

UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION

STUDENT HANDBOOK

FOR TERTIARY

2023 EDITION



University President's Message

Dear Students,

Greetings!

It is with great pride that we present the updated Student Handbook for Tertiary Level, SY 2023-2024 Edition, of the University of Southern Philippines Foundation, which is a comprehensive guide designed to assist you in navigating the college department and graduate school experience.

This updated Student Handbook for Tertiary Level is not merely a set of rules; it is a roadmap to discipline and success, fostering an environment conducive to academic excellence and personal growth. I urge you to read it thoroughly and integrate its principles into your daily routine.

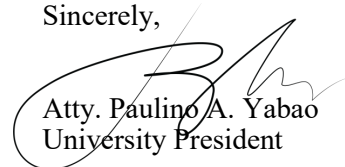
Your adherence to these policies, rules, and regulations is paramount. They are established to ensure a safe, respectful, and equitable environment for all members of our community. By observing and complying with these guidelines, you contribute to the integrity and legacy of our institution.

Your adherence to these guidelines reflects your commitment to your education and your respect for the community we are building together. Let us all strive to uphold the highest standards of conduct, both in and out of the classroom.

Let us all commit to uphold these standards, for in doing so, we not only enhance our own educational experience but also fortify the foundation of our beloved university for future generations.

Let this Student Handbook for Tertiary Level serve as your compass, guiding you towards a future replete with possibilities and achievements, thus making true the vision of our Founder in providing the students of USPF the hope and opportunity to transform their lives to a brighter tomorrow.

Sincerely,



Atty. Paulino A. Yabao
University President

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ARTICLE I

GENERAL INFORMATION

Section 1 VISION, MISSION, GOAL, CORE VALUES, AND GRADUATE ATTRIBUTES

VISION

USPF is a transformative learning institution of global lifelong learners.

MISSION

We commit ourselves to a value-laden quality education that nurtures ethical, innovative, competent, and socially responsive individuals.

GOAL

Transform USPF into a dynamic learning institution in keeping with global standards in education and work environment.

CORE VALUES

Professionalism

We demonstrate professionalism in our dealings at all times and in all contexts.

Integrity

We keep our integrity intact and untarnished.

Excellence

We achieve excellence in the performance of our tasks.

Social Responsibility

We manifest our social responsibility through active engagement.

Section 2 GRADUATE ATTRIBUTES

Ethical and Humane	Uphold and demonstrate professional ethics and integrity with compassion for others.
Globally Competent	Apply knowledge and skills with competence consistent with global standards
Socially Responsive	Demonstrate a strong sense of commitment in responding to the needs of the communities and the environment.
Culturally Sensitive	Integrate and articulate shared cross- cultural diversity.
Effective Communicator	Communicate effectively both orally and in writing in diverse workplace and social contexts.
Critical Thinker	Demonstrate analytical thinking, problem- solving and decision-making skills in various life situations.
Creative and Innovative	Apply ingenuity and innovativeness in meeting the challenges of the 21st century.
Team Player	Collaborate actively and harmoniously across diversified social and work environment.
Lifelong Learner	Learn and apply skills in the continued pursuit of personal development and professional practice to sustain quality life.

Section 3. THE UNIVERSITY PROFILE

The University of Southern Philippines Foundation (USPF) was established and anchored on a deep sense of purpose to provide accessible and quality education by a private, non-sectarian educational institution. This institution was envisioned to provide high standards of instruction that would be within the reach of the average person in the community. The proponents of this purpose and vision and mission are:

Founder and Co-Founder:

Agustin M. Jereza
Beatriz D. Jereza

Original Incorporators:

Agustin M. Jereza
Beatriz D. Jereza
Soledad D. Sanson
Filomena D. Villa
Escolastico S. Duterte
Vicente L. Faelnar
Ramon Duterte
Buenaventura M. Veloso
Sergio Osmena Jr.
Salvador E. Sala

Pioneering Administrators and Academicians:

Agustin M. Jereza	–	Civil Engineer
Virgilio Gonzales	–	Doctor of Medicine
Miguel Sanson	–	Lawyer
Natividad Villa-Albino	–	Educator
Felipe Ouano	–	Businessman
Fructuoso Ramos	–	Businessman
Hipolito Andrada	–	Businessman; and
Dr. Jose Mirasol	–	Chemist, served as the first Director of the school

Section 4. THE HISTORICAL BACKGROUND

- 1927** The University Southern Philippines Foundation was first called Southern Institute at the time it was founded on May 19, 1927.
- The Southern Institute was granted a permit to operate a complete elementary course and the first two years of secondary education on May 29, 1927. Classes were first held at a rented building in Colon Street, Cebu City with 121 students.
- 1929** The Secondary Education courses were completed and produced fifteen graduates.
- 1933** The Southern Institute moved to its own two-story concrete building in Mabini Street.
- 1935** Three Colleges were opened namely: The College of Liberal Arts, the College of Civil Engineering, and the College.
- 1937** The name Southern Institute was changed to Southern College.
- 1939** A Junior normal course for the training of Elementary School Teachers was offered.
- 1940** The College of Education was opened.
- 1942-1944** During World War II, the US Army occupied the campus.
- 1945** Re-opening of the school at Camputhaw (now Lahug Campus).
- 1946** The opening of the College of Commerce and the College of Civil Engineering.
- 1949** The school was granted the permit to open a Graduate School program with a Master of Arts in Education.
- July 8, 1949, the Southern College became The University of Southern Philippines (USP).

1959 May 28, 1959, the stockholders of USP agreed to dissolve the original stock corporation and converted the University into a non-stock, non-profit organization.

The University was registered at SEC as a Foundation and became **The University of Southern Philippines Foundation.**

1962 The University of Southern Philippines Foundation at Lahug Campus was established.

1975 A Master of Science in Social Work was added.

1986 Graduate School expanded with the opening of the Doctorate Program in Education.

1989 January 25, 1989, the Administrative Building of the Mabini Campus which housed the library, and the Administrative Office was razed by fire.

The University President, Engr. Oscar Jereza, Sr. announced the decision to temporarily stop operations in all levels at the Mabini Campus

1990 The transfer of the USPF Administrative Office at Lahug Campus was completed.

1991 The Basic Education department under the new President, Dr. Ronald R. Duterte was re-opened.

1992 The College Programs were re-opened at Lahug Campus.

1993 The Computer Studies Center was inaugurated.

1994 The Bachelor of Science in Computer Science was opened, and the Extension Services and Continuing Education Center began its operation.

1995 USP Alumni Hall which housed the famous Rizaliana Museum was inaugurated.

The Bachelor of Science in Accountancy was given recognition by the Commission on Higher Education (CHED) and was the given authority to open and offer the program.

1999 The College of Law was reopened and a Master of Science in Environmental Management, a new graduate program was also offered.

2002 The groundbreaking activity of the Agustin Jereza Building took place.

The building houses the College of Nursing, College of Computer Studies, College of Law, College of Engineering, College Library, Moot Court, Theater for Performing Arts and offices of Quality Assurance, Research Planning and Development and Research Ethics Committee.

2003 March 5, 2003, the Commission on Higher Education (CHED), issued Government Recognition No. 104 s. 2003 to conduct and open the Four-Year Bachelor of Science in Information Technology (BSIT) course.

AY 2003-2004, The College of Nursing was permitted to open and offer the first two-year course.

2004 January 6, 2004, the College of Nursing, the College of Law and the College of Engineering started holding classes at Agustin Jereza Building.

March 5, 2004, CHED issued a Government Recognition to conduct and open the Four-Year Bachelor of Science in Pharmacy.

March 19, 2004, CHED issued a permit to open the Diploma in Professional Education (DPEd) and Diploma in Special Education (DSPEd)

2005 June 10, 2005, CHED issued Government Recognition to conduct and open the Post Baccalaureate Diploma in Community Development and Bachelor of Science Entrepreneurship.

December 1, 2005, Dr. Alicia P. Cabatingan became USPF's University President and paved the way for the on-going PACUCOA Accreditation of the different programs of the university.

2007 March 20, 2007, the Bachelor of Science in Nursing was fully recognized.

2012 The Completion of School of Business Management Building, currently known as the School of Business and Accountancy

2016 June 2016 - The Senior High School in Lahug Campus was opened.

2017 July 1, 2017, Atty. Paulino A. Yabao was installed as the new University President after the retirement of Dr. Alicia P. Cabatingan.

October 25, 2017, the Elementary Extension Building was completed.

2018 November 2018 - ETEEAP Program was offered.

The “Rizaliana” Museum, which was formerly housed at Rizal Hall, Lahug Campus was transferred to Mabini Campus.

December 2018, the College of Computer Studies won the first prize for Lockton Philippines Legacy Awards on innovative research.

October 22, 2018, the construction of the Jueco Building was completed.

2019 May 2019, the Research Ethics Committee was created and placed directly under the University President.

May 21, 2019, The Eriberto S. Jueco Jr. Building was inaugurated.

The Senior High in Mabini Campus was opened.

The construction of the Machine Shop and Warehouse Building was completed.

August 2019, The College of Social Work placed top 5 and 7 in the Social Work Licensure Examination.

November 2019 - The Master’s in Business Administration (MBA) program in the graduate school was offered.

November 13, 2019, USPF was granted a “Donee” status by the Philippine Council for NGO Certification, Inc.

2020 February 21, 2020,) USPF was granted by the Bureau of Internal Revenue (BIR) the “Donee” status certification.

On March 16, 2020, Cebu City went into lockdown due to Covid-19 Pandemic. USPF shifted into flexible/distance learning mode.

July 2020, in response to the economic situation, USPF Administration resolved to restructure the whole organization.

September 2020, the restructuring of the organization took effect.

The School of Business Administration and Management and the College of Accountancy merged and became the School of Business and Accountancy (SBA).

The College of Pharmacy and Nursing merged and became the College of Health Sciences (CHS).

The College of Arts and Science merged with the College of Teacher Education and became the College of Teacher Education, Arts and Sciences (CTEAS).

School Year 2020-2021: USPF started on-line classes in September 2020; Mabini Campus personnel temporarily held its operation at Lahug Campus.

2021 Re-appointment of Dr. Alolor as the VP for Academic Affairs.

2022 Re-appointment of Atty Yabao as the University President.

2023 February 2023, USPF was re-certified with a “Donee” status for another 5 years both by the Philippine Council for NGO Certification, Inc., and by the Bureau of Internal Revenue (BIR).

For so many years, the University of Southern Philippines Foundation has served the nation by producing professionals in different fields of specialization, thereby making USPF true to its commitment.

“Sustaining the Legacy in Transforming Lives”

Long Live USPF!

Section 5. UNIVERSITY PRESIDENTS

1949 – 1954	Engr. Agustin M. Jereza
1954 – 1958	Mr. Lino J. Castillejo
1958 – 1968	Engr. Agustin M. Jereza
1969 – 1990	Engr. Oscar P. Jereza Sr.
1991 – 2005	Dr. Ronald R. Duterte
2005 – 2017	Dr. Alicia P. Cabatingan
2017 – present	Atty. Paulino A. Yabao

Section 6. THE UNIVERSITY SEAL



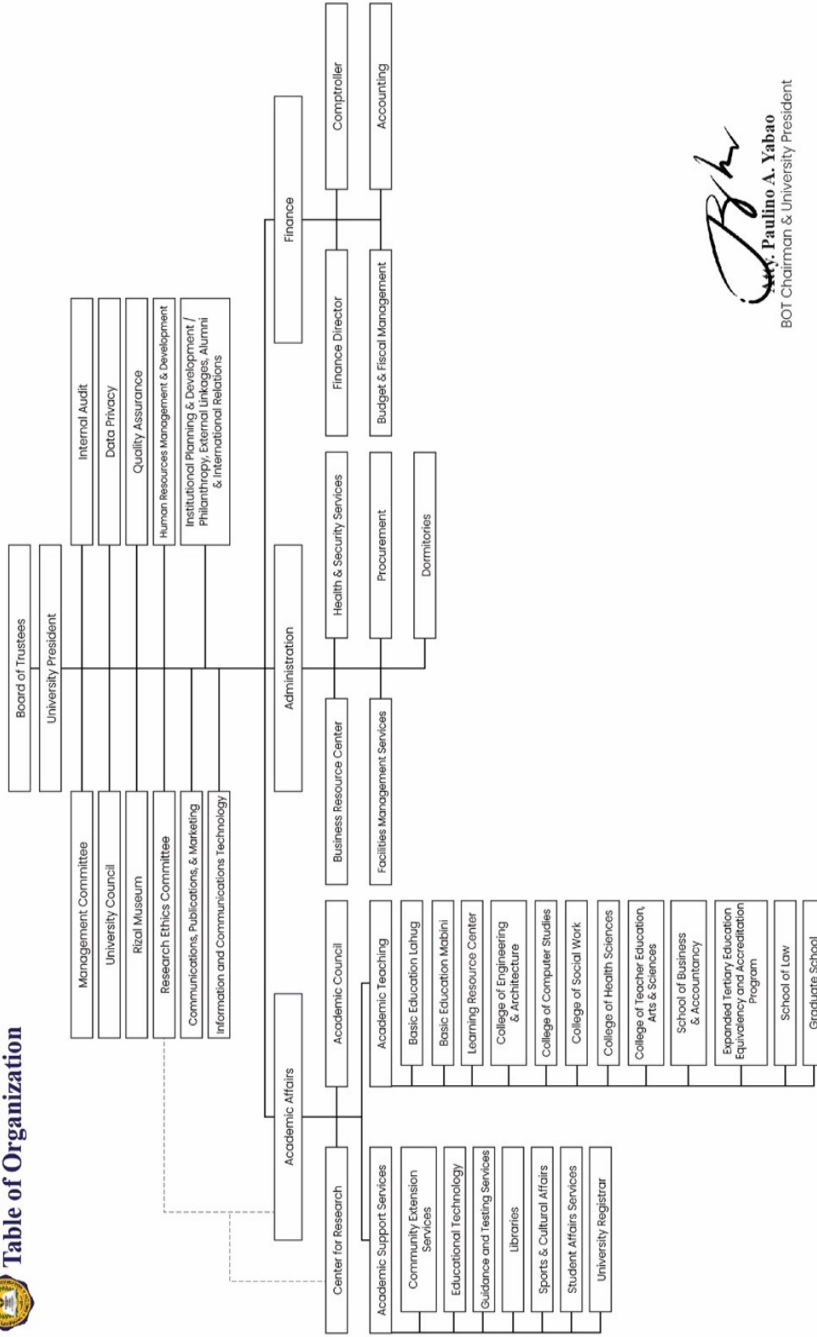
The University seal is the emblem of the University of Southern Philippines Foundation which is depicted by the symbols contained inside the golden circle, and upon which rests the vision and mission of the institution.

In the main sphere of the seal are an open book, a flaming torch, and the laurel leaves. The open book stands for the source of knowledge steered by its four core values: Professionalism, Integrity, Excellence and Social Responsibility and the flaming torch that symbolizes the light in search for truth. The laurel leaves signify the university's victories and achievements since the year it was founded in 1927.

Outside the inner circle are two stars found at the beginning and the end of the University's name; these stars represent the graduates who are sent out to the community. The color gold that symbolizes responsibility and joy spreads throughout the entire circle, surrounded by the blue rays linked together that represent the departments and colleges and the people behind who shared the dream of the founder in providing the light of knowledge through the practice of **PROFESSIONALISM**, the honor of **INTEGRITY** the drive for **EXCELLENCE** through quality education and **SOCIAL RESPONSIBILITY** in this part of the country.

The seal is also the mark by which its graduates will be identified in the university, and the society in general.

UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION
Table of Organization



Paulino A. Yabao
 BOT Chairman & University President

Section 7. Programs and Course Offerings

Graduate School

- Doctor of Education major in Educational Management
- Master of Science in Social Work
- Master in Business Administration
- Master of Arts in Education major in Educational Management
- Master of Arts in Education major in Curriculum and Instruction
- Master of Arts in Education major in Elementary Education
- Master of Arts in Education major in Early Childhood Education
- Master of Arts in Education major in Math Education
- Master of Arts in Education major in Science Education
- Master of Arts in Education major in English Language Teaching
- Master of Arts in Education major in Physical Education
- Master of Arts in Education major in Special Education

School of Business and Accountancy

- Bachelor of Science in Business Administration
- PACUCOA Accredited: Level III
- Major in:
 - Financial Management (BSBA - FM)
 - Marketing Management (BSBA - MM)
 - Operations Management (BSBA - OM)
 - Human Resource Development Management (BSBA -HRDM)
- Bachelor of Science in Management Accounting
- Bachelor of Science in Accountancy
- Bachelor of Science in Tourism Management
- Bachelor of Science in Hospitality Management
- Bachelor of Science in Entrepreneurship

ETEEAP | Expanded Tertiary Education Equivalency & Accreditation Program

- Bachelor of Science in Business Administration
- Major in:
 - Financial Management (BSBA - FM)
 - Marketing Management (BSBA - MM)
 - Operations Management (BSBA - OM)
 - Human Resource Development Management (BSBA - HRDM)

School of Law

Juris Doctor (J.D.) (weekday & weekend classes)

College of Teacher Education, Arts and Sciences

Bachelor of Secondary Education major in English

PACUCOA Accredited: Level III

Bachelor of Elementary Education

PACUCOA Accredited: Level III

Diploma in Professional Education

Diploma in Special Education

Bachelor of Arts in English Language

PACUCOA Accredited: Level III

Bachelor of Arts in Political Science

PACUCOA Accredited: Level III

Bachelor of Arts in Music

PACUCOA Accredited: Level III

Bachelor of Science in Psychology

College of Engineering and Architecture

Bachelor of Science in Architecture

Bachelor of Science in Civil Engineering

Bachelor of Science in Geodetic Engineering

College of Computer Studies

Bachelor of Science in Information Technology

PACUCOA Accredited: Level III

Bachelor of Science in Computer Science

PACUCOA Accredited: Level III

College of Social Work

Bachelor of Science in Social Work

PACUCOA Accredited: Level II

Community Organizing and Community Development (COCD)
(Certification Course)

College of Health Sciences

Bachelor of Science in Nursing

PACUCOA Accredited: Level I

Bachelor of Science in Pharmacy

Learning Resource Center

(TESDA Accredited Training Center and Assessment Center)

Food and Beverage Service NCII

Bread and Pastry Production NCII

Housekeeping NCII

Barista NCII

Cookery NCII

Trainer's Methodology Level I

ARTICLE II ACADEMIC POLICIES

Section 1. Admission Policy

The university practices an “Open Admission” and “Selective Retention” policy as part of its commitment to bring quality education to all.

A. Tertiary

1. New Students

Upon enrolment, the applicant must submit original copies of the requirements and documents as may be required by the college or program:

- Senior High School Report Card (Form 138)
- Certificate of Good Moral Character
- Birth Certificate - PSA Authenticated
- 4 copies of 2x2 colored picture with blue background
- 2 long brown envelopes

Applicants are required to take the entrance examination. With due consideration of the result of the examination, the university reserves the right to place the applicant on probationary status and will be closely monitored by the Dean, the Curricular Adviser, and the Guidance Counselor.

2. Transfer Students

Students from other CHED recognized Higher Education Institution (HEI) who wish to transfer to the University shall comply with all admission requirements of the University and that of the accepting school/college. Applicants shall fulfill the following requirements:

- Certificate of Transfer Credentials
- Informative Copy of the Official Transcript of Records for evaluation purposes
- Certificate of Good Moral Character
- Birth Certificate – PSA Authenticated
- 4 copies of 2x2 colored picture with blue background
- 2 long brown envelopes

Applicants will be interviewed and evaluated by the College Dean who will determine the applicants' admission to the program. A transfer student with failing grades or below the grade requirement of the college may be accepted on probation and shall only be allowed to enroll 70% of the semester's academic load at admission.

The applicant is required to schedule and take the examination conducted by the Guidance and Testing Services Center.

Transfer students shall complete in the University not less than 20% of the units required to graduate in their program and at least one (1) year residence with a full load each semester before graduation. Provided, students obtain minimum qualifying grades, transfer courses which have been identified as satisfying prerequisites or degree requirements shall be applicable toward those requirements upon transfer. Furthermore, all senior division courses required in the program shall be taken or retaken in the University including On-the-Job-Training/Practicum/Industry Immersion/Internship.

For Board programs, 60-80% of board courses must be earned at USPF based on their curriculum requirement and the policy adopted by the college/program. Transfer students enrolling in repeat courses required for graduation and residency are required to attend and pass these courses and are subject to the same grading requirements as regular courses; in case of failure in a course, said course must be re-enrolled and subsequently passed in order to qualify for promotion to the next year level and graduation. This applies to all levels and in all programs.

Transfer credits will not be posted until the official transcript is received by the University Registrar directly from the institution where the course was taken, and until eligibility for transfer under University and College/School policies is verified.

The Dean of the school/college and the Program Chair/Head shall certify to the earned courses and their corresponding credits accredited to their degree programs subject to the validation by the University Registrar and the President. Other policies stipulated in the individual college/department manuals shall also be complied.

3. Refresher Students

Students who are required to take refresher courses for re-qualification to take the licensure examination.

A. Cross-enrollees

Students who are currently enrolled in other HEI's may cross-enroll at USPF provided they submit the permit from their school's Registrar.

B. Continuing Students

Non-graduating students enrolling in the same program are evaluated by the Program Chair/Coordinator prior to enrolment.

C. Shifting Students

Students shifting to another course have to undergo evaluation by the Program Chair/Coordinator. The College Dean has the discretion upon the recommendation of the Program Chair/Coordinator in the acceptance of the students.

D. Returning Students

Students who were previously enrolled in the University who stopped for one or more semesters and had not enrolled in another HEI have to undergo evaluation by the Program Chair/Coordinator. The College Dean has the discretion upon the recommendation of the Program Chair/Coordinator in the acceptance of the students.

