree;
 - iii. certificate of non-derogatory record from his/her former Law School; and
 - iv. letter of recommendation from the former Dean and/or Professor establishing the following:
 - v. relationship between the person recommending and the applicant, and
 - vi. notable characteristics of the applicant that will make him/her a good addition to the PLM-CL community.

11.4.2. For the College of Medicine (CM), an applicant must:

- a. be an incoming second year student;
- b. not have been previously denied admission in PLM-CM;

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- c. come from a medical school with a curriculum similar with that of the PLM-CM;
- d. have maintained a GWA of at least 2.00 or its equivalent;
- e. not have incurred any failing grade;
- f. have obtained a score of at least 45 in the NMAT;
- g. present a valid reason for transferring; and
- h. not have been convicted of any disciplinary case from the school of origin.

11.5. Procedures

11.5.1. General procedure


- a. The applicant for transfer to any graduate program shall secure a Testing Referral Form from the College, Graduate School, or Professional School concerned prior to payment of fees.
- b. After payment has been made at the Cash Office, the applicant shall proceed to the Office of Guidance and Testing Services to confirm the schedule of their test.
- c. The results of the examinations shall be released to the College, Graduate School, or Professional School concerned.

11.5.2. Procedure for the College of Law

- a. The applicant shall submit requirements to the College of Law for the Committee on Admission and for interview as initial screening according to the set criteria.
- b. Application form shall be issued to the applicant who shall meet the criteria for admission. Completed documents shall be returned.
- c. The applicant shall pay the non-refundable CLAT fee at the Cashier's Office.
- d. The applicant shall fill out and submit the application form together with documentary requirements.
- e. The applicant who passes the CLAT shall be informed of the date of interview. Non-response or non-appearance of the applicant within five (5) days shall cause the slot to be forfeited.
- f. The applicant who qualifies shall be informed of the enrollment schedule through posting at the College of Law.

Section 12. University Grading System

The university utilizes the zero-based grading system across all colleges.

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Section 13. Revised guidelines on the selection of honor students for school year 2007-2008 and onwards

13.1. General Guidelines

- a. It is an accepted principle that schools of learning are given ample discretion to formulate rules and guidelines in the granting of honors for purposes of graduation. This is part of academic freedom. Within the parameters of these rules, it is within the competence of universities and colleges to determine who are entitled to the grant of honors among the graduating students. Its discretion on this academic matter may not be disturbed much less controlled by the courts unless there is grave abuse of discretion in its exercise.
- b. Students who complete their course curriculum with the following averages, computed on the basis of units, shall be graduated with honors:
 - May Sukdulang Papuri*..... 1.000 - 1.250
(Summa Cum Laude)
 - May Dakilang Papuri*..... 1.251 - 1.500
(Magna Cum Laude)
 - May Papuri*..... 1.501 - 1.750
(Cum Laude)
- c. Graduating students applying for academic honors shall not have a failing grade of 5.0 in any academic subject, provided that a zero-based grading system is followed in all colleges. They shall have completed and passed Physical Education (PE) and National Service Training Program (NSTP). However, these shall not be included in the computation of the Overall General Weighted Average (OGWA) but shall be reflected in the evaluation form.
- d. Shifters within and across Colleges may qualify for academic honors as long as they have no underload (less than 15 units) in any one semester except if it is their last semester; provided they should not exceed the maximum residency requirement of the course they pursue.
- e. Students who had irregular load in any semester may still qualify for academic honors provided such irregular status was not due to their academic/scholastic deficiency.
- f. Students who have taken a Leave of Absence (LOA) not exceeding two (2) semesters as endorsed by the Dean and duly approved by the Executive Vice President (EVP) may qualify for academic honors.
- g. Transferees at any year level from other schools are not qualified to graduate with academic honors.

13.2. Specific Guidelines

- a. Graduating students with academic honors must secure an evaluation form from their respective Colleges and submit the accomplished form (in duplicate copies) to the concerned college secretary for verification and review.
- b. Candidates for May Papuri (Cum Laude), May Dakilang Papuri (Magna Cum Laude) or May Sukdulang Papuri (Summa Cum Laude) must not have incurred a failing grade in any academic subject.


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- c. The OGWA must be computed up to four decimal places before rounding off the figure to two decimal places, as follows:

$$\text{OGWA} = \frac{\text{Grand Total } G \times W}{\text{Grand Total Number of Units}}$$

$$\text{Example of OGWA} = \frac{260}{152} = 1.7105$$

- d. The candidates should get the waiver-affidavit and the Certificate of Good Moral Character from the Office of Student Development and Services (OSDS). He or she should not have committed any less grave or grave offense stated in this Student Manual.
- e. Candidates for graduation who have committed two (2) light offenses irrespective of the type or nature of an offense shall be disqualified for academic honor.
- f. The University Committee on Academic Honors will only consider the names that will appear on the University Registrar (OUR) for validation, on or before the official deadline set by the Committee. Any additional names of candidates submitted after the official deadline will be disqualified.

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4. Student Affairs and Services

Section 1: Office of Student Development and Services

The Office of Student Development and Services (OSDS) is the central student services agency, which administers and coordinates student services and represents student interests to various campus groups, the faculty, the staff, and the administration. It assumes administrative responsibility over all student organizations, student co-curricular, extra-curricular and cultural activities in the University, and facilitates and follows through student needs, growth, and development in the context of the students' social, cultural, intellectual and moral spheres. Moreover, the OSDS also takes responsibility in ensuring that students uphold the established regulations related to appropriate behavior expected of a PLM student as prescribed in this Manual.

Section 2: Scholarship Opportunities

On the basis of academic performance and exemplary abilities and skills, scholarships may be granted to deserving/qualified students. The Office of the Vice President for Public Affairs (OVPPA) coordinates several scholarship programs to provide the poor and deserving students of the university with monetary allowances that would augment their finances in school.

Section 3: University Registrar


The Office of the University Registrar is an academic support office that administers operations in the areas of student admission and registration, students' scholastic records, and other related services.

Section 4: University Library

The University Library is an academic support office intended to support the academic programs of the *Pamantasan* and to provide materials such as e-journals and books for research activities. Its basic function is to acquire, collect, disseminate and preserve library materials accessible to students, academic and administrative employees, and other library patrons.

Section 5: Office of Guidance and Testing Services (OGTS)

The Office of the Guidance and Testing Services complements the OSDS in delivering services to the students. The center specifically provides support and counseling

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services. Students and employees may schedule themselves individually or in groups. Counseling services cover academic, career, personal, social and emotional concerns.

Section 6: University Security Office (USO)

6.1. *Pamantasan* provides a safe and secure environment for the members of its community through the University Security Office. The USO ensures 24/7 security in the campus.

6.2. *Loss Report Processing and Investigation*


In cases where students lose their personal belongings, whether through theft or accidental loss, a theft/loss report may be filed at the USO. If the item is subsequently found, the owner is immediately contacted. In the cases of possible theft, the security on duty can assist the student in tracing possible leads and examining evidence.

Section 7: University Health Services (UHS)

Medical and dental benefits for students, faculty members and non-academic personnel are being maintained by the University Health Services. It is manned by experienced physicians, dentists and nurses and is open from Monday to Friday 8:00 am-9:00 pm, and 8:00 am to 5:00 pm from Saturday to Sunday, for regular semesters, and open from Monday to Friday from 8:00 am to 5:00 pm for summer term and semestral break.

Section 8. Other Student Welfare, Student Development and Institutional Student Programs and Services

- a. Cultural, Arts and Sports Programs (President's Committee on Arts, Culture and Sports)
- b. Free shuttle service
- c. Student Assistantship Program
- d. Free Wi-Fi
- e. Student Insurance
- f. Student Leadership Trainings
- g. Career and Job Placement Services
- h. PAMANA Project (Pre-owned Uniform Donation and Distribution Project)

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5. Student Councils, Organizations, and Activities Policies

Section 1. Coverage

The directives stated herein cover only the Student Councils and accredited student organizations in the Pamantasan ng Lungsod ng Maynila (PLM) and the activities participated and/or organized by their officers and members. Activities that are part of their course requirements (plant visits, seminars, theater plays, and the like) shall be endorsed directly to the Vice President for Academic Affairs (VPAA) by the Dean of the College concerned, and shall be governed by the University policies and other pertinent laws and rules.

The University recognizes the right of the students to organize and develop responsible leadership. Thus, it encourages students to form student organizations, join student organizations and/or participate in student organizations and any other student groups that will suit legitimate needs, aspirations and interests of the students.


The establishment and operation of student organization and student activities shall be regulated and monitored by the Office of the Vice President for Academic Affairs through the Office of the Student Development and Services.

Section 2. Establishment of Student Organizations


2.1. The Vice President for Academic Affairs (VPAA) by the authority of the University President, through the University Accreditation Committee for student organizations shall have the authority to regulate the establishment and operation of student councils and student organizations in accordance with the limitation provided by laws and without prejudice to its establishment and operations.

2.2. There shall be a University Accreditation Committee for student organizations responsible for formulating and implementing guidelines for accreditation, subject for the approval of the Board of Regents. The committee shall consist of:

- a. The Dean of the Office of the Student Development and Services, as Chairperson;
- b. One Representative from the University Council to be chosen by its members;
- c. Representative from the Office of the President;
- d. Director of the University Guidance and Testing Center;
- e. President of the Supreme Student Council; and
- f. Representative from the Alumni.