E. Foreign Students

Pre-requisite for enrolment:

The university requires the following documents to be submitted to the Foreign Students Section of the Registrar's Office:

1. Scholastic Records duly authenticated (Red Ribbon) by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
2. Photocopy of data page of the student's passport showing date and place of birth, and birth certificate or its equivalent duly authenticated by the Philippine Foreign Service Post.

3. Students must regularly keep themselves posted and be vigilant for updated requirements by the Bureau of Immigration and the Commission on Higher Education and coordinate with the university's Foreign Students Section as requirements may change.

Section 2. Enrolment

A student must enroll within the registration period following enrolment procedures.

A. Steps in Enrolment

1. Proceed to Admission Staff of College/Department for profiling and submission of credentials for evaluation, verification and secure Unofficial Registration Form (URF)
2. Proceed to the cashier for payment of fees.
3. Proceed to the Guidance for personal data collection.
4. Proceed to Student Affairs Services (SAS) for issuance of study load and validation of RFID

Opening of and enrollment in a special class shall abide by the policies and guidelines of the university governing special classes.

Note: New students, transferees must visit the Information and Communication Technology (ICT) Office to secure an RFID. They must also have their uniform measurements taken.

B. New and Returning International Students

1. Proceed to the Registrar - International Students Section
2. Follow the steps in enrolment.

C. Adjustment of Courses

1. Within the prescribed period for adjustment of courses, secure an adding/ dropping form from the College/Department and fill it up within the allowed period for adjustment of courses.
2. Adding/Dropping Form will be reviewed by the Department Chair/Dean in accordance with the evaluation of student's curriculum. Make sure schedules are not in conflict and slot is not full.

3. Secure approval from the Vice President for Academic Affairs through a letter duly recommended by the dean if it exceeds the required units of enrollment usually for graduating students.
4. Insertion of subjects is given priority to those who are graduating on the semester of enrollment. It shall be approved by the department/college handling the subject to insert.
5. Proceed to the Registrar's office for the processing of adding/dropping after the approval of the form.
6. Secure an amended study load at the Student Affairs Services office.

Withdrawal of Enrollment

Withdrawal of enrollment is valid upon recommendation of the College Dean and approved by the University Registrar. A student who withdraws his/her enrolment from any program shall be charged as reflected in the official study load (OSL) depending on when the application for withdrawal is done.

Cross Enrolment

A student may be allowed to cross-enroll in another HEI upon the recommendation of the College Dean and the approval of the Vice President for Academic Affairs. The University Registrar issues the permit to cross-enroll.

Summer Study in Another School

A student in the University may enroll in another school during summer session and obtain credit in USPF upon the recommendation of the College Dean and approval of the Vice President for Academic Affairs. The University Registrar issues the permit to enroll.

Certificate of Transfer Credentials

A student is granted Certificate of Transfer Credential (CTC), or Honorable Dismissal by the office of the Registrar upon officially being cleared from any University Obligation, may it be financial, property or academic records.

Certificate of Good Moral Character

Any student who wants to secure a Certificate of Good Moral Character must fill out the request form at the Student Affairs Services and pay the prescribed payment at the cashier. Only students with no major recorded infraction of the school rules and regulations will be issued a certificate.

Section 3. Curricular and Non-Curricular Academic Requirements

A. Study Load

The normal study load is ordinarily prescribed by the curriculum issued to the student. A student is considered "FULL-TIME" or carrying a regular load when enrolled in all subjects prescribed in the curriculum.

Subject load and sequence of subject shall be in accordance with the approved curriculum. No student is permitted to take any advance subjects unless he/she has satisfactorily passed the prerequisite subject/s.

B. Overload

A graduating student may be permitted, upon the discretion of the Vice President for Academic Affairs, an additional six (6) units in the regular semester or an additional three (3) units in the summer term, in excess of the normal load as prescribed in the last semester.

C. Attendance

No student shall be given credit in any course unless the student is officially enrolled in the course and attends classes regularly.

The Commission on Higher Education has stipulated that a student who accumulates a number of absences equivalent to 20% of the prescribed number of class hours in a semester shall automatically be dropped (DR) from the class roll if the number of absences is accumulated on or before the end of the mid-term period and shall automatically be given a final grade of 5.0 (FAILED) if the number of absences is accumulated after the mid-term period. The following rules apply:

Number of Units per Course (Lecture/Laboratory)	Absences Equivalent to 20% (Lecture)	Absences Equivalent to 20% (Laboratory)
1	4 hours	11 hours
2	7.5 hours	22 hours
3	11 hours	33 hours
4	14.5 hours	
5	18 hours	
6	22 hours	

In all cases of absences, the student concerned must present upon return to class a written explanation certified by the College/School Dean to the instructors concerned for proper action. An excused absence does not relieve the student from satisfactorily complying with all the requirements such as missed quizzes, experiments, projects, activities, exams and other tasks to pass the course.

D. Physical Education

All students are required to earn eight (8) units or four (4) PE subjects preferably during the first two years.

E. National Service Training Program (NSTP)

In conformity with government regulations, the University requires all male and female students of first year to register for NSTP except enrolled foreign students.

Section 4. Examinations and Grading System

A. Periodical Examinations

There are four (4) periodic examinations administered every semester, namely: Preliminary Examination, Mid-Term Examination, Semi-Final Examination and Final Examination and two (2) periodic examinations administered during the Summer Term: Mid-Term and Final Examinations.

1. The registrar determines the schedule of the periodical examinations and disseminates the information to all colleges as part of the School Calendar.
2. Talking, opening of books and notes (unless authorized by teacher), giving or receiving information orally or in writing or through cellular phones and other devices in the conduct of examinations and any other forms of cheating shall be penalized with a score of zero (0) for the particular examination.
3. No special or late examination is given to a student who fails to take the periodical examination during the regular schedules except for valid reasons that is subject to the approval of the Dean.

Section 5. Basis of Grading

Grades are one of the criteria in determining students' academic achievement and performance. The university has designed the following policies and standards:

Specific Evidences of a Student's Performance are:

1. Informal tests or quizzes, unit or mastery or chapter tests for the purpose of checking up daily preparation or following up a previous lesson.
2. Periodical Examinations (Prelim, Midterm, Semi-Final and Final) which are given in a semester and summer classes
3. Other requirements: laboratory work, (experiments) projects, term papers, reading reports, etc.
4. Class participation: recitation, homework, seatwork, themes, class reports, laboratory reports, research papers, term papers, manipulation of an instrument in the laboratory and performance of skills.

The periodic grades are given specific percentages as follows:

Lecture

Criteria		Weight
Class Standing		40%
Quizzes	(20%)	
Exercises	(10%)	
Assignment	(10%)	
Participation/Involvement		30%
Recitation	(15%)	
Project/Report	(15%)	
Periodic Exam		30%
TOTAL		100%

respective weight stipulated below.

Laboratory

Criteria	Weight
Periodic Test	30%
Laboratory Reports <i>(Experiments/Quizzes/Demonstrations/Manuals)</i>	70%
TOTAL	100%

For courses with both Lecture and Laboratory Components, grading shall follow the above grading system with their respective weight stipulated below.

Final Grade

Component	Weight
Lecture Grade	60%
Laboratory Grade	40%
TOTAL	100%

The grading system is cumulative which means that the grade from Midterm to Final is 2/3 of that period and 1/3 of the preceding period.

On-the-Job-Training (OJT)/Practicum/Internship and Research courses shall follow the approved grading system officially adopted and by their college/program.

B. Cut-off Scores for Class Standing and Periodic Examination:

1. College of Teacher Education, Arts and Sciences

Teacher Education	70%
Psychology	70%
Liberal Arts	60%

2. College of Social Work

70%

3. School of Business and Accountancy

Business Administration/HM/TM/Entrep.	60%
Accountancy	75%

4. College of Health Sciences	
A. Nursing	60%
B. Pharmacy	70%
5. College of Computer Studies	60%
6. College of Engineering and Architecture	70%
7. School of Law	75%

A student who fails to take a major examination or fails to submit a requirement is given the lowest score of zero (0) for such examination or requirement.

An IN2 remark is given only to those who lack academic requirements due to illness, calamity, emergency or other valid reasons. It must be completed and officially processed with notarization within a year from the date it was obtained, otherwise the student will be given a grade equivalent of 5.0 and will have to retake the course.

“DR” (Dropped) shall be given to a student for unexcused absences incurred which is twenty percent (20%) of the total number of course hours if incurred prior to or at the end of the Midterm period.

“W” (Withdrawal) means that the student has officially filed an application to withdraw the subject.

“NC” (No Credit) means that the student is officially enrolled but has never attended the class.

“IN1” is given to students who were permitted to take the exams even without the exam permit, whether with or without a certificate of disadvantaged status (CDS) or promissory note (PN), the teacher computes the grade and gives the final remark (IN1) in the class record or grade sheet. IN1 may be removed after the student has cleared his/her school accountabilities and processing of the application form without need for notarization.

Note: Each student has the shared responsibility to regularly monitor their grades for each course guided by their curriculum aside from the regular monitoring and evaluation done by the department.

C. Leave of Absence

Any student who plans to take a leave of absence exceeding one semester shall file a written application for such leave with the College Dean and copy furnish with the approved leave the University Registrar, stating the reason for the leave. If the leave exceeds one academic year, the student shall lose his/her status as a student in residence. However, those who enjoy or will apply for academic scholarship or later on will apply for latin honors must file a written application for such leave of absence with the College Dean and copy furnish with the approved leave the University Registrar and the Student Affairs Services Office (SAS) if he/she is to stop schooling for at least one semester, or a summer if the curriculum requires summer classes (cf. academic scholarship policy).

Any student who withdraws from the University without a formal written leave of absence shall apply for readmission as a returnee.

Section 6. Retention Policy

To maintain the quality of learning, each college is entrusted with the implementation of the following retention guidelines.

1. Students who obtained semestral weighted average of 3.00 or lower for the first time shall be placed on probationary status. As a consequence, the student is deloaded by six (6) units in the current semester in order to spend more time in academic work.
2. Students on probationary status who obtained semestral weighted averages of 3.51 to 4.50 in any succeeding term shall be placed on final probation. Probation can only be lifted if the student obtains an average of at least 2.50.
3. Students who obtained a semestral weighted average between 4.51 to 5.00 or failed 50% of the semestral curricular load or failed in three (3) major subjects of the semestral subject load shall be advised to shift to another program suited to one's capacity.
4. Students on probationary status will be closely monitored by the Department Chairman, the curricular adviser and the Dean. He/she shall submit to academic counseling by his/her teachers and guidance counselor assigned in the college.

5. Students on probationary status may not hold office in any student organization or represent the college or university in any official capacity.
6. Some programs may adopt a variant retention policy which may include qualifying exams and others which shall be properly disseminated to the students and approved by the VP for Academic Affairs.

Section 7. Requirements for Graduation

The appropriate diploma, certificate, title, or degree is conferred upon a student under the following conditions:

1. The candidate for graduation must have filed with the Registrar the duly accomplished application form on or before the deadline.
2. For a transfer student to be granted a degree in the University, he/she must have complied with the requirements stipulated in this handbook for transfer students and have satisfactorily completed all academic and other requirements .
3. A candidate for graduation will be allowed to participate in the commencement exercises only if he/she can submit a fully accomplished clearance and have attended all schedules of the graduation rehearsals.
4. Those submitting their application for graduation beyond the set prescribed period shall not be allowed to join the graduation rites.

A. Criteria for Scholastic Honors

Students shall apply for latin honors at the Registrar's office within the prescribed period then the college ascertains and evaluates the academic performance of the student applicants and the dean recommends the application. The Registrar evaluates and computes their grade point average and endorses the list and evaluation sheets to the Vice President for Academic Affairs who will convene the Committee on Scholastic Honors composed of:

1. Vice President for Academic Affairs
2. University Registrar
3. Director, Student Affairs Services
4. Dean/Department Chairman of the College

Honor graduates must have incurred the specified Grade Point Average in order to be considered in the roll of honor graduates.

Overall Average	Corresponding Honor
1.00 – 1.20	Summa Cum Laude
1.21 – 1.45	Magna Cum Laude
1.46 – 1.70	Cum Laude

- B. Students who incurred a grade of less than 2.0 in any subject taken at USPF or elsewhere (except PE and NSTP) will be disqualified from the honor list. However, they must not have a failing grade, NC, DR, in PE and NSTP whether taken at USPF or elsewhere.
1. A transferee must have completed in USPF at least 80% of the total number of program credits required and must have established at least 2 years residency immediately prior to graduation. Credits earned at USPF and those credited by USPF upon evaluation to complete the program will be included in the computation of honor students except PE and NSTP.
 2. He/She must consistently be a regular student who should have earned/enrolled not less than the required academic units and courses as prescribed in the curriculum. If he/she is a USPF working scholar, athlete or cultural scholar he/she should have earned not less than 15 academic units per semester for the duration of the scholarship, except in the different semesters of the curriculum in which the required regular academic units is lesser than that.
 3. He/she must obtain the required overall average academic rating, excluding PE and NSTP.
 4. During the commencement exercises, undergraduate honor students are given the preference over the postgraduate honor students to be the petitioner.

Note: Freshmen and transferees joining USPF beginning the First Semester of SY 2023-2024 shall be covered by these criteria for scholastic honors.

Section 8. Scholarship Programs

In accordance with the student's outstanding scholastic achievements and to give educational opportunities to deserving students, USPF grants the following scholarships and discounts:

Cash Payment Discounts

A discount of 10% is given to any student who pays in full all the school fees at the beginning of every semester with a minimum study load of eighteen units for college or nine units for Graduate School. Full payment must be done within the specified date set by the university for the adding/dropping of subject, before the discount can be applied. This discount can be combined with other scholarship/privilege. This is applicable during regular semesters only.

Academic Scholarship Program

In accordance with the student's outstanding scholastic achievements and to give educational opportunities to deserving students, USPF grants academic scholarships. All academic scholars are required to conduct peer tutorials to other students who are academically challenged. The Scholarship office will facilitate this endeavor.

1. Incoming First Year (*for Senior High School Graduate*)

A. With GPA of 98-100

The university offers **Full Free Tuition Fee** including matriculation, laboratory and other fees except for the entrance fee at the beginning of the semester to honor graduate students **WITH Grade Point Average of 98-100** from any school regardless of the number of graduates for the first semester of enrolment only. The scholar may apply in other scholarships where he/she may qualify in the succeeding semester. A regular load based on the curriculum is required.

B. With GPA of 95-97.99

The university offers **100% discount on Tuition Fee and 50% on matriculation, laboratory and other fees** to any graduate **WITH Grade Point Average**

of 95-97.99 from any school regardless of the number of graduates for the first semester of enrolment only. The scholar may apply in other scholarships where he/she may qualify in the succeeding semester. A regular load based on the curriculum is required.

C. With GPA of 92-94.99

The university offers **75% discount on Tuition Fee** excluding matriculation, laboratory and other fees to any graduate **WITH Grade Point Average of 92-94.99** regardless of the number of graduates from any school for the first semester of enrolment only. The scholar may apply in other scholarships where he/she may qualify in the succeeding semester. A regular load based on the curriculum is required.

Note: Applicant is required to submit an original certification of the overall Grade 12 GPA from the school from which he/she graduated.

2. Science High School Graduates

Graduates of Cebu City National Science High School are granted a **100% discount on tuition fee only**, excluding matriculation, laboratory and other fees. Graduates of other National Science High Schools enjoy a **50% tuition fee discount** excluding matriculation, laboratory and other fees.

This academic scholarship for incoming college freshmen is good only for one semester specifically during their first year. For the succeeding semesters, the scholar may apply either as a university, college or departmental scholar, if he/she meets all the requirements. He/She must carry a regular load based on the curriculum. Any major violation of rules and regulations of the school meted with at least a suspension is a ground for exclusion from the program.

3. Continuing/Old Students (Currently enrolled students)

A. University Scholarship

The University offers Full Free Tuition Fee, including matriculation, laboratory and other fees for one semester only. This scholarship is renewable every succeeding semester if the following requirements and conditions are met:

- i. He/She must obtain the weighted average of 1.20 or better during the previous semester;
- ii. He/She does not have any grade below 1.50 in any of the subjects taken in the previous semester;
- iii. He/She must have carried a regular load (overload not allowed) based on the curriculum in the previous semester;
- iv. He/She must carry a regular load (overload not allowed) based on the curriculum in the current semester.

Conditions:

- i. Any major violation (meted with at least a suspension) of any of the rules and regulations of the school is a ground for exclusion from the program;
- ii. He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- iii. Any university scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave following the university's process of leave application accompanied by any proof to substantiate the reasons cited for the leave of absence.
- iv. He/She will receive a book allowance worth Php. 2,500.00 only per semester.

B. College Scholarship

The University offers **One hundred percent (100%) Tuition Fee discount** excluding matriculation, laboratory and other fees. The college scholarship is good only for one semester. This scholarship is renewable every succeeding semester if the following requirements and conditions are met:

- i. He/She must obtain the weighted average of 1.50 or better during the previous semester;
- ii. He/She does not have any grade below 1.70 in any of the subjects taken in the previous semester;
- iii. He/She must have carried a regular load (overload not allowed) based on the curriculum in the previous semester;

iv. He/She must carry a regular load (overload not allowed) based on the curriculum in the current semester.

Conditions:

- i. Any major violation (meted with at least a suspension) of any of the rules and regulations of the school is a ground for exclusion from the program;
- ii. He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- iii. Any college scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave following the university's process of leave application accompanied by any proof to substantiate the reasons cited for the leave of absence.

Departmental Scholarship

The Departmental Scholarship offers a **Thirty percent (30%) Tuition Fee** discount, excluding matriculation, laboratory and other fees and good only for one semester. This scholarship is renewable every succeeding semester provided the requirements and conditions of the respective departments are met.

- i. He/She must obtain the weighted average of 1.70 or better during the previous semester;
- ii. He/She does not have any grade below 2.00 in any of the subjects taken in the previous semester;
- iii. He/She must have carried a regular load (overload not allowed) based on the curriculum in the previous semester;
- iv. He/She must carry a regular load (overload not allowed) based on the curriculum in the current semester.

Conditions:

- i. Any major violation (meted with at least a suspension) of any of the rules and regulations of the school is a ground for exclusion from the program.
- ii. He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- iii. Any college scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave following the university's process of leave application accompanied by any proof to substantiate the reasons cited for the leave of absence.

Note: College of Social Work students who joined USPF beginning in the first year college level can avail of any USPF-granted Academic scholarship if they qualify during the second semester of the fourth year level based on the accumulated GPA from their first year college level studies to the fourth year first semester at USPF because their regular load in the fourth year first semester consists only of one course which is Internship. The policy on regular load in the previous and current semesters, major violations and leave also apply aside from the grade requirements.

D. Don Agustin Jereza Scholarship

This scholarship grant is offered to all students who are enrolled in the College of Engineering and Architecture and College of Computer Studies. The Agustin Jereza Scholarship offers **Seventy percent (70%) Tuition Fee discount**, excluding matriculation, laboratory and other fees and good for one semester only. This scholarship is renewable every succeeding semester if the following requirements and conditions are met:

- i. He/She must obtain the weighted average of 1.60 or better during the previous semester;
- ii. He/She does not have any grade below 2.00 in any of the subjects taken that semester;
- iii. He/She must have carried a regular load (overload not allowed) based on the curriculum in the previous semester;
- iv. He/She must carry a regular load (overload not allowed) based on the curriculum in the current semester.

Conditions:

- i. Any major violation (meted with at least a suspension) of any of the rules and regulations of the school is a ground for exclusion from the program
- ii. He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.

- iii. Any recipient of the scholarship who stops studying due to accident, serious illness, or calamities is only given one semester's leave following the university's process of leave application accompanied by any proof to substantiate the reasons cited for the leave of absence.

E. Second Coursers (*For Graduates with Honors*)

A student who graduated **with latin honors** from USPF or other Higher Educational Institutions of recognized standing may avail of the scholarship for "Graduates with Honors" which grants a 30% discount on tuition fee, excluding matriculation, laboratory and other fees for one semester only.

Conditions:

- i. Any major violation (meted with at least a suspension) of any of the rules and regulations of the school is a ground for exclusion from the Program
- ii. He/She may apply in the succeeding semester for any other academic scholarship provided he/she qualifies.
- iii. Any recipient of the scholarship who stops studying due to accident, serious illness, or calamities is only given one semester's leave following the university's process of leave application accompanied by any proof to substantiate the reasons cited for the leave of absence

Procedure

Application Form for Academic Scholarships is available at the Student Affairs Services. Applications with complete requirements only will be entertained and processed.

- i. The Scholarship Office under the Student Affairs Services after evaluating the submitted requirements endorses all qualified applicants to the University President for approval through the Office of the Vice President for Academic Affairs.
- ii. The Student Affairs Services shall provide the official list of successful applicants for the academic scholarship and disseminates the information to concerned offices.
- iii. The names of those who qualified for the various scholarships will be endorsed to the Accounting Office by the Student Affairs Services for adjustment of financial account.

Conditions:

- i. The Student Affairs Services sets the deadline for the submission of scholarship requirements.

- ii. All applications for scholarships must be submitted within the official registration period, unless specified otherwise. Applications for scholarship submitted after the official registration period shall not be honored.
- iii. Academic and fee adjustment privileges are non-transferable.

C. Other Discounts and Privileges

1. Loyalty Discount

USPF alumni covered are graduates of Junior High School up to March 2016, Senior High School and College (except ETEEAP) only. They may enjoy the following discount privileges:

- A. Alumni whose dependents are studying in the university (Elementary, JHS, SHS and College except ETEEAP and short programs may enjoy a 20% discount on tuition fee only per annum for Basic Education or 10% discount on `tuition fee only per semester for college excluding matriculation, laboratory and other fees with a minimum load of 18 units unless the curriculum requires a lesser load for that semester.
- B. Graduates of Junior High School of USPF up to 2016 and Senior High School who will enroll in College except ETEEAP and short programs may enjoy a 10% discount per semester on tuition fee only excluding matriculation, laboratory and other fees. A minimum load of 18 units is required to avail of the discount except for those students whose required load based on the curriculum is lesser than 18 units.
- C. Graduates of Junior High School of BSI up to 2016 and Senior High School who enroll in college except ETEEAP and short programs may enjoy a 10% discount per semester on tuition fee only, excluding matriculation, laboratory and other fees. A minimum load of 18 units is required to avail of the discount except for those students whose required load based on the curriculum is lesser than 18 units.

2. Discount for AFP/PNP Personnel

- A. Children of members of the AFP/PNP enjoy 5% discount on tuition fee only, excluding matriculation, laboratory and other fees in all levels.
- B. Children of Medal of Valor Awardees enjoy Full Fee discount on School Fees as mandated by R.A. 9049, Section4, March 22, 2001, AN ACT GRANTING MONTHLY GRATUITY AND PRIVILEGES TO AN AWARDEE OF THE MEDAL OF VALOR, PROVIDING FUNDS THEREFORE AND FOR OTHER

3. School of Law

Government employed students who enroll in the School of Law may enjoy a tuition fee discount which is applicable during regular semesters only. They will be required to submit the following requirements:

- A. Certificate of Employment
- B. Government ID

Following is the scheme for the discount given:

- A. Semestral load of 12 units and above - 20% on tuition fee, excluding matriculation, laboratory and other fees.
- B. Semestral minimum load of 6 units up to 11 units – 10% on tuition fee, excluding matriculation, laboratory and other fees.

4. Group Discount

Families with more than one child enrolled in the university enjoy the following discount;

Tertiary Level: Required to enroll with a minimum load of 18 units per semester or as specified by the curriculum per semester if lesser.		
Number of Siblings	Discount	Remarks
2 Siblings	10% discount per semester on tuition fee only, excluding matriculation, laboratory and other fees	In case the other sibling gets a higher discount from another scholarship given by the university, the remaining sibling loses this privilege.
3 Siblings	10% discount per semester on tuition fee only, excluding matriculation, laboratory and other fees	In case one other sibling gets a higher discount from another scholarship given by the university, the remaining siblings will still enjoy the discount for 2 siblings. In case 2 siblings get a higher discount from another scholarship given by the university, the remaining sibling loses this privilege
4 and more Siblings	15% discount per semester on tuition fee only, excluding matriculation, laboratory and other fees per semester.	In case one other sibling gets a higher discount from another scholarship given by the university, the remaining siblings will still enjoy the discount for 2-3 siblings.

		In case one other sibling gets a higher discount from another scholarship given by the university, the remaining siblings will still enjoy the discount for 2-3 siblings.
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Application for discount privileges must be submitted within the specified date set by the university. After this period, no application will be accepted.

5. Doña Beatriz Jereza Scholarship

Qualifications

- i. Applicant must be a Senior High School graduate with at least a Grade Point Average of 85% or its equivalent.
- ii. College applicants must have an average grade of 2.0 with no grade below 2.5.
- iii. Applicant must come from a family that is a certified indigent.
- iv. Applicants are preferably 25 years old or below, single or someone who has no heavy obligation at home.

The minimum enrollment fee should be paid by the applicant/scholar upon enrollment.

B. Programs Available

- i. All College of Teacher Education, Arts and Sciences programs
- ii. School of Business and Management programs except BSHM and BS Accountancy
- iii. Bachelor of Science in Social Work

C. Privileges

Working scholars enjoy a Full Free scholarship discount for a whole semester in exchange for a thirty-hour (30) duty schedule per week in the assigned office during school days or forty hours per week

on non-school days. Only a maximum of 21 units/load per semester is allowed. The scholarship is renewable at the beginning of every semester and guided by its own policies and guidelines.

The minimum enrollment fee should be paid by the applicant/scholar upon enrollment.

6. Athletic Scholarship

The Athletic Program of the university aims to mold individual athletes to become morally, psychologically, intellectually and physically healthy for active athletic competitions. The program is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in sports. Screening and Training starts at the end of every Academic Year.

A. Eligibility

All bona fide students of the university who have a strong passion for sports are eligible to apply for the program. He/She must be physically and psychologically fit with good moral disposition.

B. Privileges

Athletes will be granted 25% to 100% discount on tuition fee) or full scholarship (maximum of 21 units to be covered per semester and during summer where the curriculum requires) based on performance as per recommendation by the coach and endorsed by the Athletics and Cultural Director. An athlete may enjoy Board and Lodging privileges (stay-in athlete) with prescribed food allowance upon the recommendation of the coach. All athletes will be exempted from attending Physical Education courses although these shall be enrolled by them. The grade for PE shall be provided by their respective coach, noted by the Sports and Cultural Affairs Director who shall forward it to SAS in a timely manner for submission to the PE instructors through the College of Teacher Education, Arts and Sciences Dean. The scholarship is renewable at the beginning of every semester and guided by its own policies and guidelines.

The minimum enrollment fee should be paid by the applicant/scholar upon enrollment.

7. Cultural Scholarship

The Cultural Program of the university aims to mold talented individuals to become morally, psychologically, intellectually, culturally and physically healthy for active competitions. The program is designed to help financially incapable students to pursue a career by giving them quality education while pursuing excellence in their own field of expertise.

This scholarship caters for the following groups: USPF Chorale, USPF Dance Sport Team and USPF Bidlisiw Dance Troupe. Audition and training of the different programs start at the end of every school year. Renewal of scholarship and acceptance of new recruits are done at the beginning of every semester for College and Senior High School Students. Junior High School renewal and acceptance of new recruits take place at the start of every academic year.

Eligibility

It is open to all bona fide and interested students of the university except for the Nursing students. He/She must be passionate, fully committed, hard working, and dedicated to his/her chosen group. During the scholarship, he/she is not allowed to commit to any other group similar to the one he/she is currently involved in the university.

Privileges

Members of any cultural scholarship group in the university shall be granted 25% to 100% discount on tuition fee) or full scholarship (maximum of 21 units to be covered per semester and during summer where the curriculum requires) based on performance as per recommendation by the trainer and duly endorsed by the Athletics and Cultural Director. All Cultural scholars will be exempted from attending Physical Education courses although these shall be enrolled by them. The grade for PE shall be provided by their respective trainer, noted by the Sports and Cultural Affairs Director who shall forward it to SAS in a timely manner for submission to the PE instructors through the College of Teacher Education, Arts and Sciences Dean. The scholarship is renewable at the beginning of every semester and guided by its own policies and guidelines.

The minimum enrollment fee should be paid by the applicant/scholar upon enrollment.

Note: USPF Scholarship grants and discounts policies and implementation may change subject to the availability of scholarship and discount funds. For Academic, DBJS, Sports and Cultural Scholarship grantees who are enjoying government and other scholarship grants/assistance, USPF scholarship and discounts will be based on the tuition fee after deducting the external grant/assistance with no refund for any excess. Students can only avail of one scholarship or fee adjustment privilege except for the cash payment discount.

**ARTICLE III
NON-ACADEMIC POLICIES**

Section 1. RFID, Uniform, Haircut, Dress Code, and Others

A. RFID Card

All students are required to secure the official student RFID card immediately and must be validated by the Student Affairs Services Office after enrolment . The RFID card is to be worn upon entry and while inside the school premises at all times.

The loss of an RFID should be promptly reported to the Student Affairs Services either in written or verbal form. It must be accompanied by an Affidavit of Loss. The SAS will issue a temporary note which will serve as a student pass until the new RFID is issued.

B. School Uniform

All students are required to wear the prescribed school uniform from Monday to Thursday but must wear decent and appropriate attire in compliance with the university's dress code on other days except for colleges that require the daily wearing of the prescribed uniform. Violators shall be brought to the Student Affairs Services office for proper action before they will be allowed entry to their classes. The faculty members are important partners of the Student Affairs Services office in monitoring the compliance of students to this and other school policies.

For the wearing of On-the-Job Training (OJT)/ Internship/Practicum uniforms, the department/college must submit to the SAS office a letter with the design/image of the uniform and the list of students enrolled in the course for the semester for approval and coordination with the security office.

To avail of the uniform exemption, a signed letter of application for uniform exemption with the corresponding documentary attachments and recommended by the Dean must be submitted to the Student Affairs Services (SAS) office for approval. Uniform Exemption ID is issued by the Student Affairs Services to the following:

1. Pregnant students
2. Cross-enrollees
3. Employed / working outside the university (Certificate of Employment)
4. Religious Orders

Other special considerations would depend on the weight of the request.

Exemption ID must be worn with the school RFID at all times when inside the campus. Students exempted from wearing the prescribed school uniform should come to school in decent and appropriate attire (refer to Dress Code). Students must also abide by the school uniform policy of their college/department regarding non-granting of the above exemptions, e.g. in the College of Health Sciences.

LGBTQI+ students who prefer to wear the school uniform according to their gender identity must submit a letter of request to the Student Affairs Services office noted by the dean. The approved request shall be presented to the university's partner clothier to secure the school uniform. An exemption ID shall be issued to them which they must always wear with their school ID upon entry and when staying within the campus. However, they must follow the dress code of the university and other school uniform related policies. When they enroll in OJT/ Practicum/Internship/RLE and the like, they must abide by the uniform policy and dress code of the partner institution where they will undertake the program as ascertained by the dean or program chairperson.

On special occasions departmental shirts or other appropriate attire are allowed upon the written request of the Dean/ Department Head addressed to the VP for Administration through SAS.

The female skirt school uniform must be knee-level in length. Male and female shoes must be black, formal-designed closed shoes.

C. Prescribed Haircut

Male students are required to wear proper haircut which must not cover both ears and forehead and the hair at the back must not touch the school uniform's collar. Long hair, extension, shaved and colored/dyed hairstyle are not allowed. However, male students with long hair who are bandmembers and fashion models who wish to avail of a haircut exemption must submit a letter of request to the SAS office with accompanying documentary support and recommended by the dean for approval. If approved, they shall be issued a uniform exemption ID which must be worn together with their RFID at all times upon entry and while staying within the campus. Their hair must be well-maintained/well-kempt and preferably pony-tailed/tied.

Female students are required to neatly and properly comb their hair. Brightly dyed hair and shaved hairstyle are not allowed.

LGBTQI+ students who prefer a long hair in accordance with their gender identity must submit a letter of request to the Student Affairs Services office noted by the dean. Once approved, an exemption ID shall be issued to them which they must always wear with their school ID upon entry and when staying within the campus. However, they must follow the dress code of the university and other school uniform related policies. When they enroll in OJT/Practicum/ Internship/RLE and the like, they must abide by the haircut policy of the partner institution where they will undertake the program as ascertained by the dean or program chairperson.

D. Dress Code

All students are required to wear decent and appropriate attire when inside the campus. The following are not allowed in the campus:

1. Spaghetti Strap
2. Sleeveless
3. Tube
4. Crop Top
5. Off Shoulder
6. Shorts
7. Micro-mini Skirt
8. Tattered Jeans

Footwear

1. Slippers
2. All types of Sandals
3. High Heels

E. Others

Students with multiple piercings in the ear and body piercing on other visible parts of the body will not be allowed in the campus and will be confiscated.

Earrings on men and boys are strictly prohibited and will be confiscated.

Based on their biological make-up, male students shall use the male CR and female students shall use the female CR. Transgenders who underwent surgical sex change (transsexual) may use the CR based on the physical make-up they have acquired after their surgery. They must, however, submit a letter of request for this purpose to the SAS office noted by the dean with the supporting medical documents. This may be validated, if deemed necessary, through the university's medical clinic personnel.

Section2. Basic Rights and Responsibilities

Student's Rights

Subject to the limitations on truth and law, students while enrolled in USPF, shall enjoy the following basic rights:

1. The right to equal education that is within the capabilities of the University;
2. The right to organize, or join and participate in campus organizations and societies recognized and accredited by the University;
3. The right of freedom of expression and assembly, subject to some constraints as well as ensure the proper exercise and enjoyment of the same freedom by all members of the academic community;
4. The right to guidance and counselling services;
5. The right to be free from involuntary contributions except those solicitations which are authorized by the Commission on Higher Education through official memoranda and those that are recognized by the University;

6. The right of student departmental organization to collect from each member a reasonable amount to be used for the purposes of the departmental organization with due approval from the University President;
7. The right to hold assemblies such as symposia, workshops, seminars, debates, and other activities of similar nature to invite resource persons. However, such activities must have the approval of the University;
8. The right to access their individual records and to the issuance of official certificates, transcript of records, grades, transfer, credentials, etc. within thirty (30) days from request; and
9. The right to publish campus publications at their own expense;

Student's Responsibilities

The following are the responsibilities of the students:

1. To study conscientiously and strive to achieve the highest possible academic performance they are capable of;
2. To uphold the basic principles, ideas, and image of the University and to cooperate with it in the attainment of its objectives;
3. To exercise their rights in a reasonable manner with due regard for the right of others;
4. To respect teachers, staffs personnel, administrator and other persons in authority in the University;
5. To promote and maintain the peace and tranquility of the University by obeying the rules of discipline and by exerting efforts;
6. To attain and maintain harmonious relationship with fellow students, faculty members, and administrative personnel;
7. To pay their financial obligations according to the arrangement made by the University regarding the payments of fees;
8. To abide by the existing policies, rules and regulations as stated in this handbook as well as any policy which may be issued or promulgated in the future;
9. To notify the proper university authorities of any campus activity which may be detrimental to the interest of the University and inimical to the security of the nation.

Section 3. Rules of Discipline

Meaning of Discipline

Discipline means “to bring to a state of order and obedience by training and control.” Every person being free needs discipline and individual responsibility. He/she needs discipline to govern oneself and promote the sense of love and truth and to be devoted to the welfare of others. Therefore, a disciplined person is someone who is in complete control of himself/herself, his/her passions, emotions, reasons and will; someone who obeys his superior because he/she respects them and realize that the orders they give are for his/her own good and the good of the other members of the community.

Section 3. Code of Discipline

In order to ensure order and fast action, to train students in good behavior and develop in them the right attitude and values, the school uses a written code so that disciplinary policies are understood and properly implemented.

Administrative Sanctions

Disciplinary administrative sanctions may be imposed on a student for the commission of any offense defined in this section of the handbook. Such sanctions may take the form of:

1. Warning - is meted for reprehensible conduct by way of admonishing the erring student that repetition of the offense will warrant a reprimand. This shall be documented to become part of the student’s disciplinary file.
2. Reprimand – is meted out to a student based on the school’s list of violations and sanctions or who, after being warned for the same offense, commits a similar offense considered as a reprehensible conduct. The sanction comes in the form of a written threat of suspension should he/she commit once again a similar offense.
3. Suspension – is meted out to a student based on the school’s list of violations and sanctions or who, after being is given a reprimand and he/she commits a similar reprehensible offense, he/she is suspended. The duration of the suspension shall be determined by the Tertiary SAS Coordinator, recommended by the SAS Director and the Vice-President for Academic Affairs and approved by the University President.

4.Exclusion – is a disciplinary measure which excludes a student from the roll of enrolled students/re-enrolling in the University.

5.Expulsion – is a supreme disciplinary measure. This sanction is enforced on a student who commits a very serious offense based on the school’s table of violations and sanctions, or who, after having been meted out a suspension, commits a similar offense. The penalty or expulsion may be imposed or implemented during the semester or term the offense is committed, subject to the requirement of the Commission on Higher Education. The issuance of honorable dismissal to the expelled student is at the discretion of the University President.

Administrative Due Process

A disciplinary administrative investigation is a management prerogative exercised whenever there are disciplinary matters to be resolved. Disciplinary matters are those acts of students referred to in the University Manual as sanctionable by Warning, Reprimand, Suspension, Exclusion or Expulsion. It is conducted if there is a complaint, letter, report or memo pertaining to an alleged commission of an act by any student of the University that may be considered as a misconduct, offense, infraction or violation of a policy, rule or regulation of the University.

Under the law and jurisprudence, a disciplinary administrative investigation is summary in nature, and the degree of proof sufficient to support a finding that a student is liable as alleged is at least substantial evidence - not preponderant evidence or evidence beyond reasonable doubt. The procedure is aimed at determining whether a student, who is under investigation for the commission of an alleged misconduct, offense, infraction or violation of any of the university policies, rules or regulations, is liable or not; and if so the proper sanction shall be meted, but if not the case shall be dismissed.

The procedure is as follows:

1. Who May File A Complaint

The complaint, letter, report or memo (hereinafter referred to as “COMPLAINT” for brevity) may be made by any concerned or interested party, such as a student, a trainee, a parent, an employee, an office head, a university official, USPF itself, and others. The parent or guardian may also assist his/her child/ward or directly complain on behalf of the student.

In the exercise of its management prerogative, USPF through any of its office heads may, *motu proprio* or at its own initiative, request for or initiate an administrative investigation of a student. Moreover, if warranted by circumstances, USPF through any of its office heads, particularly the principal or dean of the concerned or affected student or students, *motu proprio* or acting upon a directive from a USPF higher official, may conduct an inquiry on any matter it may deem proper and necessary for fact-finding purposes, and if the results thereof require that a disciplinary administrative investigation be conducted, the office head concerned shall submit his/her memo or report with a request for such an investigation to be conducted by USPF. In fact, it is a serious obligation on the part of any university official or personnel to report immediately to his/her superior within 24 hours (personally or through memo or phone) or as soon as practicable any information or knowledge of an offense, wrongdoing, misconduct, or violation committed by his/her student.

A. Complainant

The complaint must be in writing and signed. As much as possible, the complaint shall provide the following information:

- i. The name and residence, office or school address of the complainant;
- ii. The name and residence, office or school address of the respondent;
- iii. The substance, cause or basis of complaint;
- iv. When and where the act reported or complained of happened; and
- v. The name(s) of any witness(es) thereto other than the complainant, if any.

If the complaint is made by a student, a parent, a guardian, an outsider, or one who is not familiar with the aforementioned requirements, substantial compliance is sufficient. If there is a need for substantial compliance, the complainant shall be given an opportunity to rewrite, amend, improve or substantiate further his/her initial complaint.

If the complaint is made by a student, a parent, a guardian, an outsider, or one who is not familiar with the aforementioned requirements, substantial compliance is sufficient. If there is a need for substantial compliance, the complainant shall be given an opportunity to rewrite, amend, improve or substantiate further his/her initial complaint.

B. Where to File

The complaint may be filed with the office of the President, Vice President, Student Affairs Services Director, Guidance Counselor or Immediate Academic Head of the student to be investigated.

Any complaint, letter, report or memo of an act, violation, misconduct or infraction committed by a student of the University requiring a disciplinary administrative investigation received by any official shall be forwarded to the Immediate Academic Head of that student. If the Immediate Academic Head is involved as the complainant or respondent, the complaint shall be forwarded to the Vice President for Academic Affairs (VPAA).

C. How and When an Investigation is Started

Upon receiving an information or knowledge, or upon receipt of such complaint, the Immediate Academic Head or VPAA shall do any of the following:

If the complaint is sufficient to initiate a disciplinary administrative investigation (that is, the alleged facts are clear and there are available sufficient evidence), the Immediate Head will immediately refer the matter to the Student Affairs Services (SAS) Director by way of a report or memo.

If the complaint appears to be lacking clear factual allegations, parties involved and/or evidence, the Immediate Academic Head shall immediately conduct a fact-finding inquiry to further clarify certain matters, or obtain additional facts.

If the initial findings establish a conclusion of a probable commission of the alleged misconduct, offense, infraction or violation that requires a disciplinary administrative investigation, he/she will submit his/her findings in a report or memo to the SAS Director.

If there is no particular complaint to an incident, but the Immediate Academic Head has received a report thereof or such an incident has come to his/her knowledge, he/she shall immediately conduct a fact-finding inquiry in order to protect the rights and interests of the University and of the affected individuals. If the result thereof establishes a conclusion of a probable commission of a misconduct, offense, infraction or violation that requires a disciplinary administrative investigation, he/she will submit his/her findings in a report or memo to the SAS Director.

D. Duty of the SAS Director

The SAS Director will evaluate and determine whether or not there is still a need to further clarify certain matters, or additional facts must still be obtained. Hence, the SAS Director shall do any of the following:

- i. If there is still a need to further clarify certain alleged matters, or if additional facts must still be obtained, the SAS Director will refer back the matter to the Immediate Academic Head for further fact-finding inquiry, that is, meetings and interviews of persons having knowledge of the surrounding circumstances, requiring their statements to be put into writing or affidavit. Later on, if the finding is that a misconduct, offense, infraction or violation had probably been committed by a certain student, the Immediate Academic Head shall make a written memo/report thereof to the SAS Director for appropriate action.
- ii. If the alleged facts are clear and there is sufficient evidence that respondent probably committed the alleged misconduct, offense, infraction or violation, or the Immediate Academic Head already submitted a subsequent memo or report with a finding that the alleged misconduct, offense, infraction or

violation had probably been committed by respondent, the SAS Director shall do any of the following:

- A. If the misconduct, offense, infraction or violation is sanctionable by Warning or Reprimand, the SAS Director shall forward the matter to the SAS Coordinator who shall be the Investigating Officer and shall proceed with the conduct of the administrative disciplinary investigation, starting from the issuance of the Notice of Investigation addressed to complainant and respondent, copy furnished the offices of the President and VP Academic Affairs.
- B. If the misconduct, offense, infraction or violation is sanctionable by suspension, exclusion or expulsion, the SAS Director shall refer the matter by memo to the Office of the President, through the VP for Academic Affairs, requesting that the Board of Discipline be convened to conduct the investigation, indicating therein the name of complainant and respondent, the general description of the alleged misconduct, offense, infraction or violation to be investigated, and attaching thereto the available evidence (reports, affidavits and/or written statements of witnesses, and other papers, documents or things, if any).