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- 2.3. A student organization in PLM shall be separate from, and shall not necessarily be an extension or affiliate of, an association which bears its name or from which its philosophy and objectives are patterned or adopted, provided, however, that this provision shall not apply to organizations duly recognized by the government.
- 2.4. All Student Councils shall be established with the existing rules and regulations of the PLM Commission on Student Elections and in accordance with the existing University rules and regulations. Student Councils in PLM may fall under two Divisions:
- a. Supreme Student Council (SSC)
 - b. College Student Council (CSC)
- 2.5. The University recognizes the existence of independent Student Constitutional Commissions to execute tasks for them. These are the Student Commission on Audit (COA) and Student Commission on Elections (COMELEC).
- 2.6. The PLM Student Commission on Elections (COMELEC) shall be responsible to the electoral activities of the SSC and CSC. For this purpose the COMELEC shall adopt an Election Code.
- a. All student election matters shall be dealt with strictly in accordance with the rules and regulations and procedures prescribed and promulgated by the duly constituted COMELEC. No election protest, complaint or appeal relative to any and all election matters shall be filed before the University, its administration and/or any of its department or office.
 - b. The Student Commission on Audit (SCOA) shall have the power to examine, audit and settle all accounts pertaining to the revenue and receipts of, and expenditures or use of funds and property owned or held in trust by, or pertaining to student councils and student organizations.
- 2.7. All student organizations shall be established in accordance with existing University rules and regulations. Student Organizations in PLM may fall under the following Divisions:
- a. University Student Organization
 - b. College Student Organization
- 2.8. Student Organizations in any case of the above-named Divisions may further be classified under the following Categories:
- a. Academic Student Organization
 - b. Non-Academic Student Organization
 - c. Religious Student Organization
- 2.9. Fraternities, sororities and other Greek letter organizations, or such other similar organizations which require any form of hazing, are not allowed.

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Section 3. Recognition and Accreditation


3.1. Certificate of Accreditation – Accreditation of the Student Organization and the Authority to operate are preconditions before the student group can actually operate. Upon full satisfactory compliance with all requirements, the certificate of accreditation shall be issued; provided, however, that such certificate shall be effective for one year (inclusive of summer term), renewable annually, upon the discretion of the VPAA and provided further, that the certificate may be revoked or cancelled by the VPAA, and provided further, that the certificate may be revoked or cancelled by the VPAA, upon the recommendation of the University Accreditation Committee, for violation of laws, PLM rules and regulations, or of these guidelines.

- a. New student organization/s seeking for accreditation may apply according to the prescribed calendar. Previously accredited student organizations shall apply for re-accreditation according to the rules prescribed by the University through the Office of Student Development and Services.
- b. Fifteen (15) working days from the full and satisfactory compliance with all requirements, the certificate of re-accreditation shall be issued. Full authority to operate is deemed granted.

Section 4. Requisites for Accreditation

No accreditation shall be granted unless the following requisites are fully complied with fifteen (15) working days after the start of the First Semester of the school year:

- a. Request for Accreditation, justifying the grounds for accreditation, addressed to the Vice President for Academic Affairs through the Dean of the Office of Student Development and Services, signed by the President of the Organization. For Academic Organizations, the Dean's recommendation is necessary; and for Religious Organizations, recommendation from the PLM Campus Ministers shall be secured;
- b. Constitution and By-Laws of the Organization signed by the set of officers and members;
- c. List of at least twenty (20) members; and list of officers (directory) with contact information, position and signature;
- d. Calendar of projects or general plan of activities for the year, with the corresponding budget proposal;
- e. Proof of acceptance of Organization Adviser;
- f. Certification of Grades from the Office of the University Registrar; Request letter for Certification of Grades including the names and contact numbers of the officers shall be submitted to the OSDS, for endorsement to the Office of the University Registrar, provided that all of the officers were never been found guilty of any less grave or grave offense.
- g. Photocopy of the Student Enrollment Record of all the officers.

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Section 5. Student Organization and Council Adviser

- a. College Student Councils and Student Organizations shall nominate one council or organization adviser and shall submit the name of the nominee to the Dean of the OSDS. The Dean of OSDS shall recommend to the VPAA the nominee who shall act as the adviser for one school year.
- b. However, the SSC shall have three (3) advisers. One shall be from the administration appointed by the University President. The two (2) other advisers shall be from the members of the University.
- c. Qualifications of the Organization Adviser – The selection of a council or organization adviser shall be based on the following qualifications:
 - i. For CSC and academic organizations, he/she should be a full-time permanent faculty member. Exemptions may be allowed on a case to case basis. He/she should also be in the discipline related to the organization;
 - ii. For non-academic and religious organizations, the organization adviser should be knowledgeable, in the particular field in which the organization is involved (with appropriate attachments); and
 - iii. His/her acceptance as a nominee organization adviser should be done in writing by signing the letter of acceptance. The letter is to be submitted to the OSDS.

Section 6. Duties of the Student Organization/Council Adviser

The Adviser of the PLM SSC, CSCs and Student Organizations shall exercise and assume the following duties and functions:

- a. To give guidance and inspiration to the officers and the members of the organization;
- b. To help in coordinating the activities and projects with the Office of Student Development and Services;
- c. To approve agenda of all meetings;
- d. To attend all undertakings of the Student Organization/Council being advised;
- e. To settle questions affecting the conduct and operations of the Organization/Council;
- f. To approve all financial matters of the student organization/council being advised;
- g. To perform responsibilities stated in the Constitution and By-Laws of the council/organization.

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Section 7. Officers and Members of the Organization

- a. Officers – Officers of Student Organizations shall be elected or appointed by the members, in accordance with their Constitution and By-Laws, provided that they meet the following requirements:
 - i. Must be a *bona fide* student of the PLM, and with continuous residence of one (1) semester prior to assumption to office;
 - ii. Must have a general weighted average of at least 2.50, with no failing or incomplete grade in the semester immediately preceding;
 - iii. Is not an officer of an organization for the same term.
 - iv. Has never been found guilty committing any less grave or grave offenses.
- b. Candidates for any position in the SSC and CSC should possess the following classifications:
 - i. Except for candidates belonging to the Colleges of Law and Medicine, a candidate must be in good academic standing with a GWA of 2.50 or above with no failing or incomplete grades during the past semester immediately preceding the election. For candidates from the said colleges, enrollment in these colleges is sufficient compliance of the requirement of this section.
 - ii. Must have been a student of the University for one semester prior to the time of election.
 - iii. Must not have been found guilty of any less grave or grave disciplinary sanction or any act contrary to law, as evaluated by the Dean of OSDS.
 - iv. Must not be an officer of any PLM student organization.
- c. Any incumbent officer who resigns from his/her post, regardless of the reason of resignation, shall be perpetually disqualified from running for office in any organization/council.


Section 8. Organization/Council Funds

8.1. Membership Dues

- a. As may be provided for in its Constitution and By-Laws, a Student Organization/Council may collect annual dues from its members.
- b. Collection of membership fees shall be voluntary and not part of the enrollment procedures except for the PLM SSC and CSCs and those approved by the administration. Also, organization/council shirts and pins, and other payments for purchases shall not be part of the enrollment procedures of the University.

8.2. Disbursement

Disbursement of funds of any Student Organization/Council may be effected only after approval of its governing body through a resolution noted by the organization/council adviser provided that the actual withdrawal of such amount, as may be necessary, shall be made by the President of the organization/council or his representative through a written authorization or as may be provided by their Constitution and By-Laws.

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8.3. Book of Accounts

Each Student Organization/Council shall maintain a Book of Accounts, which shall indicate all its collections and disbursements.

8.4. Audit and Report

Student Organizations/Councils shall submit a financial report to the Dean of OSDS on or before the last Friday of February of each school year. The financial report shall be prepared by the Organization/Council Treasurer and approved by the Organization/Council President, noted by the adviser. The Vice President for Academic Affairs may cause the annual auditing of the financial status of each Student Organization/Council by any competent person authorized by him/her. Should there be a finding of misappropriation or defalcation of funds of the organization, the Vice President for the Academic Affairs may take such action as may be appropriate under the law or University rules and regulations.

Section 9. Renewal of Authority and Dissolution

9.1. Re-accreditation

The requisites for re-accreditation – the list of new set of officers with contact number and signature, updated list of members, General Plan of Activities (GPOA) with corresponding budget proposal for the school year, amendments to Constitution and By- Laws, if any, officers' Certification of Grades, photocopy of the officers' Student Enrollment Record and the nomination papers for organization advisers – may follow within fifteen (15) working days, after the start of the first semester of the school year. Upon full and satisfactory compliance with all requirements stated in Rule IV, the certificate of re-accreditation shall be issued. Full authority to operate is deemed granted.


9.2. Student Council Renewal Privilege

The PLM SSC and the CSCs are given renewal privilege by virtue of their election. Thus, they are exempt from the usual accreditation/renewal process. However, they are still required to submit their council adviser nominee and GPOA with corresponding budget proposal for their term not later than fifteen (15) days after the last Friday of March.

9.3. Probationary Renewal

9.3.1. A student organization that has been deemed delinquent in meeting the standards set forth in this directive during the previous school year may be put under probation and given Probationary Renewal under the following conditions:

- a. The organization must submit all the necessary accreditation requirements;
- b. The organization must join/attend all activities, meetings or assemblies requiring the participation of student organizations;

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- c. The organization must adhere to all of the conditions set for the approval of their activities;
 - d. The organization must follow all the duly promulgated rules governing student organizations;
 - e. The officers and/or members must not violate existing rules and regulations of PLM.
- 9.3.2. Failure to comply with the above conditions shall automatically revoke the Probationary Renewal on first offense. Should the organization be delinquent again in the future, they will no longer be afforded any consideration and shall not be renewed for the next school year.

Section 10. Revocation of Authority

An Organization's authority to operate may be revoked on any one of the following grounds:

- a. Non-compliance with the required minimum number of members;
- b. Failure to submit audited financial statement and accomplishment report for the previous school year;
- c. Failure to join/attend activities requiring the participation of accredited organizations.
- d. Found an illegal organization.
- e. Violation of conditions as set forth by the approving authority.

Section 11. Turn-Over and Requisites for Clearance

11.1. Accomplishment Report

All Student Organizations and Councils are required to submit an Accomplishment Report that lists the projects carried out during the term.

11.2. Audited Financial Statement


All Student Organizations/Councils are required to submit a Financial Report that accounts for all the collections and disbursements made during the term, duly signed by the organization's officials as stated in Section 4, Rule VII, and duly notarized.

11.3. Deadline of Submission

All Student Organizations/Councils are required to submit their Accomplishment and Financial Report based on the deadline prescribed.