The Board of Discipline

The Board of Discipline shall be composed of the following individuals, namely:

1. Student Affairs Services Director
2. Student Affairs Services Coordinator
3. Dean of the Student Complainant - unless the dean is the complainant, in which case another member of the Academic Council will be designated by the University President

4. Student Representative (President of the Supreme Student Government or any other authorized officer in case of the incapacity or unavailability of the latter)
5. Faculty Representative
6. Administrative Personnel Representative

By virtue of his/her office, the incumbent Supreme Student Government President shall be the representative of the students. In the event of incapacity or conflict of interest, the SSG Vice President or, in the event of the incapacity or conflict of interest of the latter, any SSG officer duly authorized by the University President shall be deemed the representative of the Supreme Student Government.

The SAS Director shall be the Chairperson of the Board of Discipline, unless there is conflict of interest, in which case another SAS officer shall be designated by the President. The Faculty and Administrative Personnel representatives shall be designated by the President from among their respective sectors. The President shall designate the proper or authorized SSG officer.

In case of incapacity or conflict of interest involving the Dean, the President shall designate another academic head from the Academic Council; if it is the Faculty representative, the President shall designate another from among the Faculty; and if it is the Administrative personnel representative, the President shall designate another from among the Administrative personnel.

The presence or absence of conflict of interest shall be determined only by the President. In case of replacement due to incapacity or conflict of interest, the new member shall include in his/her decision the official records of the proceedings prior to his/her designation.

The Board of Discipline shall conduct hearings, issue orders and notices, and deliberate if there is a quorum of simple majority (i.e., 1/2 + 1), during which time the majority of the quorum will be sufficient to resolve on issues and matters during its proceedings, provided that its final resolution of the investigation shall be arrived at with the concurrence of and signed by at least the majority of all the membership.

After receipt of the President's memo convening the Board of Discipline the Board shall proceed with the conduct the administrative disciplinary investigation, starting from the issuance of the Notice of Investigation signed by its Chairperson and addressed to complainant and respondent.

f. Preventive Suspension Pending Investigation

At the start or at any stage of the investigation process before the final decision, the President, motu proprio or upon recommendation of the Vice President for Academic Affairs, the SAS Director or the Board of Discipline, may place a student to be investigated or already under investigation under preventive suspension for a period not prohibited by the Commission on Higher Education rules and regulations.

The preventive suspension period served to a student shall be deducted from the penalty of suspension that may later be imposed on the student, if any. However, in the event that a student is found innocent, the period of preventive suspension shall not be counted against the students and he shall be allowed to take the missed examination missed and submit the missed subject requirements, if any.

g. Notice of Investigation & Answering of Respondent

The SAS Coordinator or the Board of Discipline (hereinafter referred to as the “Investigator” for brevity) shall issue a Notice of Investigation to the respondent student stating therein the following:

- i. the alleged misconduct, offense, infraction or violation in general terms against him/her, furnishing him/her a copy of the complaint and the attachments thereto, if any;
- ii. the law, policy, rule or regulation being violated with corresponding sanction;
- iii. the date, time and place where the initial conference/hearing will be conducted;
- iv. the requirement for him/her to submit his/her written answer/ explanation and supporting documents, if any, and to furnish a copy thereof to the other party (complainant) through the Investigator within five (5) working days from receipt of the said notice;
- v. the reminder of his/her rights to be represented by counsel if he/ she so desires, to examine the evidence against him/her, and to present evidence on his/her own behalf; and
- vi. the notice that if respondent student refuses or fails to submit his/her answer/explanation, such refusal shall be deemed a waiver to present evidence on his/her own behalf, and the investigation will proceed and will be decided based on the evidence adduced during the investigation.

h. Notification of Complainant for Parents or Guardians

The Investigator shall furnish a copy of the Notice of Investigation to the complainant.

If it is a student who is complaining without assistance from his/her parent/s or guardian, the Investigator shall notify his/her parent/s or guardian accordingly at their last known address per school records. If the parent/s or guardian cannot be contacted or fail to come during the investigation despite the notice, the investigation shall proceed accordingly.

i. Initial Conference/Hearing

During the initial conference/hearing, the Investigator shall determine whether there is a prima facie case to proceed further with the investigation or dismiss the complaint or terminate the proceedings. It is well to note that the veracity or truthfulness of the allegations of complainant and respondent will only be determined by the Investigator when he/she renders his/her decision in the resolution. Moreover, the issues will be clarified, stipulations and admissions will be made, or the parties will explore the possibility of settling amicably the personal claims of the complainant, if any, without prejudice to the respondent being investigated further to determine whether or not respondent is liable for having violated any of the university policies, rules or regulations, and the appropriate sanction thereto, if any.

In the event that before or during the scheduled initial conference/hearing respondent admits in writing the allegations against him/her, or the facts are clear to the investigator, the case may be deemed submitted for decision based on the complaint and the answer unless the Investigator will require submission of position papers or further hearing/s to ascertain some factual matters.

J. Summary Judgment

If on the basis of the documents submitted (such as the letter, report, answer, supporting papers and other evidence), the Investigator finds that there is already sufficient basis to render judgment (as when the facts and issues are already clear to the Investigator or when there is admission of guilt), it may immediately render

summary judgment during the initial conference, or it may consider the case submitted for decision, and the parties shall be informed accordingly of the resulting written resolution.

k. Judgment Based on Position Papers

Whenever summary judgment is not appropriate, the Investigator shall direct the parties to the case to simultaneously submit their position papers with written statements or affidavits of witnesses and other supporting evidence within three (3) working days from date of the initial conference/hearing where the directive is given, or if given later after from notice of the order, after which the case shall be deemed submitted for decision. If one party refuses or fails to submit his/her position paper and additional supporting evidence, the same shall be deemed a waiver on the part of that party to present further evidence, and the case shall be decided based on whatever documents or evidence found in the record.

In case the written statements of witnesses and parties are not notarized, the individuals concerned shall be required to appear before the Investigator to affirm or swear on the veracity of their written allegations.

l. Judgment After Further Hearing

Where the Investigator finds that there are complicated factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding, or there are other witnesses who may be called or presented to testify to shed light on certain factual issues, it shall conduct further hearing. The Investigator, if necessary, shall direct the parties and other persons to appear before it to answer clarificatory questions. Any employee or student who refuses to attend and testify in the hearing shall be reported to the HRMD or SAS for appropriate action.

For this purpose, the Investigator will then proceed to ask questions first to complainant and his/her witnesses, and second to respondent and his/her witnesses. After a witness has been asked by

the Investigator, any of the contending parties or their counsel, if represented, may examine further the witness by submitting written questions to the Investigator, who will then read the questions to the witness for his answers. However, the Investigator may allow the counsel to directly ask the questions to the witness.

Minutes summarizing the proceedings shall be in writing and signed by the Investigator, the parties, and their counsels, if any.

m. Resolution of the Case, Finality of Resolution/ Decision, Motion for Reconsideration, and Appeal.

The Investigator shall decide the case within fifteen (15) working days from the last hearing or on the date stated in its Order stating that the case is deemed submitted for decision (for instances when position papers are required to be submitted before judgment). The resolution should be based on the evidence adduced during the investigation and the applicable law, policies, rules or regulations. The resolution must contain these essential parts: statement of the case, finding of facts, issues, discussions of the issues, applicable laws, policies, rules and/or regulation, and dispositive portion with recommended sanction to be imposed or appropriate action to be taken. The parties shall be furnished a copy each of the resolution.

The Investigator may ask for extension of the period to decide on a valid ground. The Office of the President may extend the period for the Investigator to decide the case if it will find the ground relied upon by the Investigator to be valid and reasonable

If respondent is found liable, the possible sanction that may be recommended may either be Warning, Reprimand, Suspension, Exclusion or Expulsion. However, if a case involves theft, non-liquidation of funds, actual damages resulting from respondent's act or negligence, or analogous cases, the resolution or decision may include the directive to return the stolen object or pay its value, or pay a specific sum of money.

The resolution of the Investigator is final unless appealed to the Office of the President within five (5)

working days from receipt of the decision. A motion for reconsideration shall be considered an appeal.

The appeal or motion for reconsideration, filed by any of the parties with the Investigator, with a copy thereof furnished by the movant/appellant to the other party through the investigator, shall state the reason or reasons why the resolution of the Investigator should be reversed, modified, or set aside, and a new one is to be rendered by the President.

The other party (appellee) shall have three (3) working days from receipt of the motion or appeal with in which to file his/her Comment or Opposition to the said motion or appeal.

After the lapse of the period to submit the Comment or Opposition, with or without the opposition's/appellee's Comment or Opposition, the Office of the President shall review the records of the case and render decision based on the evidence adduced during the investigation and the applicable laws, policies, rules and/or regulations, either affirming, reversing, modifying, or setting aside the resolution of the Investigator and render a new one, or directing whatever the President may deem necessary and proper. The decision of the Office of the President is immediately final and executory upon issuance thereof, unless otherwise stated therein.

n. Action of the President on Unappealed Resolution

If the resolution of the Investigator is not appealed within the reglementary period, said resolution shall be immediately endorsed to the Office of the President for its final determination whether or not to approve its execution or for whatever action it may deem necessary and proper (such as to order a reinvestigation, or to review and render a new decision modifying or amending the previous one). The action of the Office of the President shall constitute the final decision.

Furnishing Copy of Resolution or Decision

Complainant, respondent and the student's parent/s or guardian/s shall each be furnished a copy of the resolution or decision through the SAS Office, by personal service or by special mail delivery through private courier (such as LBC, JRS or DHL), or by registered mail at their last known addresses per school records.

Student Misconduct Record

After finality of the resolution/decision, the SAS Director prepares the Student Misconduct Record (SMR) in four (4) copies describing the nature of the infraction and quoting the dispositive portion of the final resolution/decision. Copies of the SMR shall be distributed as follows:

- First copy - Respondent student
- Second copy - Dean or Principal of respondent student
- Third copy - Department Guidance Office
- Fourth copy - SAS Office

Court Action Against Respondent Student

The administrative investigation or the sanction meted shall not prejudice the right of the University, the complainant or the victim to initiate court action against the respondent student if warranted and opted by the former.

Section 4. Offenses

The following acts constitute offenses punishable by the sanctions outlined in the section on Administrative Sanctions:

- A. Those against campus peace and order, security and safety;
- B. Those offensive to public decency, good custom and morals;
- C. Those that endanger health and sanitation;
- D. Those detrimental to the property rights and interests of the University and the academic community; and

- E. Those against the inviolability of university records, official papers, certificates, and other documents.
- F. Those against any school policy, rule or regulation, or any act that will be deemed by the University to be sanctionable

1. Offenses Against Campus Peace and Order, Security and Safety

The offenses against campus peace and order, security and safety include, but are not limited to, the following:

- A. Instigating, inviting, provoking, goading, or taking part in illegal and/or violent demonstrations or activities, or giving active support thereto in any form of manner whether financial, physical or material.
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- B. Leading or taking part in any activity which disrupts university functions or adversely affects classroom instructions, if such activity is not accompanied by violence.
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- C. Leading or taking part in any activity which disrupts university functions or adversely affects classroom instructions, if such activity is accompanied by minor violence, or if it causes slight injury to a person or damage to property or the name or reputation of the school.
Occurrence and Penalty:
1st – suspension; 2nd – exclusion
- D. Leading or taking part in any activity which disrupts university functions or adversely affects classroom instructions, if such activity is accompanied by less serious or serious violence, or if it causes less serious or serious injury to a person or damage to property or the name or reputation of the school.
Occurrence and Penalty:
1st – exclusion or expulsion
- E. Carrying explosive, firearm, knife, or other deadly weapon of whatever kind within the university premises;
Occurrence and Penalty:
1st – exclusion or expulsion

- F. Exploding firecrackers, or playing with fire within the university premises or its immediate vicinity, if there is no resulting injury to person or damage to property;
Occurrence and Penalty:
 1st – suspension; 2nd – exclusion or expulsion
- G. Exploding firecrackers, or playing with fire within the university premises or its immediate vicinity which causes injury to any person or damage to property;
Occurrence and Penalty:
 1st – exclusion or expulsion
- H. Detonating any explosive other than firecrackers within the university premises or its immediate vicinity even if there is no resulting injury to person or damage to property;
Occurrence and Penalty:
 1st – exclusion or expulsion
- I. Insulting, challenging, or committing any act of gross disrespect directed against a person in authority, a university official, faculty member, personnel and fellow student; or threatening to do any of aforementioned acts;
Occurrence and Penalty:
 1st – suspension; 2nd – exclusion or expulsion
- J. Threatening to assault or commit physical abuse or physical attack on a person in authority, a university official, a faculty member, personnel and fellow student; or threatening to do any of aforementioned acts;
Occurrence and Penalty:
 1st – suspension; 2nd - exclusion or expulsion
- K. Preventing, in any manner, university officials, faculty members, personnel and/or fellow students from performing their or exercising their rights;
Occurrence and Penalty:
 1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- L. Lending or borrowing IDs, class cards, clearance, certificates; or committing, allowing, or abetting acts of impersonation and/ or misrepresentation for the purpose

of entering university premises, enrolling, securing, or taking examinations.

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- M. Tampering with and/or forging of any document such as certificates of matriculation, IDs, class cards, clearances or other certificates;

Occurrence and Penalty:

1st – suspension; 2nd – exclusion

- N. Failure or refusal to wear the required ID and/or student uniform within the university premises.

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- O. Minor bullying

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- P. Less serious bullying

Occurrence and Penalty:

1st – suspension; 2nd – exclusion or expulsion

- Q. Serious bullying with use of violence, intimidation or threat, or with physical attack or assault, or bullying with the use of cyberspace, internet or social media platform;

Occurrence and Penalty:

1st – exclusion or expulsion

- R. Hazing, whether done in or outside the school premises, whether or not resulting to any physical injury

Occurrence and Penalty:

1st – exclusion or expulsion

- S. Recruiting any USPF student to join a fraternity/sorority

Occurrence and Penalty:

1st – reprimand; 2nd – suspension; 3rd – exclusion or expulsion

T. Holding of/organizing any fraternity/sorority related activities within the campus aside from hazing or recruitment

Occurrence and Penalty:

1st – suspension; 2nd – exclusion or expulsion

U. Violation of data privacy law, rules or regulations.

Occurrence and Penalty:

The sanction depends on the gravity, nature and circumstances of the offense.

V. Any other act that may be deemed an offense against campus peace and order, security and safety

Occurrence and Penalty:

The sanction depends on the gravity, nature and circumstances of the offense.

2. Offenses Against Public Decency, Good Custom, and Morals

The offenses against public decency, good custom, and morals include, but are not limited to, the following:

A. Gambling, maintaining or participating in any game of chance within the university premises;

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

B. Minor acts of indecency;

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

C. Indecent exposure, less serious immorality, act of lasciviousness, or any other act constituting scandalous and reprehensible conduct;

Occurrence and Penalty:

1st – suspension; 2nd – exclusion

D. Serious immorality, sexual abuse, rape, or sexual assault;

Occurrence and Penalty:

1st – exclusion or expulsion

- E. Possession of pornographic materials, showing and distributing; writing, drawing pornographic and seductive sketches on walls, chairs, desks, tables or books.
Occurrence and Penalty:
 1st – suspension; 2nd – exclusion
- F. Cheating in examinations, bribery or effecting any change of grade without proper authority;
Occurrence and Penalty in addition to failure in the subject:
 1st – suspension; 2nd - exclusion
- G. Extortion or blackmail, whether or not the purpose or objective is accomplished;
Occurrence and Penalty:
 1st – exclusion or expulsion
- H. Entering university premises under the influence of liquor or being in state of drunkenness therein;
Occurrence and Penalty:
 1st – suspension; 2nd –exclusion
- I. Using any prohibited drug or substance; or entering the university premises under the influence of drugs;
Occurrence and Penalty:
 1st – suspension; 2nd – exclusion or expulsion
- J. Drug trafficking or selling or pushing prohibited drugs or substances within the university premises;
Occurrence and Penalty
 1st – exclusion or expulsion
- K. Mischievous act like pushing, throwing of papers or wrappers at others, giving unsolicited comments on others, and others
Occurrence and Penalty:
 1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- L. Playing half-naked inside the campus
Occurrence and Penalty:
 1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

M. Improper behavior during Holy Mass, programs, assemblies and other student and university activities

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

N. Commission of any act considered as gender-based sexual harassment, or any violation of the policy, rules and regulations against gender-based sexual harassment

Occurrence and Penalty:

Refer to Appendix B on the USPF policy, rules and regulations against gender-based sexual harassment for the specific acts and corresponding administrative penalties. The administrative penalties range from reprimand to exclusion or expulsion for the 1st offense depending on the nature of the action and/or the gravity of its results or impact on the victim. In case of a minor offense, repetition of the same calls for the imposition of the succeeding higher administrative penalties until exclusion or expulsion.

O. Wearing of the school uniform or any identifying mark of USPF in bars, gambling venues, and similar places of vice, or while committing any act contrary to law or public morals or considered scandalous or immoral which tarnishes the good name of the university.

Occurrence and Penalty:

1st – reprimand; 2nd – suspension; 3rd – exclusion

P. Any other act that may be deemed an offense against public decency, good custom, and morals

Occurrence and Penalty:

The sanction depends on the gravity, nature and circumstances of the offense.

3. Offenses Endangering Health and Sanitation

The offenses that endanger health and sanitation include, but are not limited to the following:

A. Spitting on floors, walls, or stairways

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension, 4th - exclusion

- B. Smoking/vaping in any area within the campus
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension, 4th – exclusion
- C. Littering within the university premises
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension, 4th – exclusion
- D. Causing the clogging of toilet bowls, urinals, and lavatories or causing spillage, waste, or sinking matters;
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension, 4th – exclusion
- E. Entering the university premises with knowledge that he is suffering from a serious communicable disease;
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- F. Selling or distributing food items and drinks that are spoiled, can cause poisoning, or are not fit for human consumption;
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- G. Not properly disposing the empty bottles, cups, waste papers, leftover, wrappers and trash by placing them in trash cans; or leaving after eating or using the plate, utensils, leftover and trash on the table or chairs or any where in the school premises; or not following the “clean as you go” system in the canteen;
Occurrence and Penalty:
1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion
- H. Any other act that endangers health and sanitation may be deemed an offense
Occurrence and Penalty:
The sanction depends on the gravity, nature and circumstances of the offense.

4. Offenses Detrimental to the Property and Other Rights and Interests of the University, Administrative Officials, Personnel, Faculty Members and Students

The offenses detrimental to the property and other rights and interests of the University, administrative officials, personnel, faculty members and students include, but are not limited to, the following:

- A. Solicitation of money, donations, or contribution in kind without the prior approval of the University and/or the Commission on Higher Education (CHED)

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- B. Misappropriation or failure to account or liquidate for funds belonging to the university or any organization within the university campus

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- C. Attending classes without having been duly enrolled in them

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- D. Unauthorized use of the name of the University of Southern Philippines Foundation

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

- E. Use of the university premises and/or facilities without prior authorization

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

F. Unauthorized distribution, within university premises, leaflets, handbills or other printed materials without prior approval of the administration

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

G. Unauthorized posting of posters

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

H. Gross disobedience to or disregard of a lawful order or authority of any faculty member or university official

Occurrence and Penalty:

1st – reprimand; 2nd – suspension, 3rd – exclusion

I. Gross disrespect

Occurrence and Penalty:

1st – reprimand; 2nd – suspension, 3rd – exclusion

J. Resorting to invectives, personal insults, black propaganda, fake news, or malicious imputations, oral or written, in order to harass or discredit or ridicule university officials, personnel, faculty members, or fellow students

Occurrence and Penalty:

1st – warning; 2nd – reprimand; 3rd – suspension; 4th – exclusion

K. Resorting to invectives, personal insults, black propaganda, fake news, bullying, or malicious imputations, oral or written, in order to harass, discredit or ridicule the University, any university official, personnel, faculty member, or fellow student with the use of the internet or cyberspace, or any social media platform, or is done or

committed in violation of the RA No. 3815 otherwise known as the Revised Penal Code as amended, or RA No. 10175 otherwise known as The Cybercrime Prevention Act.

Occurrence and Penalty:

1st – suspension; 2nd – exclusion

- L. Acts of vandalism, such as defacing and/or writing on walls, floors, doors, desks, tables, chairs, etc.; tearing of books, notices or circulars; destruction of window panes, toilets bowls, electric fans, laboratory equipment, water fountains, air conditioning units, clocks, and other university equipment or furnishing;

Occurrence and Penalty:

1st –suspension; 2nd –exclusion

- M. Robbery, thievery, and acts of malicious mischief involving university property or that of the members of the academic community, including university guests and callers;

Occurrence and Penalty:

1st – suspension; 2nd– exclusion

- N. Any other act that may be deemed an offense detrimental to the Property Rights and Interests of the University, Administrative Officials, Personnel, Faculty Members and Students to be sanctioned accordingly depending on the gravity, nature and circumstances of the offense.

5. Offenses Against Inviolability of School Records, Official Papers, and Documents

The offenses against inviolability of school records, official papers and documents include, but are not limited to the following:

- A. Destroying, tampering with, or falsifying, school records and knowingly using tampered or falsified documents.

Occurrence and Penalty:

1st – exclusion

- B. Any other act that may be deemed an offense against inviolability of school records, official papers and documents to be sanctioned accordingly depending on the gravity, nature and circumstances of the offense.