11.4. Turn-Over

All student organizations/councils are required to turn-over all pertinent records, property and residual funds to the new set of officers (or the OSDS, if none has been elected/appointed yet).

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Section 12. Conduct and Discipline

12.1. Removal from Office

Any student-officer who has been penalized with at least 10 days of suspension, in a single administrative case, shall automatically be removed from his office/position.

12.2. Sanctions for Non-Submission of Requisites for Clearance

Failure to observe proper turn-over and submission of the requisites for clearance shall make the officers of the organization/council barred from holding any position in any student organization/council in the future. In case of graduating student-officers, their clearance shall be put on hold by the OSDS until the requisites for clearance have been submitted and a proper turn-over has been facilitated.

Section 13. Request to Conduct Student Activities


The PLM SSC, CSC and any accredited Student Organization who may want to initiate any co- and extra- curricular activities inside or outside PLM shall comply with the rules on the conduct of student activities promulgated by the OSDS.

13.1. Activity inside the university

- a. Accomplished Venue Reservations Form (White Form) which must be reserved at the Office of the Vice President for Administration.
- b. CSW Memorandum of Request by the College Dean of Academic Organization/ College Council, addressed to the Vice President for Academic Affairs, through the Dean of the OSDS.
- c. Program of Activities should last until 10:00 pm only and no extension
- d. Program flow and other mechanics of the activity.
- e. List of participants.
- f. Budget Proposal, which includes the source of funds and expenses.
- g. Resource speaker's profile (if applicable).
- h. List of sponsors indicating what they will provide and what they need in return (if any).

13.2. Activity outside the university (outreach, field trip, competition, and the like)

- a. CSW Memorandum by the College Dean addressed to the Executive Vice President/Vice President for Academic Affairs, through the OSDS Dean, requesting for the approval of the activity for Academic Organization/ College Council, or the Organization Adviser for Non-Academic and Religious Organizations.
- b. Budget Proposal, which includes the source of funds and expenses.
- c. Parental Consent with photocopy of Parent's ID with signature.
- d. List of participants.
- e. Name and Location of the nearest hospital.

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13.3. Request for posting ONLY

- a. Letter of Request for Posting addressed to the OSDS Dean (with specific timeframe of the posting);
- b. Attached sample lay-out, and dimension of the poster, tarpaulin, and the like, or actual poster.

13.4. Request to re-schedule activities

- a. CSW Memorandum addressed to the VPAA, through the Dean, OSDS, stating the reason for re-scheduling the activity. New schedule and venue of the activity shall be specified as coordinated with the OVPA.
- b. Prescriptive period of at least five (5) working days before the new date of the activity.
- c. Pertinent documents as attachments.

13.5. For Outreach Program/Activity

Aside from the above mentioned requirements, the request to conduct an outreach program/activity shall have an endorsement from the University Center for Research and Extension Services (UCRES).

13.6. Signatories

All requests shall have the following signatories:


- a. President of the Requesting Organization/Council
- b. Organization/Council Adviser
- c. Recommending approval of the College Dean, for Academic organizations and College Student Council
- d. Recommending approval of the OSDS Dean, for Academic Organization, Non-Academic Organization, SSC and CSC
- e. Recommending approval of the Campus Ministers for Religious Organization
- f. Approval of the Vice President for Academic Affairs

13.7. All requests to conduct/hold the activity together with the complete attachments shall be submitted to the OSDS at least fifteen (15) working days before the conduct of the activity. All documents must be submitted in triplicate copies. Incomplete documents will not be accepted.

13.8. If the request for the conduct of an activity inside PLM is approved by the VPAA, OSDS shall inform the party concerned and the latter processes the final approval of the Venue Reservation Form at the Office of the Vice President for Administration (VPA).

13.9. The said form must be immediately submitted to the OVPA. The request form will then be signed by the VPA on behalf of the University President.

13.10. The VPA issues the permit on the use of the facilities with the terms and conditions set therein. The following offices are furnished a copy of the approved request:

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- a. Office of Student Development and Services
- b. Physical Facilities Management (PFMO)
- c. University Security Office
- d. Office of the Vice President for Administration
- e. Requesting Organization/Council

13.11. Upon the VPA's approval, the council or accredited student organization who requested the use of such facilities must strictly follow/adhere to the terms and conditions set therein. Non-compliance thereto shall be dealt with accordingly.

13.12. The requesting council or accredited student organizations' officers, members and faculty adviser shall be jointly and similarly liable for any damage to the university facilities arising from its use.

Section 14. Installation of Advertisement Materials on Campus


Permit to post any announcement within the PLM premises may be granted subject to the following condition/guidelines:

- a. All announcements must bear the signature of the Dean of OSDS before they are posted. Exceptions are those that concern only one college and posted on its own bulletin board.
- b. Announcements shall be posted on bulletin boards only or on such places designated or approved by the OSDS.
- c. All posters should not be violative of contemporary ethical and/or moral standards of the society as to the message, pictures or photographs accompanying them.
- d. All posters should be neat and clean, clear and concise; they should be free from excessive and unnecessary aesthetics. All posters should also indicate the name of the individual, group or organization responsible for making the announcement. The individual, group, or organization making the announcement shall be responsible for their removal after the posters shall have served its purpose, and shall be held liable for any damage on the posting place.
- e. The Dean of OSDS reserves the right to decide the kind of announcement that shall be granted approval for posting.
- f. Permit to install any banner/tarpaulin within the University premises shall be granted only upon compliance of the conditions as prescribed.

Section 15. Fund Raising Projects

The following guidelines shall be observed in fund-raising activities undertaken by student organization:

- a. Over-all planning of fund-raising and related student activities should be coordinated with the OSDS, for the final approval of the VPAA.
- b. Fund-raising activities and collection of contributions to defray expenses of students' co-curricular and extra-curricular activities may be allowed for a

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legitimate, necessary and reasonable cause.

- c. Fund-raising through solicitation letters must first be approved by the council/organization advisers in coordination with the OSDS. The request for fund-raising through solicitation is subject to the approval of the VPAA.
- d. Fifteen (15) working days after the solicitation period, the council/organization treasurer shall submit a report to the OSDS and OVPAA that includes the breakdown of the total amount solicited and the company details such as the company name, company address, and contact person.
- e. The activities of private enterprise shall be limited to product sampling only unless selling is approved by the VPAA. Sponsors that will make use of electricity should arrange payment consumption thereof, with the PFMO and the University Cashier's Office.

Section 16. Use of PLM logo

- a. Any student or accredited student organizations who may wish to use, attempt to imitate the PLM logo, or the use of a strikingly similar seal in any of their documents shall secure a permit from the VPAA, if this will be used for internal communications and collaterals.
- b. Any student or accredited student organization who may wish to use, attempt to imitate the PLM logo, or the use of a strikingly similar seal in any of their documents shall secure a permit from the Executive Vice President, if thus will be used for external communications and other collaterals.

Section 17. Activity Moratorium


To ensure that all students give priority to academic undertakings particularly in formal examinations, seven (7) calendar days, inclusive of Saturdays, Sundays and holidays, before the start of the midterm and final examinations, as well as the duration period of these exams, will be considered as a ban on all student activities. Any exception to the ban, particularly relating to academic activities, shall seek approval from the VPAA.

Section 18. Student Offices/Headquarters

All students who are allowed by the *Pamantasan* to hold office as officers of recognized student organizations/councils of whatever level and/or type are enjoined to observe office hours strictly as follows:

Monday – Friday: 9:00am - 12:00nn
1:00pm - 6:00 pm
Saturday 9:00am - 12:00nn

Student officers are not allowed to stay beyond the above schedule, unless a written permit specifying the valid reason for overstaying is secured from the OSDS.

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6. Campus Publication

Section 1. *Ang Pamantasan*

PLM's Official Student Publication is an autonomous organization that serves as the recognized university wide student publication. It is a non-partisan and non-profit organization, and is subject for compliance with the Implementing Rules and Regulations of Republic Act. No. 7079, otherwise known as Campus Journalism Act of 1991.

Section 2. University Policies

The University recognizes the autonomy and organization of *Ang Pamantasan* and supports its services by:

- a. recognizing the right of students for free expression as embodied in the Constitution of this country;
- b. acknowledging the freedom of press, as exercised by the students, as a public trust that aims to unify all the stakeholders of the University; and
- c. promoting the existence of a student publication to open opportunity for the students to achieve learning and to realize their selfless interests for the University and the country.


Section 3. Aims and Purposes

Ang Pamantasan serves as an avenue to meet its purposes as a publication stated in the Implementing Rules and Regulations of RA 7079, with distinct emphasis on:

- a. "developing intelligent and responsible student leadership and good citizenship in a free and democratic society;
- b. serving as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives;
- c. advocating social consciousness and uphold the interests of the Filipino people; and
- d. advancing students' rights and responsibilities as well as promote their general welfare."

Section 4. The Editorial Board and Publication Staff.

The Editorial Board is the highest governing body of the organization who decides on internal issues pertaining to the administration of the student publication, *Ang Pamantasan*. It is composed of the key editors, section editors, and auxiliary officers. The publication staff shall compose of no more than 25 student-staffers.

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Section 5. Rights of the Student Publication

Ang Pamantasan has the power to exercise the following rights:

- a. right to gather and access information on matters of public concern from offices of the University that are essential to the articles to be published;
- b. right to publish and distribute any printed material to its community containing information that are relevant and of importance to the stakeholders of the University;
- c. right to hold seminars, workshops, symposia, and other activities for the students and/or other stakeholders of the University in the purpose of achieving social consciousness;
- d. right to act independently on matters concerning the publication;
- e. right to collect fund from the student body;
- f. right of the members for due process and equal protection of the laws; and
- g. right against the use of threat, intimidation, or any other means which vitiates the free will.

Section 6. Responsibilities of the Student Publication.


Ang Pamantasan should act according to and uphold the ethics of professional journalism most especially in serving the community in a manner that:

- a. all reporting must be made with absolute honesty without suppressing any relevant facts;
- b. discrimination is not exemplified in any articles;
- c. respects the rights of every person;
- d. the publication acts independently; and
- e. the publication exerts its utmost effort to correct all published information that has been found to be harmfully inaccurate.

Section 7. Services of the Publication

Ang Pamantasan offers the following services to the PLM community:

- a. distribution of a minimum of six (6) release of any printed material for the whole academic year; and
- b. seminars, workshops, symposia, and other activities that would empower social consciousness among the members of the PLM community.

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7. Disciplinary Policies

Upon admission to PLM, the student binds himself/herself to recognizing, accepting and complying with existing rules, guidelines, and policies of the *Pamantasan*. He/she likewise agrees that his/her admission, matriculation, attendance and consequent graduation are subject to the rules and policies of the *Pamantasan*.

Student discipline plays an essential role in providing students a quality educational experience. It is therefore imperative that students know University discipline objectives, rules and regulations as well as procedures and practices.

Objectives

1. To establish and strengthen harmonious relationship among students, faculty members and administration as an academic community;
2. To inculcate the value of standards of behavior, rules of conduct and discipline among the students; and
3. To assist them to recognize and perform their duties and responsibilities as students of the *Pamantasan*.

Section 1: General Code of Conduct


The Code of Conduct is designed to regulate behaviors that will lead to the attainment of order, peace and harmony between and among all segments, and generally the vision-mission-goals/objectives of the *Pamantasan*.

Violation of the following rules and regulations shall be meted with corresponding disciplinary action.

1. Uniform

a. Minimum standards on University Dress Code

Students shall, at all times, attend their classes wearing the prescribed school uniform (bearing the PLM patch) on weekdays, unless the student has a written permit from the OSDS, which must be shown upon demand by the University authorities. On Saturdays and free days, students are allowed to wear civilian attire that is decent, presentable and in conformity with the University dress code. PE, CWTS or ROTC uniform is not to be used as substitute, unless it is the only class/subject they have for that given day. If their first class is PE, students are allowed entry wearing their PE uniform. However, they should immediately change in their proper uniform right after their PE class. Laboratory uniforms/

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attires are allowed to be worn during laboratory classes only. Likewise, students of the Graduate Schools, College of Law, and College of Medicine shall strictly adhere to the uniform prescribed by their respective colleges as well as to the University Dress Code in terms of civilian attire.

b. PLM Identification Cards

All students shall wear their official Identification Cards at all times within University premises or during University-sanctioned activities, unless exempted by law or by other justifiable circumstances. No student shall use the ID or Registration Form of another, and/or lend his/her ID or Registration Form for somebody else's use. They must bring at all times their Registration Form and present it to the guard on duty should they be required to do so. Identification Cards must not be surrendered to any person or office in the University for the purpose of borrowing materials, equipment or the like. A borrower's pass must be issued to the student in lieu of the PLM ID card as collateral. Students must immediately secure a new ID in case it is lost or already dilapidated.


c. College-specific Dress Code

While Colleges adhere to the minimum standards on dress code set forth by the University, they also prescribe corresponding specific dress code for their students. Hence, students should comply with the specific guidelines on dress code issued by their respective Colleges.

2. Every student is expected to give due respect to all University officials and employees.
3. Cleanliness and orderliness of the classrooms and other student activity areas must be maintained at all times.
4. All students must help the University in conserving resources through proper and careful use of school facilities.
5. The use of personal mobile phones and electronic gadgets or devices shall adhere to the classroom, laboratory room or activity area policies.
6. Male students are required to have a clean and decent haircut. Ponytail or clipped hair is not allowed for male students. Mohawk, total baldness, zigzag and punk hairstyles are to be avoided. Likewise, female students shall adhere to a well-groomed hairstyle.
7. Students are not allowed to bring outsiders inside the University without due permission from the approving authority.

Section 2: General Rules of Discipline

Discipline refers to action resulting from violation of the rules and regulations duly promulgated by the PLM and/or of the laws of the land. While discipline may impose

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sanctions, the University seeks primarily the deterrence than the correction of aberrant behavior of students.

Disciplinary Interventions


All students of the *Pamantasan* shall observe its standards of behavior and rules of discipline. Any violation or infraction thereof shall subject the student, after due process, to disciplinary action.

There are six (6) categories of disciplinary interventions.

1. **Warning.** A reprimand cautioning the student from the performance of a similar act, otherwise he/she shall be dealt with more severely. A warning is given to erring students where no major disciplinary interventions are imposed by the rules. This shall be meted out in verbal and written form.
2. **Community/Campus Service.** It is a service penalty which requires a student to perform unpaid work assignments in designated areas in the University under the supervision of the head of office where service is to be rendered for a specific time frame as determined by the OSDS. Proof of service of the student must be certified by the respective head of office. In cases where the student fails to show proof of service from the approved designated office/unit for community service, the OSDS may invoke other disciplinary interventions.
3. **Suspension.** A student offender is barred from attending classes and other University-sanctioned activities within the respective period provided by the rules and the order. The student should render the penalty within the semester/trimester immediately after the resolution was promulgated. The dates of suspension should not fall on the days of Midterm Exams or Final Exams. In the event that the suspension cannot be rendered within the semester/trimester due to insufficient number of days remaining in the school term (or conditions causing the inapplicability of the penalty), the student must render the suspension on the next term immediately following the term when the resolution was promulgated. Consultation with the Guidance Counselor may also be sought whenever the circumstances may warrant.

Preventive Suspension

A student under investigation may be preventively suspended from entering the University premises and from attending classes, when the evidence of guilt is strong, and the responsible University official is morally convinced that the continued stay of the student pending investigation would cause sufficient distraction to the normal operations of the University, or would pose real or imminent threat or danger to persons and property inside the University premises.

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4. **Non-readmission.** It is a penalty that allows the University to deny admission or enrolment of the erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense was charged and imposing the penalty of non-readmission was promulgated. The transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the Manual of Regulations for Private Higher Education (MORPHE).
5. **Exclusion.** It is a penalty that allows the University to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated. The transfer credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the MORPHE.
6. **Expulsion.** An administrative penalty which effects removal from the University with a corresponding penalty of barring enrolment in all public and private schools in the country. The penalty of expulsion shall be imposed upon the approval/ratification of the Vice President for Academic Affairs.

Offenses and Corresponding Interventions

The following descriptions of student misdemeanors are classified according to the gravity of the offense. The proposed penalties shall be imposed after an investigation conducted according to the due process of investigation.

A. Light Offenses


Students, who have been found guilty of committing the same light offense after due process shall be subjected to:

1st Offense: Warning to
5 hours Community/Campus Service

2nd Offense: 10 to 15 hours
Community/Campus Service

3rd Offense: 3 days to 5 days suspension

1. Loitering and/or making noise within the University premises resulting to the disturbance of classes, programs, convocation, or other activities and functions.
2. Non-wearing of ID card while inside the University premises or refusal to present the ID and/or Registration Form when asked by the University authorities in the exercise of their duty.
3. Non-wearing of the prescribed University Dress Code for school uniform, civilian attire, haircut/hairstyle and other body adornments. Students shall, at all times, attend their classes in the prescribed uniform or dress code, unless the student has a written permit approved by the OSDS. College shirt, University shirt, and Organization shirt should not be worn as substitute to the prescribed uniform.

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4. Littering, unhygienic use of University facilities, or unhygienic excretion within the University premises.

B. Less Grave Offenses

Fourth (4th) and subsequent commission of the same light offense is subject to 8 days to 25 days suspension.

1. Cheating in any form of examinations and reports which may also include the following:
 - a. possession of any material relevant to the examination used during the exam;
 - b. allowing somebody to copy during examination (both parties have liability);
 - c. without consent of copying one's work or looking into another's examination paper;
 - d. talking to another person during an examination without the proctor or professor's permission;
 - e. examination leakage;
 - f. asking somebody to take an examination, or making/preparing an assignment, exam or any school requirement for somebody with or without his/her consent; and
 - g. any act similar to the foregoing.


1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

2. Possession, carrying and bringing inside the University premises gambling cards and other gambling devices; and indulging in any form of betting or gambling.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

3. Unauthorized passage/entry through prohibited areas within the University premises.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

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4. Lending one's ID card, using another person's ID card, and other forms of misrepresentation of one's identity within the University premises. No students shall use the ID of another, and/or lend his/her ID for somebody else's use.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

5. Posting of any printed material or posters without the approval of the OSDS. Removing, altering, erasing of official notices and posters from the bulletin boards, without authorization.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

6. Any form of vandalism including but not limited to writing, drawing, sketching, etching, carving, engraving, printing, or painting any letters, words and figures on any property of the University.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

7. Damaging the personal property of other students within the University, faculty members and employees of the University within and outside the University.


1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

8. Unauthorized use of PLM logo or seal, attempt to imitate, and use of a strikingly similar symbol.

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

9. Bullying or violation of any of the provisions of the Republic Act No. 10627, known as the Anti-Bullying Act of 2013 (applicable to students who are below 18 years old).

1st Offense: 3 days to 5 days suspension
 2nd Offense: 6 days to 8 days suspension
 3rd Offense: 10 days to 15 days suspension

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10. Smoking within the University premises.

- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

11. Committing immoral acts such as but not limited to possessing, publishing, viewing, reading, displaying, selling, or distributing morally offensive materials, and committing other vulgar or indecent acts while within the University premises.

- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

12. Unauthorized use of, tampering with, or the deliberate misuse of University properties.

- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

13. Intentionally providing means for an outsider to gain entry in the University premises without consent from the approving authority.

- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

14. Violation of conditions as set forth by the approving authority.


- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

15. Any person who has been penalized for any provisions of this Manual who shall evade service of his/her penalty.

- 1st Offense: 6 days to 8 days suspension
- 2nd Offense: 10 days to 15 days suspension
- 3rd Offense: Non-readmission or exclusion

C. Grave Offenses

1. Fourth (4th) and subsequent commission of the same less grave offense (those with up to 15 days suspension for the 3rd offense) is subject to 15 days suspension to non-readmission or exclusion.