6. Other Offenses

A student may also be liable for any act, misconduct, negligence, non-performance or omission that violate any school policy, rule or regulation, or any relevant law or regulation of the Commission on Higher Education that will be deemed by the University to be sanctionable by warning, reprimand, suspension, exclusion or expulsion depending on the gravity, nature and circumstances of the offense.

Section 5. Preventive Suspension

A. Definition

Preventive suspension is the temporary exclusion of a student from the university premises or any part of the campus. It is not an administrative penalty or sanction. It is an emergency measure taken in self-defense or for the purpose of avoiding an imminent and continuing danger to the academic community or any member thereof. There are two kinds of preventive suspension: preventive suspension from the classroom and preventive suspension from university premises.

1. Preventive Suspension from the Classroom

- A. A faculty member may discharge a student for the duration of the class hour for unruly behavior or acts disruptive of classroom instruction. In this case, the teacher will bring the student to the SAS office for appropriate action with notice to the Dean.
- B. A faculty member may discharge or suspend a student from class for a maximum of 3 class meetings for three acts of minor misbehavior if, in his/her opinion, there is imminent and continuing disruption of the class activity.

In each instance, the teacher will bring the student to the SAS office for appropriate action with notice to the Dean.

2. Preventive Suspension from University Premises

- A. After the third instance of minor misbehavior, or even if the student's single act of misbehavior is serious that jeopardizes the safety and well-being of the class or any of its members, or the entire class is disrupted from the student's continued presence inside the classroom, the student may be placed under disciplinary administrative process. In either case, the faculty member, SAS Officer and the Dean shall initiate the necessary administrative action to place the student under preventive suspension from the university premises for the meantime by the University President.
- B. The preventive suspension period served to a student shall be deducted from the penalty of suspension that may later be imposed on the student.
- C. In the event that a student, who was sanctioned with a period of preventive suspension, is found innocent, the period of preventive suspension shall not be counted against the student and he shall be allowed to take any examination missed and submit the missed subject requirements, if any.

ARTICLE IV

STUDENT SERVICES AND FACILITIES

Student services include study aids through the library, counseling on personal and social adjustment through the guidance center, medical and dental care, recreational facilities, and other services and facilities.

A. Registrar's Office

The Department Registrar is vested with the responsibility over the systematic management of formal documentation and safekeeping of records and communication of the department pertinent to the office, plan and execute registration procedure in coordination with the different school offices involve in the admission process. It is primarily responsible for the enforcement of the regulations of CHED.

In order to carry out its mandated functions effectively, the Office of the Registrar is composed of three sections: Records Section, Foreign Student's Section and Archives Section.

1. Records Section

Enrollment

- A. Prepares all the forms for enrolment forwarded to different Colleges/Departments
- B. Examine admission credentials for new students and transferee.
- C. Keep a daily record of all incoming and outgoing records.
- D. Evaluate subjects and credits earned from other schools.
- E. Facilitate the process of adding/dropping and withdrawal of courses/enrollment.
- F. Process request of Paid Special Class Arrangements.
- G. Issue Cross enrollment, Summer Permit or Special Permit with approval of the Department Dean and Registrar.
- H. Lift deficiencies from the system after submission of required credentials.
- I. Prepare and submit reports required by CHED. (Enrollment report, promotional report etc.)
- J. Ascertain CHED rules and regulations, as well as University policies, regarding sequence of subjects in accordance with the curriculum, course contents, semestral load, residence, and requirements.

Graduation

- A. Evaluate students' academic records to determine credits earned for the purpose of graduation. Evaluate students' academic records to determine credits earned for the purpose of graduation.

- B. Inform departments by forwarding the list of deficiencies pertaining to graduation requirements.
- C. Strictly follow the set deadline on the submission of application for graduation, graduation clearance and other dates due for submission in accordance with the memorandum issued by the Registrar.
- D. Submit list of recommended candidates for graduation to Finance Department
- E. Review, evaluate and prepare credentials needed for deliberation on the applicant for honors.
- F. Prepare requirements for application of Special Order to CHED
- G. Prepare and issue Transcript of Record, Diploma and other documents required by PRC.
- H. Prepare list of graduates to be notarized and submitted to PRC.
- I. Prepare graduation commencement exercises

Request of Credentials

- A. Facilitate both onsite and online requests of credentials (Certifications, Transfer Credentials, Transcript of Records, CAV etc.)
- B. Route clearance form on those students requesting credentials online.
- C. Prepare request of course description for transferees or those who work and study abroad.
- D. Issue and prepare completion form to those students with IN2 (not more than one year) or IN1
- E. Handles verification of academic status of currently enrolled students and graduates.

Foreign Student

The Foreign Students Section handles the following:

- A. Application for admission and transfer of foreign students.
- B. Process student visa of enrolled foreign students.
- C. Evaluate the admission documents and determines its validity.

- D. Liaison in coordination with the Student Affairs Services office is responsible for the enforcement of CHED, Department of Foreign Affairs, Bureau of Immigration, NBI, etc. rules and regulations pertaining to the entry and stay of foreign students in the Philippines.
- E. Prepare and submit Foreign Students' Reports on set deadline by CHED and Bureau of Immigration

Archive Section

Archive is an office that store digital and hard copy of old files for convenient access.

- a. Maintain an accurate recording of data in students' records.
- b. Implement an efficient flow in the access of files.
- c. Monitor and track who's taken documents out, and make sure they return them.
- d. Scan documents and store in cloud drive for safekeeping. Guarantee to preserve, arrange credentials, and pre-mediate damage controls.
- e. Ascertain a control flow, safety and security of files and records. Vigilant of coming in and out of the Archives room.

Accommodate and facilitate other concerns not mentioned in the above list that are associated with the Registrar's office.

B. Learning Commons (Learning Commons/University Library/Instructional Media Center (IMC))

The Learning Commons and the University Library, located at the 2nd floor of the Jueco Building and at the 2nd floor of the Agustin Jereza Building respectively, are the heart of the educational institution. A Learning Commons or Library is the world of information. It is a place for study and research. Our Learning Commons is provided with a Makerspace where students can create, innovate, think, share, collaborate, construct, and explore educational tasks

related to their learning experiences. The Learning Commons/ University Library plays a significant role in the life and success of the University population. It meets the instructional and research needs of both faculty members and students of the different colleges of this University.

The Instructional Media Center (IMC) located at the 2nd floor of the Agustin Jereza Building houses all IMC resources which function the same as the University Library. It has an AVR located on the 2nd floor of the Jueco Building adjacent to the Learning Commons. Another satellite AVR is found at the 3rd floor of Beatriz Jereza Building adjacent to the High School Library and in Mabini Campus located at the 3rd floor of the High School Building. Both IMC resources and facilities support the curricular needs of the student and faculty members .

To uphold the above concepts and for the benefit of the pupils, students and faculty members, the following have been adopted:

1. Maintain an updated and balanced library collection of both print and non-print library materials such as e-Books, e-journals, and IMC materials supportive to the curricular needs of both faculty members and students.
2. Enhance learning, teaching and research activities of the University through the use of technology to allow greater access to resources and services throughout the campus.
3. Keep qualified, competent, and conscientious library personnel. Recruit, train and develop personnel possessing a wide range of knowledge, skills and experiences necessary to deliver diverse service requirements of the University community.
4. Provide the most appropriate and effective library services to the faculty members and students to support the curricular offering, classroom instructions, and research activities of the University.
5. Enrich library physical environment through innovative and appropriate facilities that both stimulate learning and respond to study and research needs.

6. Conduct an intensive Library Orientation/Information Literacy and a massive Marketing Programs / strategy for the maximum utilization of library facilities and resources both print and non-print including e books, e-journals, and e- library to the students and faculty members.

Services:

1. Reference/Reader Services. This service will help the library clientele in accessing and retrieving the needed information.
2. Library Orientation/Instruction . This service enables the library clientele to familiarize and use the Library Resources, Facilities, and Services and seek assistance from the Library Personnel.
3. Information Literacy Program. This service provides the Library clientele the necessary knowledge and skill with competence to enhance their information seeking strategy on how to access, retrieve , utilize and disseminate factual and accurate information .
4. Bibliographic Search. This service will assist the faculty members and students to compile bibliography /listing of references needed for a particular study / subject taught or researches conducted.
5. Selected Dissemination of Information(SDI) .This service disseminates the listing of books and journals to the deans/faculty members teaching the subject for their classroom instructions.
6. Library Marketing. This service promotes the library resources and facilities to the library clientele in order to attain maximum utilization.
7. Internet Service. This service enables the library clientele to access, retrieve and print online information.
8. Technical Service. This service processes the Library resources (cataloguing, classification, indexing, abstracting) to be ready for circulation and utilization.
9. Innovative/Online Library Service. This service provides the library clientele access to the online library resources and facilities through online media such as library webpage and social media platforms .
- 10 Makerspace Service . This particular service provides the library clientele an avenue to create, innovate, think,

share, collaborate, construct, and explore educational tasks related to their learning experiences.

11. Networking /resource sharing/referral. This Service allows the use of other library resources as part of the network and recommends faculty members and students to use other libraries/learning resource center/learning commons subject for the approval /policies of the referred one.

C. Guidance and Testing Center

The Guidance and Testing Center compliments the instructional program of the University to implement its Vision, Mission and Goals of education through the following Guidance Services:

1. Admission Services –admission test, accomplishing a well-being declaration form and intake interview are usually conducted during enrollment. Admission tests are assessments used to evaluate the readiness and qualifications of incoming students. They are designed to measure the student’s knowledge, skills, and abilities in a particular area, such as math, reading, or writing. An initial interview is also conducted to assess their personal, social, and educational needs. Whereby:
 - A. A student applicant detected with special educational needs or mental health conditions shall be recommended to undergo a psychological or developmental evaluation/assessment and shall furnish the Guidance office a copy of its result.
 - B. The student applicant diagnosed with special educational needs is required to submit a recommendation from the school last attended or therapist that he/she is fit to be mainstreamed into a regular class.
 - C. A student applicant diagnosed with a mental health condition is required to continue his/her treatment and other prescribed intervention agreed with the school if decided by the school to be admitted in the university. The student is obliged to submit a progress report once a

month from his/her therapist and shall see the guidance counselor twice a month for monitoring.

- D. All student applicants clinically diagnosed with a mental health condition or special educational needs is subject to probationary status.
- E. The probationary period will commence in the first month of the semester or school year and is subject to a panel review by the Program Coordinator, College Dean, SAS Coordinator, and Guidance counselor after the semester or school year.
- F. The panel shall decide whether the student can continue schooling for the next semester or school year.
- G. Accordingly, all student applicants should go through the Guidance Center by observing the enrollment flow; College/Department, Cashier, Guidance Center, and Student Affairs Services (SAS)
- H. The personal data collected from the students will be kept with the utmost confidentiality subject to the provision of R.A. 10173 or the Data Privacy Act of 2012.

- 2. Individual Inventory Services – a systematic collection, evaluation, and interpretation of data is conducted through intake interview, psychological test results, and needs assessment to identify the characteristics and potential of every student. The data collected can be used in proper diagnoses, predicting progress and behaviors, accurate placement, and program evaluation. Thereby, providing a responsive program to specific needs.
- 3. Information Services – provide personal-social information that will help the students develop their personality and social life; educational-academic information that would help them select the proper academic setting and program, the requirements and the opportunities available; and vocational-occupational information that would provide the students with knowledge about potential work and careers so that they can make appropriate decisions for the future through room-to-room activities, lectures, awareness campaigns, and seminars.

4. Student Development Activities – are needs-based activities such as training, structured learning activities (SLA), symposiums, or small group sessions that will provide support, guidance, motivation, and encouragement for students to gain the confidence and skills that will capacitate them to work things out for themselves.
5. Counseling Services – as the HEART of the Guidance Program, counseling is a personalized goal-oriented assistance to all clients seeking help in better understanding of self - their ways of behaving, feeling, decision-making, and personal adjustment. The counselor interprets the data gathered about the student to facilitate growth, adjustment, problem-solving, and decision-making.
6. Psychological Testing Services – Testing is used in school to determine the student’s potential, strengths, and weaknesses, as well as their learning style.
7. Consultation Services - is one of the major roles of a counselor. The parents, teachers, or administrators consult the Counselor for guidelines on how to respond to the needs and behaviors of the students or how to deal with a person or situation.
8. Prevention and Wellness Services. Prevention is one of the goals of Guidance and Counseling and the rationale for many of the services and activities offered by the Guidance program. It is given more attention today as a service because of the physical, emotional, interpersonal, and financial cost of dealing with a disorder.
9. Referral Services – is the action usually taken by persons within the institution who see that a particular person needs counselor assistance. Teachers, administrators, parents, and other students may refer a specific student for counseling. The counselor refers a student to a specialist who might be in a better position to respond to the peculiar needs of the individual for appropriate intervention.

10. Follow-up Services – is extended to individuals who have been counseled, referred, or placed. In coordination with the adviser and the therapist, the Guidance Counselor monitors the status of the referred students to determine whether other assistance can be rendered in meeting their needs.
11. Placement Services – students are assisted to find an environment that contributes to their physical, mental, emotional, and spiritual well-being. More so, they are assisted to gain the skills they need to transition from study to work and become work-ready graduates.
12. Educational Placement Services – students are assisted to be in the appropriate educational setting in terms of special educational needs, course placement, level placement, group placement, co-curricular and extracurricular placement, scholarships, and financial grants.
13. Community Outreach – Guidance Counselors extend their services to the community by participating in the programs and activities spearheaded by the Community Extension Services Department.
14. Research and Evaluation – Counselors accountability is through research and evaluation. Data obtained from students are utilized in research to develop relevant programs. The Guidance services are evaluated at the end of the semester or school year to determine their efficiency and whether the program goals are met, thereby improving the delivery of guidance services.
15. Others.
 - A. Peer Facilitators Circle – Peer facilitators, also known as peer counselors or peer support, are trained students to support the learning needs of other students while learning themselves. They also provide personal and psychosocial support to students as well as opportunities to develop coping skills. They serve as the extension arms of the Guidance Office.

D. Office for the International Student's Program (OISP)

Any student who is not a Filipino citizen or a permanent resident in the Philippines is considered an international student. International student usually need an F1 or J1 visa or Alien Certificate of Registration (ACR) to study in the Philippines.

International students are considered important and integral part of the University. With many opportunities for involvement on campus, international students have the chance to intimately learn about a variety of culture. The Office for the International Students Program (OISP) strongly advocates in providing assistance to the international students in order to make their stay in the campus exciting and a learning experience of a lifetime. Thus, the purpose of the OISP are:

1. To provide support for the international students in their academic, social and cultural adjustments;
2. To promote opportunities for involvement in all the activities of the university; and
3. To create a venue for cross-cultural appreciation and interaction within the university.

Guidelines and Functions

The international student should meet the pre-requisites for admission and enrolment of the following offices:

- A. Registrar's Office
- B. Guidance and Testing Services Center
- C. College/Department

2. After admission to the university, the OISP will schedule a special Foreign Students Orientation program for all international students of the university. This is usually done a week after the General Orientation for the new and transfer students.

The orientation shall be the responsibility of the SAS office. It will cover the following topics:

- A. Formal Introduction of the International Students;
 - B. University Departments and Services;
 - C. International Student Activities;
 - D. International Student Election and Induction of Officers
3. The OISP shall closely coordinate with the Student Affairs Services office with regards to the available services; infraction reports; student discipline; international students participation in the university activities and other concerns involving the services of the SAS.
 4. The OISP shall coordinate with the Registrar's Office regarding deficiency of requirements and other concerns.
 5. The OISP shall closely monitor the academic progress of the international students in collaboration with the guidance office.
 6. A regular meeting shall be scheduled by the office for international students for follow-ups and up-date.

Services

1. Orientation. The goal is to provide a proper introduction to the international students with regards to services and activities provided for them.
2. Assistance. The students will be given assistance especially during their adjustments in the university (Looking for a place to stay; English Language tutorial; Cebuano and Filipino Language tutorials; availment of the school services, etc). This service will be based on referral system. The OISP will establish a circle of peer tutors among selected students. The peer tutors will render tutorial lessons to international students when needed.
3. Every-Day-Help. The OISP encourages students to stop by in the office whenever they encounter problems and issues. Counseling, advising shall be provided for the international students.
4. Tour. Students will be toured around the city especially during the International Students week celebration or upon the request of the international students.

Activities

1. International Students' Days/Week. The international students will celebrate International Students' Days/Week every first month of the year. The international students will showcase their talents and activities related to environment, health care, community service and other relevant programs.
2. Colloquium on Intercultural Appreciation and Awareness. This colloquium shall be a venue for the international students to share their culture and practices. This will be conducted once a year during the celebration of the International Students Days/ Week.

E. Campus Ministry

The Campus Ministry provides personal and intimate encounter with God through various programs in the form of liturgical, non-liturgical, and socio-pastoral activities.

1. It provides activities to enable the USPF community experience the presence of God through rites and rituals. This is carried out through masses and worship activities celebrated in the Lahug and Mabini campuses. The office organizes and coordinates all liturgical celebrations and other related activities.
2. It collaborates with representatives from the administration, faculty, non-academic and student sectors, in building a small community of believers.
3. It organizes and approves the on-going spiritual formations inside and outside the University, through the following activities: recollections, retreats, bible study and sharing, seminar-workshops, search in, symposia, pastoral counseling, meetings and others.
4. It also provides awareness of the conflicting realities of life and society's situation through various outreach programs.
5. Each department and campus has its own Campus Ministry officer as head and assisted by volunteers.

F. Medical-Dental Clinic

Guidelines/Policies Governing Health and Safety Services

Medical Guidelines

1. Secure a duly accomplished permit form from the teacher before coming to the clinic during class hours. In EMERGENCY CASES, a permit is NOT necessary.
2. If a student needs to be accompanied to the clinic, a classmate/ teaching staff is allowed to accompany him/her. To prevent the spread of infection, only the sick student is allowed to enter the clinic.
3. A sick student who wants to rest can stay at the clinic for a maximum of one (1) hour only. If not relieved of his/her condition, the parent/guardian will be informed to fetch the student.
4. The school Physician does not issue a prescription to a minor student.
5. Issuance of permit (GATE PASS) to leave the school campus for medical reasons will be done by the clinic nurse. The permit/gate pass should be signed in the presence of the parent/guardian.
6. A student who is sick with contagious disease such as conjunctivitis (sore eyes), measles, mumps, chicken pox is advised to stay at home. If not seen by the school physician, the student should present a medical certificate issued by a physician upon reporting back to school.
7. A Medical Health History Form to be accomplished by the parent or guardian should be submitted upon enrollment.

8. New and transferee students are required to submit a medical certificate upon enrollment.
9. Clinic hours are as follows:
Lahug campus:
7: 30am to 8:00pm (Monday to Thursday)
7:30am-4:30pm (Friday)
8:00am to 4:00pm on Saturdays.
Mabini campus:
7:30am- 4:30pm (Monday- Friday)
10. Children below 18 years old must be accompanied by a parent/guardian for any medical consultation.

Dental Guidelines

1. Schedule of Treatment

Lahug Campus: 1:00-5:00 p.m. (Monday-Friday)

Mabini Campus: By appointment only

2. Children below 18 years old must be accompanied by a parent/guardian for any dental consultation

Lahug campus:

1:00-5:00 p.m. (Monday-Friday)

G. Laboratories

Science laboratories are located at the fourth floor of the Eriberto S. Jueco, Sr. building of Lahug Campus.

.H. Museum

The University operates a museum housed at the Mabini Campus. It contains artifacts, which show the growth and development of various Philippine ethnic cultures. Its main attraction, however, is the Rizaliana collection which were donated by the hero's sister, Doña Trinidad Rizal, to the university.

I. Recreational Facilities

A variety of recreational facilities are situated in Lahug Campus. All these facilities can be availed freely for student's usage.

Athletic and other activities are held at the different recreational facilities in the university. Various sports and games can be held within the campus such as basketball, volleyball, football, badminton, table tennis.

J. USPF Multi-Purpose Cooperative Canteen

USPF has two canteens. The old canteens at the Lahug and Mabini campuses are managed and operated by the USP Multi-purpose Cooperative and the new canteen at the Lahug campus is managed and run by the university administration. Both canteens are providing quality service and offer a variety of meals, snacks, healthy drinks to the university populace. Both are required to observe and follow all regulations and necessary mandates to operate a business in compliance to both local and national agencies.

K. USPF Multi-Purpose Cooperative

The USPF bookstore and general merchandise for both Lahug and Mabini campuses are operated and managed by the USP Multi-purpose Cooperative and possess all the necessary documents to operate a business in compliance to government agency requirements.

L. USPF Dormitory

The USPF dormitory is conveniently located inside the campus. Rooms are offered to enrolled students from senior high school, tertiary and alumni reviewers at a very competitive rate. There are many room categories to choose from. Air-conditioned rooms, non-airconditioned rooms with own comfort room or common comfort room, single rooms up to rooms for four with common kitchen and spacious study areas are available. The contract for staying is per semester. Most of the office policies of the university which are being mentioned in this handbook applies to the dormitory occupants and a curfew on top of it. Students living outside the city are given priority to stay in the university dormitory.

M. Center for Research

Please refer to the latest approved University Research Manual and respective Program Student Research Protocols for detailed guidelines, processes, and research reporting formats.

N. Research Ethics Center

Please refer to the information provided through:
<http://uspf.edu.ph/research/research-ethics-office.html>

O. EduTech

The EduTech department provides support in the implementation, coordination and evaluation of integrating various forms of technology as tools to support teaching and learning environments in accordance with the vision and mission of the University of Southern Philippines Foundation.

Specific Functions:

1. Promote and enhance the university's education technology program and thereby support the instructional

2. Provide primary support and training for learning management systems including all integrated educational software and hardware devices.
3. Assist in the development and implementation of e-learning systems and technology-related tools for curriculum and instructions.
4. Work with educators to develop plans and activities involving the use of technology to enhance student achievement and further attainment of educational goals.
5. Inform teachers of new technologies or integrated software and encourage the use of appropriate educational technology.
6. Identify EduTech champions who can assist faculty in technical or curricular concerns related to technology.
7. Assist in the constant evaluation of the effectiveness of current educational hardware and software technology and provide recommendations and plans for improvement.
8. Develop, implement, and periodically evaluate a school technology oriented in-service plan.
9. Keep abreast with current research and developments in the fields of curriculum and instruction.
10. Join meetings, participate in committees, and carry out any other tasks that the Vice President for Academic Affairs may assign.

ARTICLE V

STUDENT AFFAIRS SERVICES

Section 1. Student Affairs Services

This office directs and supervises all the non-academic aspects of student life at the Tertiary level and coordinates with the whole school community in matters affecting the Vision, Mission and Goal statement of the University under the following general objectives:

- A. student's personal and social development;

- student's personal and social development;
- B. To provide opportunities for the students' active involvement in the life and activities of the school as well as of the wider community.
 - C. To promote the mode of conduct necessary for the school community leading to an acceptance of, and positive response to the school's objectives.

Along these objectives, the SAS has the following areas of concern, namely:

- A. Student Development – This concerns the programs and activities conducted for the training of student leaders in order to help them realize their potentials and abilities. The Student Affairs Services also facilitates all scholarship programs of the university as well as the government grants.
- B. Student Activities – This involves the proper coordination and supervision of general student activities essential to the student's balanced formation and development. It also regulates the accreditation of all recognized student organizations in coordination with the different departments and the Supreme Student Government of the university .
- C. Student Discipline – This involves the right order of things requiring rules and regulations for external discipline to facilitate the development of desirable attitudes, values and behavior patterns for the right academic atmosphere in the university.

Section 2. Student Organizations

A. University Policy on Student Organizations

The University of Southern Philippines Foundation considers student organizations as integral part of school life. It is, therefore, the policy of the University to encourage students to join recognized and accredited student organizations and clubs as supplement to their formal education.

The Supreme Student Government is the highest student governing body and it monitors all student activities in collaboration with the Student Affairs Services.

B. Rules Governing the Accreditation of Student Organizations and Clubs

The procedure for applying a permit/recognition to operate student organization is as follows:

1. The organization submits an application to the Student Affairs Services (SAS) office as recommended by their respective Deans and/or Department chairs together with a Constitution and By-laws covering the following:
 - A. Rationale
 - B. Objectives
 - C. Scope and Coverage
 - D. Membership
 - E. Organization officers and standing committee
 - F. Name of campus moderator (must be a faculty member of USPF)
 - G. Frequency and venue of Meeting
 - H. Financial report
 - I. Action Plan
 - J. Accomplishment Report
 - K. SEC number if registered
 - L. The deadline for submission of documents will be determined by the Supreme Student Government. Late applications will not be accepted.
2. The date for the actual accreditation of organizations will be announced and all applying organizations will be interviewed by a panel of SAS Coordinators with the SAS Director.
3. If all these procedures and requirements are met then the student organization will be duly recognized and accredited.
4. Accreditation of organizations will be done annually. There is no automatic renewal of accreditation.
5. Cessation of operation of student organizations can happen when it is no longer serving the purpose for which it was initially accredited.

Note: Fraternities and Sororities are not allowed to exist in the university in any form (refer to Appendix E). Only accredited organizations and clubs are allowed to operate in the university.

Section 3. Student Publications

The University of Southern Philippines Foundation considers student publications as vehicles for literary and journalistic talents as well as a good avenue for training in responsible journalism. It is, therefore, the policy of USPF to allow an official student publication to operate. This may be in the form of a newsletter, magazine or research journal. Such publications may be financed and supported by the students, the faculty members, and/or the university. They are supervised by a moderator whose functions are guided by the administration, the Southern Scholar Constitution and By-laws, Code of Journalistic Ethics, Magna Carta for students, and the Republic Act No. 70 “An Act Providing the Development and Promotion of Campus Journalism and their Purposes”.

A. The Southern Scholar

The Southern Scholar is the official student publications of the University of Southern Philippines Foundation. It aims to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing the moral character and personal discipline in line with the goals and objectives of the institution. The Southern Scholar shall achieve this by providing proper forum by training students in campus writing in line with academic freedom, disseminating information on the curricular and co-curricular activities and interests of the students.

B. Student Journalist Membership Policy

Any bona fide student enrolled in the current semester or term who has passed or met the qualifications and standard

set by the Editorial Board as stated in its Constitution and By-Laws and maintains a satisfactory academic standing. A member of the publication or staff must maintain his/her status as a student to retain membership in the publication staff.

C. Editorial Board and Staff

The Editorial Board shall be composed of student journalists who have passed or met the qualifications set by The Southern Scholar Constitution and By-laws.

D. Notices and Posters

School notices and posters are placed on various bulletin boards and must be approved by the Student Affairs Services. It is the student's responsibility to read these notices. Bulletin boards are for official use only and tampering any of them is considered a serious offense.

Section 4. Standard Operational Procedures for Student Activities and Use of Facilities

A. Attendance in School Functions and Activities

Students are expected to attend all university functions and activities, which take the place of classroom activities. Failure to attend will be considered absent from said functions. Each college/ department/organization has set regulations that promote participation of students in all activities of the school.

B. The Care of Classroom and School Facilities

The care of classrooms and school facilities is the concern of every USPian. Concern and pride in the school should prompt every student to regard the school property with care and keep the buildings and the campus neat and clean.

C. Local-Off Campus Activities

As per CHED Memorandum 63, Series of 2017, on “*Policies and Guidelines on Local Off-Campus Activities* and DepEd Order No. 66, Series of 2017, on “*Implementing Guidelines on the Conduct of Off-Campus Activities*, the University of Southern Philippines Foundation Policy and Guidelines is created, in compliance with the requirements of the Commission on Higher Education and the Department of Education. These policies and guidelines serve as the basis for the conduct of all local off-campus activities for both Tertiary level (College) and Basic Education students of the university. (refer to Appendix F)

Section 4. Security Services

The Security Services perform a valuable service, which is important to maintaining the safe and efficient operations of the school. The key duties are outlined in individual operating procedures relevant to each role, however at a minimum, responsibilities include but are not limited to:

1. Protect life and property from damage, fire, accident, theft, and trespass.
2. Conduct assigned rounds according to instructions.
3. Report evidence of and act against fire promptly.
4. Report roof leaks and other building and equipment failure.
5. Permit only persons with proper identification to enter the protected premises.
6. Direct traffic on building grounds.
7. Make written reports on unusual occurrences and hazardous conditions.
8. Report fire hazards.

The following are the services offered:

A. Entry Permit

The security service implements the measures necessary to prevent unauthorized entry inside the campus. (OSH. 1910.146. Permit – required confined spaces)

B. Visitors/Guest

The department must file a request for entry form at the security office two (2) to three (3) days before the entry of the intended visitor/guest. Failure to comply the form may result to the delay of entry and might be subject to interrogation at the security office. (OSH. 1910.146.d)

C. Students

The department must file a request for entry form at the security office two (2) to three (3) days before the intended purpose of the entry. Failure to comply the form may result to the delay of entry and might be subject to interrogation to the security office. (OSH. 1910.146.d)

D. Car and Motorcycle Pass

The security service implements this policy to promote and maintain an organized accessible, and safe University campus. There are registration fees required in acquiring the car pass as well as corresponding penalties.

E. Car Pass Sticker Application Form

Students, parents/guardians, faculty and staff, administrators, and alumni who desire to have vehicular access to the university campus shall apply and register their vehicle at the security office, which will grant a pass in form of a sticker for their vehicle. The following documents shall be submitted to the security office:

1. Photocopy of Valid Certificate Registration (CR) and the Official Receipt (OR) of the Vehicle/s in the name of the applicant.

Those with newly purchased or secondhand vehicles waiting for the Land Transportation Office to release their CR/OR may submit a Certificate of Purchase/Ownership from the car dealer or Deed of Sale from the vendor in the name of the applicant.

2. Valid Driver's License of the applicant.
3. Original Receipt from the cashier to confirm the payment for the sticker.

Note: For those who will register **two-wheeled vehicles, a helmet is required.**

F. Registration Fee

1. Vehicle Pass (with parking privileges)
 - A. A determined fee for 1 year for four-wheeled, three-wheeled, and two-wheeled vehicles.
 - B. Faculty and staff shall be exempted from the payment of fees for one vehicle. If they register an additional vehicle, they are required to pay the above fee.
2. Gate Pass (entry only; no parking privileges)
 - A. A determined fee for 1 year for four-wheeled, three-wheeled, and two-wheeled vehicles.
 - B. Faculty and staff shall be exempted from the payment of fees for one vehicle. If they register an additional vehicle, they are required to pay the above fee.

Note: Both passes allow access only to the main gate (regular hours) and other gate (one-way periods).

G. Approval and Processing

A vehicle is considered registered when the registration form has been completed and the requirement for registration have been submitted. The vehicle must be brought to the parking area for sticker installation. Only authorized personnel from security services can install the sticker. All stickers are non-transferable and will expire at the end of the year.

H. Conditions

Entry and parking inside the campus are privileges granted by the University through the Vehicle and Gate Passes. Pass holders are to abide to the following:

1. The sticker must be displayed at the upper left or lower left of the passenger side for four-wheeled and three-wheeled vehicles, and at the front part of two-wheeled vehicles. Removal of the sticker or the display of the same in an unprescribed manner will result in the termination of the privilege.
2. The sticker shall, at all times, remain mounted on the designated vehicle. No vehicle shall be allowed entry into and to park inside the University campus without the appropriate pass.
3. The vehicle owner shall ensure that their vehicle is operated only by persons with a valid driver's license.
4. The vehicle owner/driver agrees to conform to all policies governing the operation of motor vehicles; traffic rules and courtesy; 5km/hr speed limit within the campus area; and noise and air pollution standards. The "No Helmet, No Entry" policy of the University applies to motorcycle applicants; thus drivers without helmets while driving inside the University campus may result in the revocation or suspension of entry and parking privileges and the removal of the Vehicle or Gate Pass sticker.
5. The vehicle owner/driver agrees that he/she will not bring inside the campus nor keep in his/her vehicle while it is inside the campus items that are prohibited under school policy, including firearms, pornographic materials, illegal drugs, alcoholic drinks or beverages, explosives, and other dangerous chemicals and materials.
6. The vehicle owner/driver understands that any violation of the conditions set forth by the University may result in the termination of this privilege, imposition of fines, disciplinary action by school authorities and/or legal action in court.
7. The vehicle owner/driver hereby acknowledges that public health, welfare, and safety in the University are of paramount importance. Consequently, the vehicle owner hereby authorizes school authorities to determine the reasonable existence of public risk and to inspect and search the vehicle, including its contents; and permits the removal of any unauthorized articles described above or those which may endanger the health, welfare, or safety of students or

school personnel. Any such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered by appropriate law enforcement officials at the sole discretion of the school authorities. Refusal of the vehicle owner to allow the University to do any of the foregoing shall be a ground to revoke the privilege.

8. Replacement of the lost, stolen, or destroyed sticker will be at the vehicle owner's expense. The cost for such replacement is the same as for a new sticker.

I. Parking Rules for Pass Holders

1. Vehicle Pass holders are to park their vehicles at designated parking area. The responsibility of finding a parking lot is not a valid reason for violating parking regulations. Improperly parked vehicles are subject to campus citation, immobilizing and/or towing at the owner's expense.
2. Campus parking is allowed from 6:00 am to 10:00 pm, Monday to Sunday.
3. Parking must be in accordance with posted signs and campus regulations. Regulations are always enforced by the security services.
4. Parking Violations and Fines:

Parking Violations:

- A. Fraudulent use of / tampered Car sticker
- B. Driving under the influence of alcohol and illegal drugs
- C. Parking in Drop off / Pick up Bay
- D. Arrogant or discourteous driver behavior
- E. Double parking / illegal parking / illegal U-turn
- F. Unsafe Loading / Unloading (mid-road) / Illegal Backing / Wrong way.
- G. Disregarding stop signal / traffic sign or traffic instruction
- H. Smoking in-campus or School-parking area

- I. Spitting / littering / smoke belching / making noise
- J. Disregard of flag ceremony / flag retreat

Parking Fines

All fines are payable to the University of Southern Philippines Foundation within fifteen (15) calendar days after the date of violation. Payment shall be made at the Finance and Accounting Office (Cashier).

- A. Parking violation fees will remain for the first violation and an increment of Php 50.00 for every succeeding violation.
- B. Failure to pay fines within the fifteen (15) calendar days' notice will result in an additional fee (50%) being added to the original fine for violation.
- C. Students with outstanding parking fines will have their balances automatically forwarded to the Students Account Office for collection. Any additional late charges will be likewise assessed.
- D. For non-student, failure to pay the prescribed fine shall cause the revocation and/or non-renewal of Vehicle or Gate Pass.
- E. Fraudulent use of a sticker will result in automatic termination of the privilege and disciplinary action.
- F. Appeal for Parking Violations and Fines: Any person receiving a traffic or parking violation citation may appeal the same with the security service within a non-extendable period of three (3) days from the issuance of the citation. The appeal shall be in writing. Resolution of the appeal shall be summary in nature. The decision of appeal by the security service is final and not subject to reconsideration.
- G. Campus visitors will be issued a temporary pass in the form of a laminated card and will be directed to "Open Parking"

- areas or appropriate visitor parking areas. The card must be turned over at the security post when exiting the campus.
- H. Physically challenged individuals have specified parking areas.
 - I. Parking violations also apply to Gate Pass holders.

Liabilities

The vehicle owner and driver assume full responsibility and liability for death or injury to persons caused by his/her vehicle travelling through University property. For vehicles parked on the University property, the vehicle driver and/or the registered owner shall be responsible for securing the same. The University shall not be liable for the loss of or damage to the vehicle or for items stolen therefrom. The University shall also not be responsible for loss or damage caused to vehicles (and their contents) on university property arising from weather or other natural causes or conditions. The foregoing shall also apply to non-vehicular modes of transportation.

Security Officers, Officials and Employees shall not be held liable for any damage, claim, or loss occurring from the administration of this permit or the implementation of its guidelines.

Revocation of the Pass

The University of Southern Philippines Foundation, through the Security Office, reserves the right to cancel Vehicle and Gate Pass privileges. Should the pass holder be a student of the University, he/she shall also be liable for disciplinary sanctions under pertinent provisions of the Student Manual.

Security CCTV Camera Review

The security service installed in various places inside the campus the security CCTV cameras to help secure and protect the students and employees from unexpected events.

In the event that there is a case of theft, accident, and other unexpected incidents the employee and students may ask for an assistance to the security service to review and analyze the matter.

Incident Report

The security service is open to complaints and reports to help improve and protect the employees and student inside the campus. They may submit or personally talk to the manager for security service to document the said matter.

ARTIVLE VI AMENDMENTS

Circulars, memoranda, policies and instructions already issued or subsequently issued or will be issued from time to time by the University of Southern Philippines Foundation in the exercise of its management prerogative, supervisory or administrative functions, or for the smooth running and operation of the offices, department and the University in general, or any directive, instruction, memorandum, or circular explaining or implementing any part or parts hereof, shall be deemed integral parts of this Manual and the same shall take effect as therein provided.

APPENDIX A
USPF CHILD PROTECTION POLICY

Section 1. USPF Policy Statement

The safety and well-being of all of our pupils/students is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil/student can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil/student can develop his/her

full potential and feel positive about him/herself as an individual. The school also recognizes that discipline begins at home with parents who are the first and primary educators and formators for their children. Such information includes responsibility for social development, behavior, and discipline. Hence, partnership by the school with parents in the support of the pupil's/student's social, emotional, and academic growth is very much part of the school's program.

The USPF Child Protection Policy is based on and is in accordance with the following treaty, legislation and DepEd policies:

- A. UN Convention of the Rights of the Child
- B. Section 3(2) Article XV of the 1987 Philippine Constitution (The right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development).
- C. Republic Act 9344 (Juvenile Justice and Welfare System Act) and its Implementing Rules and Regulations
- D. Republic Act 7610 (Special Protection of Children Against Abuse, Exploitation, and Discrimination Act)
- E. DepEd Order No. 40.s 2012 (Child Protection Policy)
- F. Republic Act 10627 (Anti Bullying Act of 2013)
- G. DepEd Order No. 55 s. 2013 (Implementing Rules and Regulations of RA 10627)

Finally, as the school strongly supports the Department of Education's objective of promoting a zero-tolerance policy for any act of child abuse, exploitation, violence, discrimination, bullying, and other forms of peer abuse, the school shall –

- A. Ensure that the institution remains an environment conducive to learning wherein the children shall have the right to education free from fear.
- B. that the institution remains an environment conducive to learning wherein the children shall have the right to education free from fear.
- C. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence.
- D. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem.
- E. Take steps to prevent bullying and ensure that the appropriate interventions, counseling, and other services are provided for the victims of abuse, violence, exploitation, discrimination, and bullying.
- F. Inculcate unto all pupils respect for the right of others and refrain from committing acts of bullying and peer violence.
- G. Encourage the involvement of parents in all school activities or events that raise awareness of children's rights, positive discipline, and the prevention of bullying.
- H. Orient visitors and guests on the child protection policy.

Section 2. Definition of Terms

As provided in DepEd Order No. 40 s. 2012 otherwise known as DepEd Child Protection Policy -

- A. Child – refers to any person below eighteen (years) of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition; (RA 7610). For purpose of this Department Order, the term also includes pupils or students who may be eighteen (18) years of age or older but are in school.
- B. Children in school – refers to bona fide students or learners who are enrolled in the basic education system, whether regular, irregular, transferee or repeater, including those who have been temporarily out of school, who are in the school or learning centers premises or participating in school-sanctioned activities.
- C. Pupil, student or learner – means a child who regularly attends classes in any level of the basic education system, under the supervision and tutelage of a teacher or facilitator.

- D. School personnel – means the persons, singly or collectively, working in USPF. They are classified as follows:
1. University President – refers to the chief executive officer or administrator of USPF.
 2. Other school officials – include other school officers, including teachers, who are occupying supervisory positions or positions of responsibility, and are involved in policy formulation or implementation in a school.
 3. Academic Personnel – includes all school personnel who are formally engaged in actual teaching service or research assignments, either on a full-time or part-time basis, as well as those who possess certain prescribed academic functions directly supportive of teaching, such as registrars, librarians, guidance counselors, researchers, and other similar persons. They may include school officials who are responsible for academic matters and other school officials.
- E. Other personnel – includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.
- F. Child Protection – refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence.
1. Parents – refers to biological parents, step-parents, adoptive parents, and the common-law spouse or partner of the parent.
 2. Guardians or custodians – refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child.
- I. School visitor or guest – refers to any person who visits the school and has official business with the school, and any person who does not have any official business but is found within the premises of the school. This may include those who are within the school premises for certain reasons e.g. student teachers, catechists, service providers, suppliers, bidders, parents, and guardians of other children.
- J. Child abuse – refers to the maltreatment of a child, whether habitual or not, which includes the following:
Psychological or physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;
Any act by deeds or words which debases degrades or demeans the intrinsic worth and dignity of a child as a human being;

Unreasonable deprivation of the child's basic needs for survival such as food and shelter; or

Failure to immediately give medical treatment to an injured child resulting in serious impairment of his or her growth and development or in the child's permanent incapacity or death (Sec. 3[b], RA 7610).

- K. Discrimination against children – refers to an act of exclusion, distinction, restriction or preference which is based on any ground such as age, ethnicity, sex, sexual orientation and gender, identity, language, religion, political or other opinion, national or social origin, property, birth, being infected or affected by Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), being pregnant, being a child in conflict with the law, being a child with disability or other status or condition and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons, on an equal footing, of all right and freedoms.
- L. Child Exploitation – refers to the use of children for someone else's advantage, gratification or profit often resulting in an unjust, cruel, and harmful treatment of the child. These activities disrupt the child's normal physical and mental health, education, moral or social-emotional development. It covers situations of manipulation, misuse, abuse, victimization, oppression, or ill-treatment.

There are two (2) main forms of child exploitation that are recognized:

1. Sexual exploitation – refers to the abuse of a position of vulnerability, differential power, or trust for sexual purposes. It includes, but is not limited to forcing a child to participate in prostitution or the production of pornographic materials, as a result of being subjected to a threat, deception, coercion, abduction, force, abuse of authority, debt bondage, and fraud or through abuse of a victim's vulnerability.
2. Economic exploitation – refers to the use of a child in work or other activities for the benefit of others. Economic exploitation involves a certain gain or profit through the production, distribution, and consumption of goods and services. This includes, but is not limited to illegal child labor as defined in RA 9231

M. Violence against children committed in school – refers to a single act or a series of acts committed by school administrators, academic and non-academic personnel against a child, which result in or is likely to result in physical, sexual, psychological harm or suffering, or other abuses including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

1. Physical violence refers to acts that inflict bodily or physical harm. It includes assigning children to perform tasks which are hazardous to their physical well-being.
2. Sexual violence refers to acts that are sexual in nature. It includes, but is not limited to,
 - A. Rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
 - B. Forcing the child to watch obscene publications and indecent shows or forcing the child to do indecent sexual acts and/ or to engage or to be involved in, the creation or distribution of such films, indecent publication or material; and
 - C. Acts causing or attempting to cause the child to engage in any sexual activity by force, threat of force, physical or other form or threat of physical or other harm or coercion or through inducements, gifts or favors.
3. Psychological violence refers to acts or omissions causing or likely to cause mental or emotional suffering of the child, such as but not limited to, intimidation, harassment, stalking, damage to property, public ridicule or humiliation, deduction or threat of deduction from grade or merit as a form of punishment, and repeated verbal abuse.