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2. Intentional or reckless damage or destruction to University properties.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

3. Obtaining money or property from any person, group, or organization using false pretense, deceit or fraud.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion


4. Unauthorized use of funds or property of any person, group, class, organization/ student council. Failure to account for the appropriated funds.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

5. Possession, carrying, or bringing inside the University premises any alcoholic drink and/or prohibited drugs or entering the University premises under the influence of either or both.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

6. Using language and committing acts that are libelous and/or slanderous against the students, employees, faculty members or officials of PLM. Or committing acts that may embarrass or bring dishonor to students, employees, or officials of PLM.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

7. Submitting false or misleading statements in official documents filed with the University, publishing or disseminating oral or written false information about the University, its officials, faculty members, employees and students.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

8. Submitting plagiarized academic requirement.
 - 1st Offense: 14 days to 25 days suspension
 - 2nd Offense: 26 days suspension to non-readmission or exclusion

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9. Any officer of an official student organization/council who is accountable for funds or property of the organization/council, shall appropriate or misappropriate, shall permit any other person to take the funds or property.

1st Offense: 14 days to 25 days suspension
2nd Offense: 26 days suspension to non-readmission or exclusion

10. Illegal association, founding, maintaining official position or membership of associations involved in activities unlawful or otherwise penalized under this Manual.

1st Offense: 14 days to 25 days suspension
2nd Offense: 26 days suspension to non-readmission or exclusion

11. Engaging in, challenging or inciting to bout or duel, with or without the use of weapons.

1st Offense: 14 days to 25 days suspension
2nd Offense: 26 days suspension to non-readmission or exclusion or expulsion

12. Participating in any mob, riot or tumultuous affray within the University premises.

1st Offense: 14 days to 25 days suspension
2nd Offense: 26 days suspension to non-readmission or exclusion

13. Preventing or threatening students, faculty members or school authorities, in any manner, from attending classes, school activities or entering the University premises, or from discharging their duties.

1st Offense: 26 days suspension to non-readmission or exclusion


14. Manipulation of data affecting the integrity of research-related projects.

1st Offense: 26 days suspension to non-readmission or exclusion

15. Unauthorized bringing of deadly weapons in University premises.

1st Offense: 26 days suspension to non-readmission or exclusion or expulsion

16. Forging of signature, or any similar acts, tampering, securing or using materials with forged signature, school records or credentials. Forging or simulating any handwriting, signature or rubric, stating false statements, changing actual

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dates, revising or inserting a statement or word to modify the meaning of a document or claim that such is original, suggesting participation in an event in complete absence of, and participating in an event simplifying to have been supported of legal documents even if in fact none.

1st Offense: 26 days suspension to non-readmission or exclusion

17. Intentionally inflicting physical injuries to other persons.

1st Offense: 26 days suspension to non-readmission or exclusion or expulsion

18. Attack, employ force, intimidation, or resist faculty or employee while engaging in the performance of official duties or occasion of such duties.

1st Offense: 26 days suspension to non-readmission or exclusion or expulsion

19. Discharge of firearm, rocket, firecracker or other explosive calculated to cause alarm or danger in the University premises.

1st Offense: 26 days suspension to non-readmission or exclusion or expulsion

20. Any act of lasciviousness upon another person.

1st Offense: 26 days suspension to non-readmission or exclusion

21. Preventing entry to or exit from or restricting the freedom of movement of another within the University premises.


1st Offense: 26 days suspension to non-readmission or exclusion

22. Any student who knowingly and falsely represent himself to be a student organization/council officer, University employee or perform any act pertaining to a student organization/council official, University employee or government official or employee without lawfully entitled to do so.

1st Offense: 26 days suspension to non-readmission or exclusion

23. The unauthorized burning of own or another's personal property within the University premises, and the attempt or actual burning of University property.

1st Offense: 26 days suspension to non-readmission or exclusion or expulsion

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24. An abusive treatment that may involve verbal harassment and intimidation, use of force or coercion which prevents another from doing something or force him/her to do something against his/her will.

1st Offense: 26 days suspension to non-readmission or exclusion

25. Interfering with or unjustified absence in any official activity. Instigating other people to be absent from any official activity.

1st Offense: 26 days suspension to non-readmission or exclusion

Section 3. Guidelines on Apprehension of Erring Students

A school official or personnel shall have the right to impose appropriate and reasonable disciplinary measures for minor (light) offenses or infractions of good discipline committed in their presence, provided, that no cruel or physically harmful punishment shall be imposed upon any erring student.


In order to establish and maintain harmonious relationship and decorum among students, faculty, administration and security group while inculcating discipline and the values of standards of behavior on our students, the following guidelines should be observed in apprehending the erring student:

1. Upon apprehension, the student should be informed of the nature and cause of the allegation against him/her.
2. In case of an alleged violation, the student should present his/her ID and/or Registration Form to the apprehending school official or personnel for documentation. The University personnel has the right to obtain his/her name, course, college, and student number. Neither shall the ID card be confiscated nor the student be denied entry to the University in order to attend class or participate in any authorized school activity.

However, if another person's ID was used, said ID shall be confiscated and the person caught misrepresenting shall not be allowed entry unless his/her enrollment in the University is verified from the Information and Communications Technology Office (ICTO).

Similarly, if the student is under the influence of alcohol or prohibited substance, he/she shall be brought to the University Health Services (UHS) for medication/assistance if necessary, and to coordinate the matter with his/her parents or legal guardians to accompany him/her home.

3. Banned items that are enumerated in the University Code of Conduct shall be confiscated by the security officer or University personnel and shall be turned

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over to the security office as evidence of the violation committed. These items are: objects, pictures, or literatures that are pornographic or morally offensive; liquor; prohibited drugs; deadly weapons and/or explosives; gambling cards and any form of gambling devices; and other form of prohibited objects of the same nature (*ejusdem generis*).


4. Students are required to wear their proper school uniform when attending classes. Concerned faculty members must report the names of students who are attending their classes in civilian attire (except on Saturdays or free days) to the OSDS.
5. If the student was issued a suspension order, he/she is required to surrender his/her ID card, Registration Form and Library card to the OSDS. These credentials can be retrieved by the student after the completion of his/her suspension.
6. If the student lost or misplaced his/her ID card, he/she must present his/her Library Card and Registration Form to the guard on duty upon entry to the University premises. The student should immediately report his/her lost or misplaced ID card to the OSDS for the issuance of a gate pass valid for two (2) days only. He/she must secure a notarized Affidavit of Loss and present it to the guard on duty and to the OSDS on or before the expiry of the issued gate pass. Failure to comply shall constitute a violation of the guidelines on PLM ID Cards.

Once the duly notarized Affidavit of Loss is presented to the OSDS, the student shall be given a gate pass good for ten (10) working days to allow him/her to facilitate the replacement of his/her lost ID card subject to existing University policies.

ID is part of the school attire and should be visibly worn while inside the University at all times. Habitual disregard or willful violation of the established policies on PLM ID shall be meted with corresponding disciplinary action.

7. Students holding office, as officers of recognized student organizations/ councils of whatever level and/or type, shall be advised by the security officers thirty (30) minutes before the end of office hours and surrender the office keys to the security office.

Unless a written permit specifying the valid reason for staying beyond the prescribed time approved by the OSDS Dean or Director for Student Activities is presented, the student office shall be closed for the day. The name of any student officer who stays beyond office hours without authorization shall be reported to OSDS for appropriate action.

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Section 4. Jurisdiction over Discipline-related Cases

1. The OSDS Dean/Director for Student Discipline shall have jurisdiction over all light offenses that may be reported to them. They are authorized to conduct investigation, decide on the case, and impose disciplinary intervention commensurate to minor infractions.
2. The Student Discipline Tribunal Committee (SDTC) shall have jurisdiction over all less grave and grave offenses involving students under these rules. The SDTC shall be composed of the following:
 - a. One representative from the college (faculty or administrative employee as recommended by the College Dean) where the student under investigation belongs;
 - b. One representative from the faculty members who shall be recommended by the OSDS;
 - c. One representative from the academic administration who shall be recommended by the Office of the Vice President for Academic Affairs (OVPA)
 - d. One representative from the administrative employees who shall be recommended by the Office of the Vice President for Administration (OVPA)
 - e. One representative from the Supreme Student Council officers or College Student Council officers


The chairperson of the SDTC shall be elected from among its members.

Section 5. Procedural Due Process of Investigation

A higher education institution, through any of its authorized representatives, may cause the filing of an administrative action against any student for violation of its disciplinary rules and regulations.

Administrative actions and proceedings involving the commission of less grave and grave offenses shall be conducted in accordance with the following procedure:


1. The aggrieved or concerned party shall file a formal complaint in writing to the OSDS.
2. The OSDS shall conduct a preliminary investigation to determine if the complaint is sufficient in form and substance to be given due course.
3. If the OSDS finds the complaint insufficient in form and substance and will not give due course to it, the complaint shall be immediately dismissed. Otherwise, the OSDS shall inform the complainee in writing of the nature and cause of any accusation against him/her and require submission of his/her Written Answer, with the conformity of his/her parent or guardian, within three (3) days from receipt of the Show Cause Notice. If the complainee is a minor, his/her parent or guardian shall be furnished a copy of the Show Cause Notice.
4. The OSDS shall inform the corresponding college dean on the disciplinary action filed against the student.

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5. If the complainee fails to file his/her Answer, the investigation shall be deemed submitted for Resolution. Otherwise, upon receipt of the Answer, the OSDS shall refer the case to the SDTC. The complainant shall also be furnished a copy of the Answer.
6. The SDTC shall convene and serve a notice of hearing to the complainant and the complainee.
7. The proceedings shall be summary in nature. However, the SDTC should ensure that the standards required by due process are satisfied. In all stages of the proceedings, the complainee shall have the right to assistance of a counsel of his/her own choice.
8. The SDTC shall render its decision within fifteen (15) days from the period the case is deemed submitted for Resolution. The Resolution shall contain the parties, the allegations of the parties, the findings of the SDTC, the evidentiary bases, mitigating circumstance and the decision containing the penalty, if any. The complainant, complainee and his/her parent or guardian, and the Dean of the College where the complainee is enrolled shall be furnished copies of the Resolution.
9. Within five (5) days from receipt of the Resolution, the aggrieved party may file a Motion for Reconsideration which shall be based on error in the application of the provisions of the Revised Student Manual, newly found evidence, or the Resolution is not supported by the evidence submitted.
10. If the penalty imposed by the SDTC is suspension or higher, the case shall be appealable to the OVPAA. Otherwise, the Resolution shall be final and executory.