N. Bullying (as provided in DepEd Order No. 55 s. 2013 otherwise known as Implementing Rules and Regulations of RA 10627) refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear or physical or emotional harm or damage to his property;

creating a hostile environment at school for the other student; I fringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly Operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim's psyche and/or emotional well-being
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body;

Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s. 2012.

The term "bullying" shall also include;

1. "Social Bullying" – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to be little another individual or group.
2. "Gender-based bullying" – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
3. "Bully" – refers to any student who commits acts of bullying.
4. "Bullied" or Victim" – refers to any student who experiences the acts of bullying or retaliation.
5. "Bystander" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation.

O. Other acts of abuse by a pupil, student or learner – refers to other serious acts of abuse committed by a pupil, student or learner upon another pupil, student or learner of the same school, not falling under the definition of "bullying" in the preceding provisions, including, but not limited to, acts of physical, sexual or psychological nature.

- P. Corporal punishment – refers to a kind of punishment or penalty imposed for an alleged or actual offense, which is carried out or inflicted for the purpose of discipline, training or control, by a teacher, school administrator, an adult, or any other child who has been given or has assumed authority or responsibility for punishment or discipline. It includes physical, humiliating or degrading punishment, including, but not limited to the following:
1. Blows such as, but not limited to, beating, kicking, hitting, slapping, or lashing, or any part of a child's body, with or without the use of an instrument such as but not limited to a cane, broom, stick, whip or belt;
 2. Striking of a child's face or head, such being declared as a no "contact zone";
 3. Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
 4. Forcing a child to perform physically painful or damaging acts such as, but not limited to, holding a weight or weights for an extended period and kneeling on stones, salt, pebbles or other objects;
 5. Deprivation of a child's physical needs as a form of punishment;
 6. Deliberate exposure to fire, ice, water, smoke, sunlight, rain, pepper, alcohol, or forcing the child to swallow substances, dangerous chemicals, and other materials that can cause discomfort or threaten the child's health, safety and sense of security such as, but not limited to, bleach or insecticides, excrement or urine;
 7. Tying up a child;
 8. Confinement, imprisonment or depriving the liberty of a child;
 9. Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
 10. Forcing a child to wear a sign, to undress or disrobe, or to put on anything that will make a child look or feel foolish, which belittles or humiliates the child in front of others;
 11. Permanent confiscation of personal property of pupils, students or learners, except when such pieces of property pose a danger to the child or to others; and
 12. Other analogous acts.

- Q. Positive and Non-violent Discipline of children – is a way of thinking and a holistic, constructive, and pro-active approach to teaching that helps children develop appropriate thinking and behavior in the short and long-term and fosters self-discipline. It is based on the fundamental principle that children are full human beings with basic human rights. Positive discipline begins with setting the long-term goals or impacts that teachers want to have on their students’ adult lives, and using everyday situations and
1. Progressive discipline – a whole school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive and productive behavior. This means that when inappropriate behavior occurs, disciplinary measures are applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.
 2. Restorative discipline – a type of discipline used to respond to incidents of bullying in order to repair harm to relationships. It refers to a range of processes that are underpinned by the following concepts:
Misconduct is a violation of people and relationships
These violations create obligations and liabilities
Problem-solving focuses on healing and making things right

Section 3. Duties of School Personnel

Section III. DUTIES OF SCHOOL PERSONNEL

School administrators, teachers, and other personnel exercise special parental authority and responsibility over the child while under their supervision, instruction and custody. Authority and responsibility shall apply to all authorized activities whether inside or outside the premises of the school, entity or institution.

Article 220 and 233 of the Family Code of the Philippines, Presidential Decree No. 603, and other related laws further provide that persons and personnel have the following responsibility over the children under their supervision, instruction and custody.

- A. Keep them in their company and support, educate and instruct them by right precept and good example.
- B. Give them love and affection, advice and counsel, companionship and understanding.
- C. Enhance, protect, preserve and maintain their physical and mental health at all times.
- D. Furnish them with good and wholesome educational materials, supervise their activities, recreation and association with others, protect them from bad company and prevent them from bad company and prevent them from acquiring habits detrimental to their health, studies and morals.
- E. Represent them in all matters affecting their interests.
- F. Inculcate the value of respect and obedience.
- G. Practice positive and non-violent discipline, as may be required under the circumstances; provided, that in no case shall corporal punishment be inflicted upon them.
- H. Perform such other duties as are imposed by law upon them, as substitute parents or guardians.
- I. School personnel shall also strictly comply with the school's child protection policy.

Section 4. Duties of Pupils/Students

Students shall have the following duties and responsibilities:

- A. Comply with school's regulations, as long as they are in harmony with their best interests. Pupils/students and learners shall refrain from:
 - 1. Engaging in discrimination, or leading a group of pupils/students to discriminate another, with reference to one's physical appearance, weaknesses, and status of any sort.
 - 2. Doing any act that is inappropriate or sexually provocative.
 - 3. Participating in the behavior of other students that is illegal, unsafe or abusive.
 - 4. Marking or damaging school property, including books, in any way.
 - 5. Engaging in fights or any aggressive behavior.
 - 6. Introducing into the school premises or otherwise possessing prohibited articles, such a deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material.
 - 7. Performing other similar acts that cause damage or injury to another.

- B. Conduct themselves in accordance with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other persons.
- C. Respect another person's rights regardless of opinion, status, gender, ethnicity, religion as well as everyone's moral and physical integrity.
- D. Observe the Code of Discipline for pupils, students and learners.

Section 5. Preventive Measures

USPF identified the following preventive strategies and measures, and capacity building activities to address child abuse, exploitation, violence, discrimination, bullying, and other acts of abuse:

- A. Education: Through the curriculum (particularly but not solely through Values and Health Education lessons), USPF aims to teach pupils to understand what is acceptable behaviour and to speak up if they believe they or others are not being treated appropriately.
- B. Child Protection Policy incorporated in the Student's Manual: This is distributed to all pupils/students, school personnel and contains the sanctions for pupils/students found guilty of abusive acts, exploitation and bullying;
- C. Faculty and Staff Training: Child protection training for all faculty and staff is undertaken every 3 years to orient and review Philippine laws and DepEd policies on child protection.

Other Training Topics:

1. Values Integration
2. Discipline with Dignity (Positive discipline versus corporal punishment)
3. Conducting positive parent-teacher conferences and family counseling
4. Classroom Management
5. Anger and Stress Management

Section 6. Protective and Remedial Measures

- A. Reporting acts of child abuse, exploitation, violence, discrimination, bullying, other acts of abuse, or any violation of the Code of Discipline is highly encouraged.

NOTE: When any report/complaint is raised, the complainant is immediately attended to. Assessment is made if the complainant is fully aware of the circumstances that warrant validation of his/her accusation. He/she is informed of the of a formal complaint and the consequences of such.

1. Report of the pupil/student student-victim

Cases involving physical injury are dealt with in accordance with the Code of Discipline stipulated in the Student Handbook and in accordance with the provisions of Republic Act 9344 and its Implementing Rules and Regulations.

In case of physical, the pupil/student is given immediate attention and brought directly to the school clinic. The student's class adviser and the School Principal are promptly apprised.

The School Nurse diagnoses the student and gives him/her the necessary first aid treatment. If additional hospital emergency treatment is necessary, the school nurse informs the parents of the injured pupils through the phone and seeks their permission regarding the recommended transfer to a hospital. Later, the School Nurse prepares a written medical report for the parents and the school clinic's file records. The teacher or school personnel who witnessed the incident or who was first at the scene of the incident fills out an Incident Report for submission to the SAS Director.

When/If the victim is able, he/she is requested to write a narrative of the incident which is later attached to the Intake Sheet if the incident is later decided as a case of bullying. If he/she is unable to write a narrative by himself, the SAS will take note as he/she interviews the victim about the incident.

2. Report of student who allegedly witnessed an act of abuse or violation of the Code of Discipline.

The pupil/student-witness reports to his/her class adviser. The teacher-adviser must take down notes of any verbal reports and have these notes validated by the pupil who is the source of the verbal incident report. The teacher will then request the pupil to write a narrative, but only if he/she is willing and able to do so.

3. Report of teacher who witnessed an act of child abuse (among pupils) or violation of the Code of Discipline.

If the teacher witnessed or has validated an act of child abuse or violation of the Code of Discipline, she is to accomplish an Incident Report for submission to the SAS.

4. Report and referral of a pupil allegedly involved in any form of altercation and/or physical dispute outside the school involving persons who are not members of the school community.

When any member of the school, whether pupil/student or school personnel is reported to have been involved in a dispute outside the school with persons who are not members of the school community, an incident report maybe filed and submitted to the school administrator under whose jurisdiction the involved student or personnel belongs.

5. Report and referral of a pupil allegedly being physically hurt, abused by his/her own parents.;

When physical injury imposed upon any of our pupils by their own parents is validated through narratives or statements, all pertinent documents are presented to the University President.

6. Anonymous reports of any form of child abuse or violation of the Code of Discipline are entertained but no disciplinary/ administrative action can be taken.
7. Reporting False Information. If a pupil or school employee is found guilty of deliberately making a false accusation, he/ she will be subjected to disciplinary/administrative action. Copies of Intake Sheets are submitted to the DepEd Division Office after each school year.

B. Responding to Reports of Child Abuse or any Violation of the Code of Discipline

Responding to reports when both the offended and victim are students.

1. The students involved in the reported case are met separately for a dialogue with the SAS Coordinator. They are requested to narrate the incident orally and in writing, if willing (in the presence of a teacher/adviser). The SAS Coordinator listens, takes down pertinent notes, assesses the information particularly if there is need for any of the involved parties to be protected; and then, explains the procedure that is to follow. The SAS Coordinator restores the sense of safety for the victim as well as for the alleged offender.
2. Investigation/gathering of sufficient documentation of supporting evidence commences. After this, involved parties are asked to face each other to further validate statements or gather information; but only if they are willing to do so.
3. If the incident is deemed as a petty conflict, or misunderstanding, unintentional and not a deliberate act of abuse, the students are met by the SAS Coordinator separately or together for a dialogue (depending on the willingness of both parties). The objective of the dialogue is to explain to the students and inform them what had transpired and what changes in behavior are expected. They are reminded that if a similar incident occurs, they will be dealt with accordingly. An Incident Report is accomplished by the SAS. It should contain the resolutions during the dialogues

- and recommendations, if any.
4. For bullying cases, an Intake Sheet is accomplished by the SAS Coordinator in lieu of any other adult reporting the incident; initial narrative reports written by the students in the presence of his/her teacher-adviser during the investigation, if any, are attached.
 5. The Principal and University President is informed immediately about any and all incidents.
 6. Parents of both students are informed immediately about the incident. They are called for a special conference by the SAS Coordinator on separate time schedules for formal relaying of the incident, what has been done, and explain the process followed.
 7. Upon the appraisal of the SAS Coordinator, the Disciplinary Board is convened to deliberate and decide on the case. The result of deliberations is recommendatory in nature, for the approval of the University President.
 8. As soon as the sanction or course of action is ready, the parents of both parties are formally informed. They are asked to sign a document certifying that they were properly informed and that due process was undertaken. This will certify their acceptance of the decision of the Disciplinary Board and their cooperation with the measures to be taken for intervention, prevention, and restorative justice.
 9. If the Disciplinary Board decides that the violation warrants exclusion or the like, the case is brought to the Principal and the University President for further deliberation.

C. Responding to Reports when the offender is a teacher/ employee.

For acts committed by school personnel or official against a learner such as child abuse, violence, discrimination, refer to DepEd Order No. 40 s. 2012.

1. The alleged teacher/employee accused of child abuse or violation of the Code of Discipline is informed in writing and is given 5 days to respond the allegation.
2. Validation is further done by seeking both verbal and written narratives from witnesses, if possible.

3. The Human Resources Management Department (HRMD), in charge of personnel, schedules a Disciplinary Board Meeting including SAS Director, the Principal of the department where the alleged offender belongs, one other administrator who will serve as the accused teacher/employee's unbiased counsel especially in writing the response to the accusation.
 4. Prior to the Disciplinary Board Hearing, all pertinent documents/ reports including the written response of the accused are studied by the administrators who will be hearing the case. The administrator-counsel assists the accused to be emotionally and psychologically prepared.
 5. The Disciplinary Board Meeting is scheduled and held. The accused is given an opportunity to defend himself/herself in front of the Disciplinary Board.
 6. A decision is reached and released as soon as possible.
 7. The accused is met by his/her immediate superior for the result of the deliberation.
 8. All personalities involved (victim, alleged offender, parents of the victim and regularly apprised as due process is carried out).
- D. Responding to a report and referral of a student allegedly involved in any form of altercation and/or physical dispute outside the school involving persons who are not members of the school community.
1. Although the school is no longer directly accountable for incidents outside the school, it upholds a degree of responsibility to ensure the safety of its students and personnel. Depending on the gravity of the incident and the potential threat to the life and safety of the involved student or personnel, the Committee on Child Protection (CPC) representative from the Barangay is notified/consulted.
 2. After investigation and due process, appropriate disciplinary action may be imposed on the erring student or personnel if he/ she is found guilty of violating the student or personnel Code of Discipline.
- E. Responding to a report and referral of a student allegedly being physically hurt, abused by his/her own parents.

The University President through a recommendation from the Principal may refer the case to the Department of Social Welfare and Development (DSWD) for assessment. The Parents Assembly may also be asked to assist in the case. The DSWD shall determine the appropriate intervention.

If the victim is determined to be at risk, the Principal, with the aid of the assigned Guidance Counselor/Teacher, and in coordination with the DSWD, shall immediately remove the victim, or in appropriate cases, the offender, from the place of the incident. The child's family shall be informed of any action taken.

F. Protecting from Retaliation

Fear of retaliation is a normal feeling experienced by all individuals involved in the case: the victim, the accused, and the witness, complainant or person responsible for exposing/reporting the person guilty of abusing another or any other acts in violation of the Code of Discipline. It is the responsibility of the school authority assigned to each case to ensure the safety of all these parties.

The following measures are taken:

1. All individuals in the case are given stern warning that while investigation is ongoing, there is not to be any form of retaliation or any form of negative reaction from anyone. If deemed necessary, they are asked to stay away from one another.
2. If there is a potential threat of physical retaliation from the erring individual, he/she is put under preventive suspension. Parents are advised to take precautionary measures while the student is not in school.
3. While in school, the class advisers of the pupils of the parties involved assume responsibility over the student under their care against possible retaliation. These class advisers, along with the SAS Coordinator monitor the day-to-day

- activities and behaviour of the pupils involved in the case.
4. Protective measures (listed in VI) are implemented.

Section 8. Referral and Counseling

Aside from imposing a disciplinary measure commensurate to the action of the student, a necessary counseling shall be accorded to the students since the school's purpose is not to convict the student but to assist him/her to realize his/her mis behavior. The parent or guardian may be invited to take part in the counseling process or rehabilitation session; if necessary, depending on the determination or discretion of the Guidance Counselor.

- A. Guidance/rehabilitation sessions with the Guidance Counselor.
- B. Guidance/rehabilitation sessions with University Chaplain.
 1. These sessions help reconcile differences among the the involved; fear of retaliation is negated; civil, if not cordial relationships are re-established.
 2. Specifically, for first-time bullying incidents, the following restorative measures are taken (depending on the gravity):
 - A. Peace-making between parties involved. This involves the voluntary expression of remorse, forgiveness, and restoration of reciprocal friendship; thus, re-establishing a sense of safety and trust.
 - B. Witnessing among peers. The pupil may speak before his peers about the experience and what he/she has learned from it.
 - C. When suspension is part of the sanction, the pupil/student is subject to community service within the school campus unless preventive suspension is the specific sanction.

For second-time and/or repeated occurrences of bullying by the same person, Progressive Discipline is imposed.

Note: The SAS keeps a record of all cases. The Guidance Office keeps records of their guidance and/or rehabilitation meetings. These are held in strict confidence.

Regular follow-up meetings with the SAS Office and Guidance Counselors are done.

Section 9. Policy Review

This policy will be reviewed regularly by the Student Affairs Services.

Section10. Consistency of Policies/Documents

This policy should be read alongside other school policies such as the Anti-Bullying Policy and the Anti-Sexual Harassment Policy. The safeguarding of information for staff at USPF should also be read alongside the policy.

APPENDIX B

CODE OF CONDUCT ON GENDER-BASED SEXUAL HARASSMENT

(In compliance with RA 7877, RA No 11313 and CMO No. 3 series of 2022)

RULE 1

INTRODUCTION

SECTION 1. UNIVERSITY POLICY

University of Southern Philippines Foundation (USPF) is committed to providing an environment that is free from sexual harassment, other forms of sexual misconduct and inappropriate behavior. In keeping with this commitment, USPF maintains a strict policy prohibiting all forms of sexual harassment.

The entire educational community suffers when sexual harassment is allowed to pervade the academic and labor atmosphere. It is therefore the declared policy of the University that sexual and gender-based violence and discrimination, including sexual harassment, other forms of sexual misconduct and inappropriate behavior are unacceptable and shall not at all be tolerated or condoned. Due to this zero-tolerance policy, the University shall, after due process, impose disciplinary sanctions commensurate to the gravity of the infractions.

It is for this reason that this Code of Conduct on Gender-Based Sexual Harassment, which is largely based on the Republic Act No. 11313 or the Safe Spaces Act, and the CHED Memorandum Order No. 3 series of 2022, has been promulgated.

SECTION 2. VIOLATION OF THE POLICY

Violation of this policy shall result in disciplinary action up to and including expulsion or termination, (as the case may be). All members of the educational community affected by a sexual

harassment incident shall be treated with respect and given full opportunity to present their respective sides of the incident.

SECTION 3. DEFINITION OF TERMS

For purpose of this Code of Conduct, the following terms are defined as follows:

- A. Educational Community** consists of those individuals or groups of individuals associated with USPF or involved in organized teaching and learning systems. They are individuals and groups directly involved in the attainment of the educational institution's objectives and are therefore bound by shared purposes. The inter-relationships of the members or constituent elements of the educational community are characterized by their respective rights and obligations.
- B. Higher Education Institutions (HEIs)** are educational institutions, private or public, established in accordance with law and offering CHED-recognized higher education programs.
- C. Gender-Based Sexual Harassment (GBSH)** refers to an act, or a series of acts, involving any unwelcome sexual advances, request or demand for sexual favors, or other verbal or physical behaviors of a sexual nature, committed by any individual.
- D. Misogynistic remark or slur** refers to any statement, in whatever form or however delivered, that is indicative of the feeling of hating women or the belief that men are inherently better than women.
- E. Moral damage** refers to physical suffering, mental anguish, fright, serious anxiety, besmirched reputation, wounded feelings, moral shock, social humiliation, and similar injury.
- F. Offended party** refers to the person who experienced the incident reported or complained of.
- G. Persistent** means continuing for a relatively long time.
- H. Personnel** refers to academic personnel, academic support personnel, non-academic personnel, administrators, and officials of the University regardless of the nature of their contract, status of employment, position, or rank.

- I. Prohibited relationship/activity** refers to the prohibited dating, sexual, or amorous relationship or activity between personnel in a work-related setting or between personnel and a student in an education/training-related setting.
- J. Rape**, as defined by the Anti-Rape Law of 1997, is an act of sexual assault committed by the insertion of one's sex organ or any foreign instrument or object into another person's orifice, without the victim's consent or capability to give consent. This offense includes the rape of both males and females.
- K. Respondent** refers to a person reported or complained of as having committed sexual harassment, other form of sexual misconduct, or inappropriate behavior.
- L. Students/Trainees** refer to those enrolled full-time or part-time in regular courses, or short-term or special training offered by the educational or training institutions. For the purposes of these Guidelines, applicants shall be deemed as students/trainees as well.
- M. School Personnel** refers to individuals working and employed in USPF, whether academic or non-academic, teaching, or non-teaching, managerial, supervisory, or rank and file, including coaches, club advisers and moderators, and trainers.
- N. Sexist remark or slur** refers to a statement, in whatever form or however delivered, that is indicative of prejudice, stereotyping, or discrimination based on gender, typically against women.
- O. Stalking** refers to conduct directed at a person involving a pattern of repeated visual or physical proximity, non-consensual communication, or a combination thereof, characterized by fixation or obsession, that causes or is likely to cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.
- P. Transphobic remark or slur** refers to any statement, in whatever form or however delivered, that is indicative of fear of, hatred of, or aversion to persons whose gender identity and/or expression do not conform with their sex assigned at birth.

RULE II

GENDER-BASED SEXUAL HARASSMENT

SECTION 4. KINDS OF GENDER-BASED SEXUAL HARASSMENT ACCORDING TO THE ENVIRONMENT OF HEIS.

- a. In an education or training environment, GBSH is committed:
 1. Against one who is under, directly or indirectly the care, custody, or supervision of the offender; or
 2. Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender; or
 3. Against one whose application for membership or continued membership or participation or activity in a student organization is entrusted to, or is subject to review, comment or influence by, the offender; or
 4. When the sexual favor is made as a condition to the giving of a passing or improved grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations, or the giving of any academic privilege; or
 5. When sexual advances would result or has resulted to an intimidating, hostile or offensive environment for the student, trainee, or apprentice.
 6. Such other analogous circumstances.
 7. In a work-related or employment environment, GBSH is committed when the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee; or in any way impair the employee's rights or privileges under existing labor laws; or any of the above acts would result in an intimidating, hostile or offensive environment for the employee; or such other analogous circumstances.