Section 6. Elevation of the Case to the OVPAA

1. If the penalty imposed is suspension, the case shall be appealable to the OVPAA upon filing of the Memorandum of Appeal by the aggrieved party within five (5) days from receipt of the appealed Order/Resolution, and furnishing the other party with a copy thereof. The Memorandum of Appeal shall contain the parties, the allegations of the parties, the findings of the SDTC, the evidentiary bases, mitigating circumstance, the decision containing the penalty, if any, and the assignment of error in the appealed Order / Resolution.
2. If the penalty imposed is non-readmission, exclusion, or expulsion, the records shall automatically be elevated to the OVPAA.
3. The VPAA may, in his/her discretion, require the Appellee, to file his/her Memorandum of Appeal within five (5) days from receipt of the Order, and furnish the Appellant a copy of the Memorandum of Appeal. Thereafter, or if the OVPAA deems the Memorandum of Appeal for Appellant unnecessary, the case shall be deemed submitted for Resolution.
4. Within ten (10) working days from the time the case has been deemed submitted for Resolution, the VPAA shall RESOLVE the same, which may adopt, modify or set aside the Resolution of the SDTC/ OSDS. The Resolution shall contain the parties, the allegations of the parties, the findings of the Committee, the

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evidentiary bases, mitigating circumstance and the decision containing the penalty, if any. The complainant and the complainee shall be furnished copies of the Resolution.

5. Within five (5) days from receipt of the Resolution, the aggrieved party may file a Motion for Reconsideration which shall be based on error in the application of the provisions of the Student Manual, newly found evidence, or the Resolution is not supported by the evidence submitted.
6. Once the VPAA renders his/her decision, it shall be final and executory.

Section 7. Analogous Acts

Other acts not covered by this Manual, but which are similar or analogous to the foregoing classification of misdemeanors/offenses, shall be treated by the OSDS/SDTC according to its gravity. For this purpose, the formal complaint shall clearly state the facts constituting the alleged act/s. The OSDS shall then initially classify whether the act/s allegedly committed is/are considered as Light, Less Grave or Grave Offenses.

Section 8. Mitigating Circumstances


The attendance of the mitigating circumstances hereinafter set forth shall cause the imposition of the penalty to be reduced which shall not be lower than the minimum penalty prescribed.

1. Confession
2. *Force majeure*
3. Fortuitous event
4. Negligence
5. Illness
6. Compromise between the student-complainant and the student-complainee
7. Other acts analogous or similar to the foregoing

The OSDS Dean is hereby authorized to witness the signing of a Compromise Agreement between the student-complainant and the student-complainee, which shall be binding between the parties signatory to the Compromise Agreement.

Section 9. Conspiracy

Two or more students can be impleaded as complainees in a case if there is conspiracy between them to commit the offense. Expressed conspiracy exists when two or more students come to an agreement concerning the commission of infraction, decided to and commit the same. Implied conspiracy exists when two or more students acted in concert, each doing his/her part to fulfill their common design of committing the offense.


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Section 10. Joinder of Formal Complaints

When two or more formal complaints are filed impleading the same complaine, and the formal complaints pertain only to the same commission of an offense, the formal complaints shall be joined as only one (1) case against the same student.

Section 11. Referral to the Nearest Precinct

If the University Security Group or OSDS finds it necessary or as the circumstances may warrant, the student may be brought to the nearest precinct for inquest proceeding without prejudice to the filing of the appropriate formal complaint.

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8. General Provisions

Section 1: Effectivity Clause

This Manual shall take effect upon approval of the Board of Regents.

Section 2: Separability Clause


If any part or provision of this Manual is held invalid, the other provisions not affected thereby shall remain in force and effect.

Section 3: Amendment Clause

No amendment, change or modification to this Manual shall be effective or enforceable unless approved by the Board of Regents.

Section 4: Repealing Clause

All orders, rules, and regulations and other issuances or parts thereof which are inconsistent with this Manual are hereby revoked, amended, and/or modified accordingly.

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Glossary

Academic activity – refers to any activity that are curricular in nature such as, but not limited to classes, tutorials, seminars, conferences, lectures, examinations, fulfillment of academic requirements and others.

Academic Student Organization refers to an organization which manages projects that are academic in nature, or that redounds to the academic benefits of its members.

Clearance – a written certification from the University that the student is cleared of all accountabilities.

College Student Councils (CSC) refer to a college-based governing body whose officers are elected annually by the students belonging to their respective colleges.

College Student Organization refers to an organization composed of students belonging exclusively to one college.

Force Majeure – an event that no human foresight could anticipate or which, if anticipated, is too strong to be controlled. Depending on the legal system, such an event may relieve a party of an obligation to perform a contract.

Gambling – any activity that involves wagering of money or something of material value on an event with an uncertain outcome with the primary intent of winning additional money and/or material goods, without prejudice to fundraising activities by student organizations expressly allowed by the University.


Hearing – an opportunity for the parties to be heard.

Non-Academic Student Organization refers to an organization which manages projects that are non-academic in nature (i.e. socio-cultural, sports, and the like) or that redounds to the extra-curricular development of its members.

Plagiarism – “the appropriation of another person’s ideas, processes, results or words without giving appropriate credit.”

Religious Student Organization refers to an organization which manages projects that are religious in nature or that fulfill the religious needs of its members.

School year – refers to the start of the first semester until the end of summer term.

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Student – any individual admitted to and registered in a degree and has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, non-readmission, exclusion, expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the misconduct, regardless of whether or not he/she is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against her/him.


Student Activity refers to any co-curricular and extra-curricular activity participated and/or organized by student organizations/councils. This includes any activity, program, project and initiative concerning the students of PLM.

Student Councils refers to the government of the students whose officers are elected by the students annually that will represent and unite the whole PLM studentry, project and promote students' rights and welfare, serve as a training ground for responsible leadership and enlightened citizenship that is geared to solidarity among university constituents, in order to instill national consciousness and attain national unity, and collectively uphold the moral and social standard of the university for the advancement of the society based on justice, freedom, and democracy. It shall also organize projects/programs that redound to co- and extra-curricular benefit of the student body.

Student Organization refers to an officially established student group in PLM, assigned to undertake activities different from the more typical classroom instructional activities to afford its members and other students the opportunity to broaden their experience and enrich their student life.

Supreme Student Council refers to the central governing body of the PLM students whose officers are elected annually by all bona fide PLM students.

University Student Organization refers to an organization whose members may belong to two or more colleges of PLM.

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Appendices

Appendix A

MINIMUM REQUIREMENTS FOR UNIVERSITY DRESS CODE

Other than the core values of PLM, students are encouraged to practice the values of respect for one's self, decency and appropriateness through their campus attire. PLM considers itself as the training ground for the student's professional career, where certain standards of dressing are required for employment.

The following guidelines therefore, form part of a student's PLM educational experience. Generally, the uniform should conform to the following dress code, and civilian attire should be decent and modest.

I. DRESS CODE FOR UNDERGRADUATE STUDENTS

Good grooming includes the wearing of the prescribed uniform, the authorized shoes, the ID, the male haircut and other considerations that are similar to these.


PLM SCHOOL UNIFORM

School uniform must be worn during weekdays, except on free days and Saturdays. It must be worn with neatness/cleanliness. Deviation from the original design is not allowed.

Proper Uniform for Undergraduate Female Students

1. Blouse
 - Plain white
 - Baby collar
 - With 5 pin tucks (each side)
 - Secret button hole
 - Tuck-out with paja
 - No tucks at the back

2. Neck tie
 - 1 yard in length by 1 inch width
 - No decorative accessories, University pin may be used
 - Same fabric and color with the skirt

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3. Skirt
 - Knee-length, pencil cut
 - Blue-gray in color
 - Box-pleated at the back
4. Shoes
 - Plain black
 - Closed (toe and heels)


Proper Uniform for Undergraduate Male Students

1. Pants
 - Charcoal-gray slacks
 - Straight-cut
2. Polo
 - Plain white
 - Untucked
 - Sports-collar
 - White buttons, until solar plexus
 - Half polo barong
 - Side slit
 - No shearing, no tucks (front or back)
 - Straight-cut
 - No pocket
3. Shoes
 - Plain black
 - Closed
4. Plain black socks
5. Plain white undershirt

On occasions where students are allowed to wear civilian attire, it is expected that they conform to the standards of propriety and decency. The following are considered inappropriate campus attire:

For Males and Females

- Sleeveless T-shirts
- Ripped/Torn Jeans
- Leggings
- Overtight cuts
- Skinny Jeans
- Bull caps and earrings (male)

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For Females

- Plunging neckline (blouse/dress)
- Sleeveless tops with large and loose armholes
- Cleavage-baring tops
- See-through tops where the undergarment can be seen
- Mini skirt (more than 3 inches from the kneecap)
- Backless blouses/dresses
- Spaghetti-strapped blouses/dresses
- Tube-type tops blouses/dresses
- Halter and tank tops blouses/dresses
- Backless Blouses/shirts/dresses

Students are not allowed to sport tattoos.


IV. EXEMPTIONS FROM WEARING THE UNIFORM

1. **PE, CWTS, ROTC and Laboratory Attire** – PE, ROTC, and CWTS uniforms are not to be used as substitute, unless it is the only class/subject they have for that given day. Laboratory uniforms/attire is allowed to be worn as long as it falls within laboratory hours.

2. **Practicum** – A student undergoing Practicum may also be exempted from wearing the PLM uniform, provided they wear appropriate office/corporate attire or the prescribed OJT/Practicum uniform duly recognized by the Institution they are connected with. The Dean of the College concerned should directly endorse the names of their students to the OSDS. Proper University Dress Code must at all times be observed.


3. **Pregnant Students** – A student on the family way may be granted exemption from wearing the PLM uniform, provided she submits a medical certificate from the University Health Services or certified by the same, proving her pregnancy to the Office of Student Development and Services.

4. **Clearance for Exemption.** Medical conditions that would render the student incapable of wearing the prescribed uniform may serve as an excuse, provided that they will submit a medical certificate proving their medical condition to the Office of the Student Development and Services.


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Appendix B

COMPLAINT REPORT FORM



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



Office of Student Development and Services

COMPLAINT REPORT FORM

TO BE FILLED OUT BY THE APPREHENDING PERSONNEL

Student Name: _____ Student Number: _____
 Course/Strand, Year & Block: _____ College/School: _____
 Date & Time Apprehended: _____ Location: _____

NATURE AND CAUSE OF THE ALLEGATION *(Please use a separate sheet when necessary.)*

Reported by: _____

Signature over Printed Name
College/Office
Contact Number

This is to acknowledge receipt of my copy of the Complaint Report Form (CRF).

Signature over Printed Name of the Student Contact Number Date Signed

TO THE STUDENT

This serves as your copy of the CRF for the aforementioned allegation. **Submit your WRITTEN ANSWER** for the alleged misconduct and a **photocopy of your latest Registration Form** to the Office of Student Development and Services (OSDS) within three (3) working days after the date that you were apprehended. Do not forget to write your contact number on your written answer.


If you fail to file your answer at the OSDS within the prescribed period, the investigation shall be deemed submitted for resolution. Bring your CRF copy during the scheduled consultation meeting with the Director for Student Discipline.

By Authority of the OSDS Dean

THIS PORTION IS FOR OSDS USE ONLY.


<p style="text-align: center; font-weight: bold;">PREVIOUS RECORD OF OFFENSE</p> <p style="text-align: center; font-size: small;"><i>(Provide attachment when necessary.)</i></p>	<p style="text-align: center; font-weight: bold;">REMARKS</p>
<p>Verified by: _____</p>	

THIS FORM MUST BE ACCOMPLISHED IN DUPLICATE COPIES (OSDS AND STUDENT).


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Appendix C

CONDITIONS ON THE APPROVAL OF STUDENT ACTIVITIES



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



Office of Student Development and Services

MEMORANDUM
OSDS 2017-0522-01

For: **ALL STUDENT COUNCILS AND ORGANIZATIONS
ALL COUNCIL AND ORGANIZATION ADVISERS**


Date: May 22, 2017

Subject: **CONDITIONS ON THE APPROVAL OF STUDENT ACTIVITIES**

In the interest of student service, and in order to streamline the process of requesting for the approval of student activities, this Office (OSDS) enjoins the student leaders to ensure that prior to submission of their requests to their official adviser/s for the latter's endorsement, they shall have read and indicated agreement with the following **Conditions on the Approval of Student Activities** effective immediately.

I. General Conditions

1. The approved mechanics of the activity shall be strictly followed.
2. Participation of students in the activity shall be on a purely voluntary basis only.
3. For students with classes, participation shall be only upon the prerogative of the professors concerned.
4. Utmost care and supervision shall be exercised by the council/organization adviser/s and officers to ensure the safety of the student participants during and after the said activity.
5. Promotional materials and other print materials needed for the activity shall not exceed the allowable size (3ft x 2 ft) and shall be subjected to approval by the OSDS, prior to installation upon proper coordination with the Physical Facilities Management Office.
6. Except for fund-raising activities:
 - a. no fees whatsoever shall be collected from the student participants.
 - b. the expenses for the activity shall be taken from organization funds, sponsorship, or donations; the details of which shall be duly reported.
7. In case of approved monetary collection, such shall be done on a purely voluntary basis.
8. Applicable accounting and auditing requirements shall be strictly complied with.
9. Cleanliness shall be maintained within and around the venue during and after the activity.
10. A copy of the relevant Post-Activity Evaluation Report (*Annex A: Post-Activity Evaluation Report Form*) and Financial Statement shall be submitted to the OSDS through the official e-mail address of its Student Organizations and Activities section not later than five days after the activity. The original copy shall be kept by the council/organization in its official records.

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II. Specific Conditions

A. Activities to be Held Inside the University

1. Students shall strictly follow the University Dress Code. In case student organizers have been approved to wear civilian clothes, wearing of ID shall be observed at all times.
2. In any activity which may require wearing of certain costumes, no revealing or indecent clothes shall be worn.
3. Due coordination shall be made with:
 - a. the Office of the Vice President for Administration for the approval of the use of the venue and electricity.
 - b. the Physical Facilities and Management Office for the Electricity Consumption Form (if the equipment to be used is not PLM's property).
 - c. the University Security Office for the entry of invited guests, as approved.
4. Any damage incurred during the activity (including ingress and egress) shall be shouldered by the organizers.


B. Activities to be Held Outside the University

1. The organizers shall secure the confirmation/approval of the venue requested.
2. A duly signed waiver shall be secured by the participants and submitted to the Council/Organization Adviser at least one day before the scheduled date of the activity. (*Annex B: Waiver Forms*) In case a guardian's consent is applicable, a copy of the affidavit of guardianship shall be attached to the accomplished waiver.
3. All students shall conduct themselves in an orderly manner and behavior, observing all the guidelines set by the venue or place to be visited.

C. Fund-Raising Activities

1. Participants (i.e. organizers and prospective market) to any fund-raising project shall only be limited to the individuals or groups specified in the approved request.
2. Proceeds shall be utilized for upcoming projects of the organizing student council or student organization of the current academic year.
3. In case of revocation of the approval of the conduct of the activity for a just cause, a refund shall be duly arranged, as applicable.

Agreement of the requesting party to the conditions set above shall be used as basis for approval of the requested student activities, hence shall be **clearly and expressly indicated in writing at the end the document in which the request is written** (*Annex C: Cover Memorandum template*).

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Non-compliance with any of the foregoing conditions may result to the revocation of the activity's approval, which shall serve precedent to the processing of succeeding requests.

For your guidance.

(Sgd.) GINA A. OPINIANO, PhD
OIC-Dean


Noted:

(Sgd.) Ar. GIL C. EVASCO
Acting Vice President for Academic Affairs


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Appendix D

POST-ACTIVITY EVALUATION FORM



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



Office of Student Development and Services

POST-ACTIVITY EVALUATION FORM

Date accomplished: _____

Name of Activity	_____		
Approved Date/s	_____		

A. Evaluation of conduct of activity by the USG

Venue	Approved Time	Actual Time	Cleaning Time	Inspected by:	
				Name of guard	Signature

B. Internal Evaluation

No.	Issues/Critical Incidents	Proposed Solution/s	Action/s Taken	Status


C. Adviser's Remarks

We hereby certify that the <name of approved activity> was conducted in strict compliance with the conditions set forth in Memorandum No. OSDS-2017-0522-01.

<Signature over name of officer>
<Position>


<Signature over name of adviser>
<Adviser>

To be accomplished by OSDS-SOA personnel	
Received by	_____
Date and time received	_____


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Appendix E

WAIVER FORM A



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



Office of Student Development and Services

WAIVER FORM A

(For undergraduate students)

Name of Approved Activity	
Date and time	
Venue/s	
Name of Adviser	

This is to certify that I allow my son/daughter/ward, <name of student>, a <year and degree program> student from the <name of college>, with student number <number> to join the <name of approved activity> on <date and time> at <venue>.

I voluntarily and knowingly waive all rights and causes of actions against Pamantasan ng Lungsod ng Maynila, its faculty members, employees, officials, and administrators, except for liabilities arising from injuries and damages caused by gross negligence on the part of the university.

I further certify that I allow my son/daughter/ward to contribute <amount> for the said undertaking.

In case of emergency, please contact:
<Name of contact person>
<relationship to student>
<contact number/s>


<SIGNATURE OVER NAME>
 <Relationship to student>
 <date>

Attachments

Copy of signatory's identification card with signature


Copy of affidavit of guardianship (for guardians)

To be accomplished by Adviser	
Received by	
Date and time received	


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Appendix F

WAIVER FORM B



PAMANTASAN NG LUNGSOD NG MAYNILA
(University of the City of Manila)
Intramuros, Manila



Office of Student Development and Services

WAIVER FORM B

(For professional and graduate students)

Name of Approved Activity	
Date and time	
Venue/s	
Name of Adviser	

This is to certify that I, <name of student>, a <year and degree program> student from the <name of college>, with student number <number>, am voluntarily participating in the <name of approved activity> on <date and time> at <venue>.

I voluntarily and knowingly waive all rights and causes of actions against Pamantasan ng Lungsod ng Maynila, its faculty members, employees, officials, and administrators, except for liabilities arising from injuries and damages caused by gross negligence on the part of the university.


I further certify that I am voluntarily contributing <amount> for the said undertaking.

In case of emergency, please contact:
<Name of contact person>
<relationship to student>
<contact number/s>

<SIGNATURE OVER NAME>
<date>


Attachments
 Copy of student's PLM identification card

To be accomplished by Adviser	
Received by	
Date and time received	


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Appendix G

CHED Memorandum Order No. 63, s. 2017



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



CHED Memorandum Order
No. 63
Series of 2017

SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "The State shall exercise reasonable supervision over all higher education institutions," and by virtue of Commission *en Banc* Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.


ARTICLE I
RATIONALE

In the Philippines, Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

ARTICLE II
STATEMENT OF POLICIES

Section 1. CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines
Web Site: www.ched.gov.ph Tel. Nos. 441-1177, 385-4381, 441-1169, 441-1149, 441-1170, 441-1216, 302-5296, 441-1220, 441-1225, 441-1169, 989-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1873

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Section 2. All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

Section 3. It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

Section 4. To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

ARTICLE III OBJECTIVES

Section 5. These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

ARTICLE IV COVERAGE


Section 6. The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

6.1 Curricular

a. Educational Tours/Field trips

- Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
- Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



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- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

6.2 Non-Curricular

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.


ARTICLE V DEFINITION OF TERMS

Section 7. For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
 - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
 - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
 - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



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- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

ARTICLE VI EXCLUSIONS

The following off-campus activities shall be excluded from this CMO. However, HEIs shall properly undertake mechanisms to assure due diligence in the conduct of all off-campus activities for the safety and security of the academic community.

Section 8. International Educational Tours or Field Trips

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, s. 2015.

Section 9. Internship/OJT/Practicum

Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.


ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED

Section 10. Government

It is the obligation of government agencies based on their respective mandates, to provide necessary services, actions and assistance relative to off-campus activities pursuant to the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP)



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Section 11. Higher Education Institutions (HEIs)

11.1 Responsibilities and Obligations:

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
 - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
 - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.





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- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

11.2 Requirements:

a Checklist of requirements:

a.1 Before the off-campus activity

The President must require the submission of the following from its personnel concerned:

REQUIREMENTS	PROOFS
a.1.1 Curriculum The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
a.1.2 Destination As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity. The destination and schedule should be relevant to the subject matter.	Appropriate report
a.1.3 Handbook or Manual The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual	Handbook or Manual





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REQUIREMENTS	PROOFS
a.1.4 Consent of the Parents or Student's Guardian	Duly notarized/subscribed consent
a.1.5 Medical Clearance of the Students	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
a.1.6 Personnel-in-Charge The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, identify overall leader from among the personnel-in-charge. With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> o Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities o Relevant certificate on first-aid training
a.1.7 First Aid Kit The HEI should provide a complete first-aid kit.	First-aid kit
a.1.8 Fees/Fund Source The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.	<p>Duly approved schedule of fees</p> <p>Appropriate report</p>
a.1.9 Insurance The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
a.1.10 Mobility of Students	
a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
a.1.10.2 Third party or sub-contracting	
a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> o Certification from LTRFB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Special Permit from LTRFB if transportation is out-of-line o Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.






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REQUIREMENTS	PROOFS
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> o Copy of Travel and Tour Operator Accreditation Certificate by the DOT o Duly approved Plan/ Itinerary of travel by the HEI o Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable. o Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.
<p>a.1.11 LGUs/NGOs</p> <p>The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> o Copy of the letter sent to the LGUs o Copy of acknowledgement letter from the LGUs
<p>a.1.12 Activities</p>	
<p>a.1.12.1 General orientation to students</p>	<p>Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders</p>
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities</p>	<ul style="list-style-type: none"> o Letters to parents, students and adult companion preferably faculty o Appointment with conformer of Personnel-in-charge
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> o Itinerary o Handy information materials for students
<p>a.1.12.5 Learning journals for students</p>	<p>Standard format of learning journals given to students</p>
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	<p>Appropriate report</p>



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a.2 During the off campus activity

REQUIREMENTS	PROOFS
a.2.1 Personnel-in-charge, identify oversill leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure the program of activities is properly followed as planned or activities can be adjusted as the need arises.	

a.3. After the off-campus activity

REQUIREMENTS	Proofs
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

b. Submission of Reports:

The HEIs shall submit the following comprehensive reports in compliance with this CMO:


b.1 Certificate of Compliance. A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the C-EDRO fifteen (15) days before the activity. (Please refer to Annex A)

b.2 Report of Compliance. A report of compliance must be certified correct by the PIC, reviewed by the Deans or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the C-EDRO fifteen (15) days before the activity. (Please refer to Annex B)



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b.3 Comprehensive Semestral/Term Report. A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

c. Exemption from submission of report to CHED

c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)

c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

Section 12. Students

12.1 Responsibilities and Obligations:

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of aforementioned actions should be in accordance with the HEIs' policies.


**ARTICLE VIII
MONITORING AND EVALUATION**

Section 13. The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

Section 14. All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

Section 15. CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



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ARTICLE IX FEES

Section 16. Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

ARTICLE X VIOLATIONS AND SANCTIONS

Section 17. Violations. The following are considered violations of these policies and guidelines:


- 17.1 Failure to comply with any of the requirements in the CMO, such as:
 - a. Conduct of orientation or consultation;
 - b. Conduct of activity without approval of the President/Head of the HEI;
 - c. Verification with agency concerned on road worthiness of vehicles;
 - d. Validation of appropriate license of the driver;
 - e. Establishment of parallel activities;
 - f. Submission of required reports to CHEDRO;
 - g. Submission of requirements per required timelines; or
 - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

Section 18. Sanctions.

- 18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:
 - a. written warning
 - b. cancellation of the activity
 - c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



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18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured parties to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

ARTICLE XI REPEALING CLAUSE


Section 19. This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

ARTICLE XII TRANSITORY PROVISION

Section 20. All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

Section 21. The moratorium on the conduct of educational tours and field trips entitled "*imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.



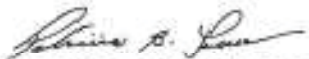
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ARTICLE XIII EFFECTIVITY

Section 22. This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:




PATRICIA B. LICUANAN, Ph.D.
Chairperson

Annexes:

- ANNEX A – Certificate of Compliance*
- ANNEX B – Report of Compliance*
- ANNEX C – Comprehensive Semestral/Term Report*



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Appendix H

REPUBLIC ACT 8049

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

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.


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

The term organization shall include any club of the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedures 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 the 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 purposes of this act.

SEC 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 initiation. 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.

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


SEC 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:

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1. the penalty of reclusion perpetual if death, rape, sodomy or mutilation results therefrom;
2. the penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind;
3. the penalty of reclusion temporal in its medium period if in consequence of the hazing of 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 or shall have lost the use of any such member or shall have become incapacitated for the activity or work in which he was habitually engaged:
4. the penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed 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 was habitually engaged for a period of more than ninety (90) days;
5. the penalty prison mayor in its minimum period if in consequence of the hazing the victim shall been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days;
6. the penalty of prison mayor in its medium period if in consequence of the hazing of the victim shall 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;
7. the penalty of prison mayor its minimum 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; and
8. the penalty of prison correctional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization may impose the appropriate 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;

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- 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, through force, violence, threat or intimidation;
- d. When the hazing is committed outside the school or institution; or
- e. When the victim is below twelve (12) years of age at the time of hazing.

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


The school authorities including faculty members who consent 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, the 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. Officer or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by introducing the victim to be present thereat shall be liable as principals. A 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 principals.

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 act punishable herein.

Any person charged under this provision shall 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.


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Appendix I


CHED Order, No. 4, 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES AND OTHER STUDENT ORGANIZATIONS

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.
4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions or higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - 1.1. monthly meetings of heads of fraternities in a Council of Equals;
 - 1.2. regular gatherings of fraternities members through sports, cultural events and joint community projects where there are cross membership;
 - 1.3. reporting a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart;
 - 1.4. internal policing by the fraternities themselves;
 - 1.5. long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
 - 1.6. more interaction between the School Administration and the fraternities;
 - 1.7. informing parents about the participation of their children in fraternities;

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- 1.8. use of the fraternity alumni members to counsel resident members;
 - 1.9. oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among fraternities the following sanctions shall be strictly carried out:
- 5.1 Automatic expulsion of any fraternity member for:
 - a. starting or taking the offensive action that clearly provokes violence;
 - b. carrying knives, sticks, pipes, guns, and other deadly weapons in schools; and c. extortion.
 - 5.2 60 days suspension of all officers of a fraternity found guilty of acting that will provoke violence; and
 - 5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
6. Higher Education institution must fully assume authority and responsibility in dealing with fraternities and other student aggregations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
7. Immediate dissemination for this order is desired.

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Appendix J

REPUBLIC ACT 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 the House of Representative 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 of 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 Harassment Defined – Work education or training related to sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, 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,, require for submission is a accepted by the object of said Act.

- (a) In a work-related environment or employment, 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 favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the 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 impair the employee's rights or privilege under existing labor laws; or
 - (3) the above acts result in an intimidating, hostile, or offensive environment for the employee.

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- (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 scholarship or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - (4) when the sexual advances result in 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.

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Appendix K

Republic Act No. 7079

AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM 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 and referred to as the “*Campus Journalism Act of 1991.*”

Section 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.

Section 3. Definition of Terms. –

- (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

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of the publication, the manner of selecting articles and features and other similar matters.

Section 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.

Section 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.

Section 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.

Section 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.

Section 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.

Section 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.

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Section 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.

Section 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.

Section 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.

PAMANTASANG MAHAL

Pamantasan, Pamantasang Mahal
Nagpupugay kami't nag-aalay
Ng Pag-ibig, taos na paggalang
Sa patnubay ng aming isipan.

Karunungang tungo'y kaunlaran
Hinuhubog kaming kabataan
Maging Pilipinong mero'ng dangal
Puso'y tigib ng kadakilaan.

Pamantasang Lungsod ng Maynila
Kaming lahat dito'y iyong punla
Tutuparin pangarap mo't nasa
Pamantasan kami'y nanunumpa.
Pamantasan kami'y nanunumpa.

AWIT NG MAYNILA

Tanging lungsod naming mahal
Tampok ng silanganan
Patungo sa kaunlaran at kaligayahan
Nasa kanyaang pangarap
Dunog, lakas, pag-unlad
Ang Maynila tanging perlas
ng bayan ngayo't bukas.

Maynila, o Maynila
Dalhin mo ang bandila
Maynila, o Maynila
at itanghal itong bansa

Maynila, o Maynila
dalhin mo ang bandila
Maynila, o Maynila
at itanghal itong bansa

PLM STUDENT'S PLEDGE

This is to acknowledge receipt of the Pamantasan ng Lungsod ng Maynila Revised Student Manual

(Date)

I understand that as bona fide student of PLM, I am responsible in reading and understanding all the information contained in the PLM Revised Student Manual.

I hereby pledge to abide by and comply with all the rules and regulations laid down by competent authority in the University and the College or School I am part of.

I agree that my admission, matriculation, attendance and consequent graduation are subject to the rules and policies of the Pamantasan.

(Signature over complete name)

Course/Year: _____ ID No.: _____

Conforme:

Signature over complete name of parent/guardian

Note: Please submit this sheet to the Office of Student Development and Services, Pamantasan ng Lungsod ng Maynila, Intramuros, Manila.