SECTION 5. HOW GENDER-BASED SEXUAL HARASSMENT IS COMMITTED

Gender-based sexual harassment (GBSH) in HEIs, other education and training institutions and partner host establishments and/or organizations may be committed, among other circumstances or situations, as follows:

- A. In higher education institution, other education and training institutions and partner host establishments and/or organizations, as a place of work and as a place of learning, when any unwelcome act or series of acts of a sexual nature is employed in the following:
 1. As the basis for any employment decision (including, but not limited to, hiring, promotion, raise in salary, job security, benefits, and any other personnel action) affecting the complainant.
 2. As requirement for a grade rating, the granting of honors of a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege, or consideration to the complainant.
 3. Interference with the complainant's performance, which creates an intimidating, hostile or offensive work or academic environment.
 4. As instrument that might reasonably be expected to cause discrimination, insecurity, discomfort, offense, or humiliation to the complainant; and
 5. Such other circumstances are analogous to any of the foregoing.
- B. In a higher education institution, as a public space, when any unwelcome act or series of acts of a sexual nature constitutive of street-level and public-spaces sexual harassment are committed.

The different forms of Street-Level and Public-Space GBSH include but are not limited to:

1. Catcalling and/or wolf-whistling.
2. Unwanted invitations.
3. Misogynistic, transphobic, homophobic, and sexist slurs.
4. Persistent uninvited comments or gestures on a person's appearance.
5. Persistent telling of sexual jokes, use of sexual names.

6. Persistent telling of sexual jokes, use of sexual names.
 7. Public masturbation or flashing of private parts.
 8. Groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety and committed in public spaces.
- Stalking; and
9. Other acts analogous to any of the foregoing offenses.
- C. In the digital word, online gender-based sexual harassment includes:
1. Acts of a sexual nature that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats.
 2. Unwanted sexual misogynistic, transphobic, homophobic, and sexist remarks and/or comments online, whether publicly or through direct and private messages.
 3. Invasion of victim's privacy through cyberstalking and/or incessant messaging.
 4. Uploading and/or sharing without the consent of the victim any form of media that contains photos, audio, or video with sexual content.
 5. Any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online.
 6. Impersonating identities of victims online or posting lies about victims to harm their reputation.
 7. Filing false abuse reports to online platforms to silence victims; and
 8. Other acts analogous to any of the foregoing offenses.

SECTION 6. PLACES WHERE GENDER-BASED SEXUAL HARASSMENT IS COMMITTED

Gender-based sexual harassment may be committed in the following.

- A. Within the territory of the University where it has direct administration or jurisdiction.
- B. Within or outside the training institutions, local or foreign, during or beyond the conduct of school-related activities so long as the complainant or the respondent in the GBSH case is under their supervision, instruction, or custody.

- C. In public spaces and/or online platforms which are used by stakeholders of the education and training institutions for their school-related activities; and/or
- D. Within any of the above areas where the gender-based sexual harassment is committed by a faculty, employee, or student even if the activity is not school-related and/or sanctioned by the University.

SECTION 7. PERSONS LIABLE FOR GENDER-BASED SEXUAL HARASSMENT

Gender-based sexual harassment may be committed by the following:

- A. Persons of the same or opposite sex who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work, such as an officer, faculty member, employee, coach or trainer (e.g. faculty to students, administrator to faculty/employees, administrator to students, and coach/trainer to students);
- B. Persons in a peer relationship with the offended party (e.g. faculty to faculty, student to student, administrator to administrator, coach/trainer to coach/trainer);
- C. Students/student interns, faculty, administrators, or employees of the University committing acts that constitute sexual harassment against faculty members, administrators, employees, third-party service providers or visitors of the institution.
- D. Third-party service providers engaged by the University such as sanitation, security, and maintenance personnel.
- E. Personnel of other partner institutions which the University has contracted to undertake school-related activities; or
- F. Visitors or third parties who are within the premises, or around the vicinity of the institution.

SECTION 8. DUTY TO REPORT AND DOCUMENT

Any or all persons who have knowledge of acts of education- or training-related sexual harassment or other related sexual offenses committed within the purview of these Guidelines shall report the same to the Head of Institution and to the CHED Regional Offices

with jurisdiction over the HEI pursuant to Section 11 of CHED Memorandum Order (CMO) No. 1 s. 2015 and other relevant CHED issuance as may hereinafter be promulgated.

SECTION 9. ACTION WHEN A VICTIM DOES NOT FILE A COMPLAINT NOR REQUEST TO TAKE ACTION

Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender-based sexual harassment or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of gender-based sexual harassment or sexual violence being committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.

RULE III

OFFENSES AND PENALTIES

SECTION 10. TYPES OF GENDER-BASED SEXUAL HARASSMENT OFFENSES ACCORDING TO GRAVITY AND CORRESPONDING ADMINISTRATIVE PENALTIES

The following matrix of offenses and the corresponding penalties may be adopted by HEIs in crafting their own code of conduct and other policies in relation to GBSH; provided, that in case where the offense or the penalty for acts of GBSH is not found in any policy of the HEI, this section shall apply suppletory to the policies of the institution.

10.1 GRAVE OFFENSES	
1. By persons who have authority influence or moral ascendancy over the offended party in any aspect of academic or administrative work	
2. Person in a peer relationship with the offended party, e.g. student versus student, employee versus employee	
3. Students/Student interns harassing (with sexual undertone) faculty members, administrators, or employees	
<p>A, Unwanted touching of private parts of the body (genitalia, buttocks, and breast)</p> <p>B. Rape or sexual assault!</p> <p>C. Malicious touching</p> <p>D. Requests for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions, or assignments, a passing or higher grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance</p> <p>E. Public masturbation or flashing of private parts.</p> <p>F. Groping, or any advances, whether verbal or physical, that are unwanted and threatens one's sense of personal space and physical safety and committed in public spaces.</p> <p>G. Uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content.</p>	

<p>H. Any unauthorized recording and/or sharing of any of the victim’s photos, videos, or any information online.</p> <p>I. Impersonating identities of victims online or posting lies of a sexual nature about the victims to harm their reputation.</p> <p>J. Filing false abuse reports to online platforms to silence victims of sexual harassment.</p> <p>K. Stalking</p> <p>L. . Other acts analogous to any of the foregoing offenses</p>	<p>Dismissal for service.</p> <p>For students, expulsion.</p>
<p>4. Third-party service providers such as sanitation and maintenance personnel.</p>	
<p>5. Personnel of Partner institutions where school-related activities are conducted.</p>	
<p>Same as above</p>	<p>Permanent ban in the HEI; Termination of contract</p> <p>*For international partners, Permanent ban from entering a contract with any PHEI</p>
<p>6. Guests / Visitors</p>	
<p>Same as above</p>	<p>Permanent ban in the HEI</p>
<p>10.2 LESS GRAVE OFFENSE</p>	
<p>1. Persons who have authority, influence, or moral ascendancy over the offended party in any aspect of academic or administrative work</p>	

	1 st offense	
<ul style="list-style-type: none"> A. Unwanted touching or brushing against a victim's body. B. Pinching not falling under major offenses C. Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person. D. Verbal abuse with sexual overtone E. Unwanted invitations with sexual undertone F. Misogynistic, transphobic, homophobic, and sexist slurs G. Persistent uninvited comments or gestures on a person's appearance H. Relentless requests for personal details I. Incessant messaging J. Making statements, comments, and suggestions with sexual innuendoes K. . The use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones L. Other acts analogous to any of the foregoing offenses 	<p>Suspension of one month and one day to six months</p>	

2. Persons in a peer relationship with the offended party, e.g. student versus student, employee versus employee		
3. Students/student interns harassing (with sexual undertone) faculty members, administrators, or employees		
	1 st offense	2 nd offense
Same as above	Suspension of one month and one day to three months; Probation for the entire semester	Dismissal from service; For students, exclusion, or dismissal
4. Third-party service providers such as sanitation and maintenance personnel		
5. Personnel of Partner Institutions where school-related activities are conducted		
	1 st offense	2 nd offense
Same as above	Serious reprimand by the HEI	Permanent ban in the HEI *For international partners, permanent ban from entering a contract with any PHEI
	1 st offense	2 nd offense
6. Guests / Visitors	Serious reprimand	Permanent ban in the HEI

10.3 LIGHT OFFENSES

1. Persons who have authority, influence, or moral ascendancy over the offended party in any aspect of academic or administrative work

	1 st of-fense	2 nd of-fense	
<p>A. Surreptitiously looking or staring at a person’s private part or worn undergarments</p> <p>B. Making sexist statements and smutty or “green” jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing them or even without such advice, when they are by their nature clearly embarrassing, or offensive or vulgar.</p> <p>C. Malicious leering or ogling</p> <p>D. The display of sexually offensive pictures, materials, or graffiti</p> <p>E. Unwelcome inquiries or comments about a person’s sex life or sexual orientation connoting one’s sex life (ex. LGBTQ’s sexual relations)</p>	<p>Reprimand</p>	<p>Suspension of one day to thirty days</p>	

<p>F. Unwelcome sexual flirtation, advances, propositions</p> <p>G. Making offensive hand or body gestures at the person</p> <p>H. Persistent unwanted attention with sexual overtones</p> <p>I. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense, or insult to the receiver.</p> <p>J. Catcalling and/or wolf-whistling,</p> <p>K. Unwanted sexual misogynistic, transphobic, and homophobic remarks and comments online, whether publicly or through direct and private messages</p> <p>L. Invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones</p> <p>M. Other acts analogous to any of the foregoing offenses</p>	<p>Reprimand</p>	<p>Suspension of one day to thirty days</p>	
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2. Persons in a peer relationship with the offended party, e.g. student versus student, employee versus employee			
3. Students/student interns harassing (with sexual undertone) faculty members, administrators, or employees			
	1 st offense	2 nd offense	
Same as above	Written warning	Written reprimand and community service	
4. Third-party service providers such as sanitation and maintenance personnel			
5. Personnel of Partner Institutions where school-related activities are conducted			
	1 st offense	2 nd offense	
Same as above	Reprimand by the HEI	Severe reprimand by the HEI	
6. Guests/Visitors	1 st offense	2 nd offense	
	Reprimand by the HEI	Severe reprimand by the HEI	
Note: If the perpetrator committed the offense twice against the same victim, the corresponding gravest penalty shall apply. HEIs may provide gender sensitivity training and counselling to offenders.			

SECTION 11. IMPOSITION OF PENALTIES

- A. Minor students who, at the time of the commission of the act of GBSH, are found guilty under these Guidelines by the disciplining authority, shall likewise undergo gender-sensitivity training and psychosocial counselling sanctioned by the University's Guidance Office.
- B. Any act of intimidation, threat, pressure, or inducement to withdraw a complaint or recant a testimony or statement by the respondent (offender or harasser) or by another person at his/her instruction or order will aggravate the sanction to be imposed to the next higher level or degree.
- C. If the penalty of expulsion or exclusion is imposed upon a student, the same shall be subject to the confirmatory authority of CHED pursuant to Section 21 of the Implementing Rules and Regulations of the Safe Spaces Act and Section 106 of the MORPHE.
- D. If the penalty imposed is other than those provided above, e.g. termination of contract or permanent ban from the HEI, the same shall be final and immediately executory, and notice shall be furnished to the Respondent or notice shall be posted around the premises of the institution (as the case may be).
- E. For termination of contract with a partner training organization, the institution shall report the same with the CHED Regional Office having jurisdiction over it.

SECTION 12. PRESCRIPTIVE PERIOD

Any action arising from the violation of any of the provisions of this Code of Conduct shall prescribe in five (5) years from the time the alleged violation is committed. (Section 36, RA 11313).

SECTION 13. ACCESSORY PENALTY

A respondent student shall not be allowed to graduate if he or she has a pending case of GBSH. USPF reserves the right to revoke a respondent student's diploma if it was inadvertently issued while a case for GBSH is pending against a student at the time of its conferment.

Any psychological counseling fees charged availed by the victim and similar services shall be borne by the respondent if proven guilty of the offense/s being charged.

SECTION 14. SUPPORT OF A VICTIM OF GENDER-BASED SEXUAL HARASSMENT

The University shall adopt mechanisms to protect the welfare of a complainant of sexual harassment or other related sexual offense, as may be appropriate, which may include the following:

- A. Psychosocial counselling.
- B. Referral to an agency offering professional help.
- C. Support from the Institution's GAD Focal Point System.
- D. Coordination with women's organizations and advocacy groups.
- E. Transfer to another class, office or partner institution, if needed; and
- F. Available legal support such as assistance in the filing of criminal cases in appropriate courts of justice.

SECTION 15. RETALIATION FOR GENDER-BASED SEXUAL HARASSMENT COMPLAINTS

Acts of retaliation or reprisal by the harasser and/or any of his/her co-employees or supporters for making sexual harassment complaints are prohibited as they are considered grave or serious misconduct. Acts of retaliation include, but are not limited to, the following:

- A. Disciplining, discriminating against, changing, or lowering the grades, requiring submission of academic assignments or projects more difficult than the other students, refusing to answer queries about the subject with the complaining student or a witness for the sole reason that said student has complained about or resisted any act of sexual harassment, or plans to testify/have testified against the harasser.
- B. Disciplining, discriminating against, changing or downgrading terms and conditions of employment, including work assignments, compensation, benefits, privileges, rendering an unfavorable performance evaluation, providing inaccurate work information, refusing to cooperate or discuss work related matters with any employee for the sole reason that said employee has complained about or resisted any act of sexual harassment; and

- C. Intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up a conduct constituting a sexual harassment under these Rules.

Since retaliation or reprisal by the harasser and/or any of his/her co-employees or supporters is considered a grave or serious misconduct, the administrative sanction to be imposed is dismissal.

The investigation on this offense may be done in the same sexual harassment case if so alleged or in a separate administrative investigation.

RULE IV

COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

SECTION 16. COMPOSITION

A Committee on Decorum and Investigation (CODI) is hereby created. It serves as an independent internal grievance mechanism and shall act as the main body in the investigation and resolution of cases involving Gender-Based Sexual Harassment in USPF.

Sectoral Representation. The CODI is composed of at least one representative each from the following:

1. School Administration / Management.
2. Faculty representative.
3. Employee from the Supervisory Rank.
4. Employee from the Rank-and-File.
5. Member of the GAD Focal Point System; and
6. Student or Trainee selected by the Supreme Student Government officers.

Note: It is the University President who designates the CODI chairperson and members.

Equitable Representation. The CODI shall be headed by a woman, and membership shall be divided equally between men and women,

provided not less than half are women.

- C. Permanent Alternates.** Aside from the regular members of the CODI, the University President shall also designate their respective permanent alternates who shall act on behalf of the regular members in their absence, temporary incapacity or voluntary or involuntary inhibition. The permanent alternates shall have the authority to render decisions based on the records of the case and the evidence adduced during the investigation so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

D. Impartiality.

1. Members of the CODI should have no prior record of involvement as a respondent or defendant in any case of whatever nature of sexual harassment, including those which are still pending.
2. When the complainant, or the respondent, or a material witness is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the School Head or Head of Institution.
3. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest impartiality, relation with the respondent within the fourth degree of consanguinity or affinity, and other reasonable grounds. Being the head of a division or department from which a complainant, respondent or material witness came is not a ground for inhibition or disqualification. Having endorsed a filed or submitted complaint to CODI, being a ministerial function, is also not a ground for inhibition or disqualification.
4. It is the University President who decides whether to disqualify or to grant the inhibition of a CODI member. Upon such disqualification or grant of inhibition decides whether to grant the inhibition by the University President, the member concerned shall immediately be replaced from among the Permanent Alternates so as not to cause delay in the proceedings.

- E. Term of Office.** The term of office of CODI members shall be one (1) year and they shall hold that office after the said one-year period until their replacements shall have been officially designated by the University President. The term of one CODI member may be extended, and a CODI member may be reappointed, by the University President.

SECTION 17. RESPONSIBILITIES AND FUNCTIONS OF THE CODI

The CODI shall have and perform the following functions:

- A. Receive complaints for offenses covered by this Code.
- B. Investigate complaints for offenses covered by this Code, including preliminary investigation, in accordance with the prescribed procedure.
- C. Observe, always, the due process in the conduct of investigation.
- D. Investigate and decide on the case and submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.
- E. Ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure.
- F. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible.
- G. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed.
- H. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses; and
- I. Conduct such as other activities that would endanger a safe environment for all genders, especially women, in school campuses and training-related programs in the University.

In case of non-performance or inadequate performance of functions, any member of the CODI shall be replaced by the University President upon receipt of documentation that will substantiate such allegations, without prejudice to the application of any relevant University policy, rule, or regulations on the said individual.

RULE V

STANDARD PROCEDURAL REQUIREMENTS AND COMPLIANCE WITH DUE PROCESS

SECTION 18. RIGHT TO DUE PROCESS

No disciplinary sanction shall be applied upon any erring member of the educational community except for cause and after due process shall have been observed.

SECTION 19. PRE-FILING STAGE

USPF shall adopt mechanisms to provide assistance to an alleged victim of acts punishable by these guidelines which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

SECTION 20. COMPLAINT

- A. The complaint may be filed at any time with the Office of the University President, the Office of a Vice President, the Office of the Immediate Superior (Dean, Principal or Office Head) of the Complainant or the alleged perpetrator, the Guidance Office, the SAS Office, the Security Office, or the CODI. Upon receipt of the complaint by any of the above offices, the same shall be transmitted to the CODI.
- B. The complaint may be in any form, provided that the following information are indicated in the complaint:
 1. FULL NAME and CONTACT DETAILS of the Complainant. However, the filing of an anonymous complaint is not prohibited.
 2. FULL NAME, CONTACT DETAILS and/or POSITION of

the Respondent if known to the Complainant.

3. STATEMENT OF RELEVANT FACTS
4. EVIDENCE TO SUPPORT THE ALLEGATION, provided that non-submission of evidence will not cause the dismissal of the complaint; and
5. CERTIFICATION OR STATEMENT OF NON-FORUM SHOPPING

If the complaint is not under oath, the Complainant shall be summoned by the CODI to swear to the truth of the allegations in the complaint or require the Complainant to submit a sworn Complaint within 24 hours from receipt of notice of compliance.

- C. The withdrawal of the complaint at any stage of the proceedings shall be without prejudice for CODI to continue its investigation and make a report of its findings and recommendation to the disciplining authority when the evidence warrants.

SECTION 21. ACTION ON THE COMPLAINT

- A. Within 24 hours (during working days) from receipt of the written complaint, the CODI shall determine whether the complaint is sufficient in form and substance. A complaint is sufficient in form and substance if all the elements provided in the immediately preceding provision are present.
- B. If the complaint is not sufficient in form and substance, CODI shall notify the complainant to comply accordingly at such period to be fixed by CODI.
- C. After evaluating that the complaint is sufficient in form and substance, the CODI shall:
 1. *For complaints against an employee, faculty, student, or trainee of USPF:* Proceed with the administrative investigation if the complaint is sufficient in form and substance.
 2. *For complaints against personnel of third-party service providers or partner institutions or guest or visitors of USPF:* Recommend the referral of the complaint to the service provider, partner institution or to the proper government authorities for proper investigation and action. The CODI shall likewise recommend to the Office of the University President to provisionally disallow the personnel of third-party

service provider or of partner institution complained of, or guests or visitors from entering the school premises or from transacting with the HEI while investigation is pending before the service provider, partner institution or to the proper government authorities.

SECTION 22. PREVENTIVE SUSPENSION

Upon petition of the Complainant or *motu proprio* upon the recommendation of the CODI, the disciplining authority (University President) may order the preventive suspension of the Respondent during the conduct of investigation before the CODI and the period of deliberation of the recommendation of the CODI, if there are reasons to believe that he/she is probably guilty of the charges which would warrant his/her removal from USPF.

Moreover, an order of preventive suspension may be issued to temporarily remove the Respondent from the scene of his/her misfeasance of malfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against him/her or tampering of any evidence. (Section 19, CMO 3 s. 2022)

SECTION 23. INVESTIGATION OF CASES BEFORE THE CODI

The CODI shall, at all times, observe due process and investigate said complaint following the procedures, to wit:

Notice of Investigation

Within 24 hours of determination that the complaint is sufficient in form and substance, the CODI shall commence the investigation by issuing the Notice of Investigation to the Respondent of the Complaint filed against him/her with a directive to submit his/her Answer/Counter-Affidavit/Comment under oath and submit evidence in his/her defense within seventy two (72) hours from receipt of the notice, and furnish a copy thereof to the Complainant; otherwise, the Counter-Affidavit/Comment shall be considered as not filed.

The Notice shall also contain a reminder of his/her rights to be represented by counsel if he/she so desires, to examine the evidence against him/her, and to present evidence on his/her own behalf; and that in the event respondent will refuse or fail to submit his/her answer/explanation within the given period, such failure or refusal shall be deemed a waiver to present evidence on his/her own behalf, and the investigation will proceed and will be decided based on the evidence presented by complainant and adduced during the investigation.

B. Notification of Complainant & Parents or Guardian

The CODI shall furnish a copy of the Notice of Investigation to complainant. If it is a student who is complaining without assistance from his/her parents or guardians, the CODI shall notify his/herparents or guardian accordingly at their last known address per school records. If the complainant and/or the student's parent or guardian fails to appear during the investigation despite the notice, the investigation shall proceed accordingly.

C. Receipt of Respondent's Answer/Counter-Affidavit/Comment

Upon receipt of the Counter-Affidavit/Commend under oath and evidence submitted by the Respondent, the CODI shall conduct an *ex-parte* examination of the documents submitted by the parties, including available record of the case.

D. Initial Conference/Hearing

During the initial conference/hearing, the CODI shall determine whether there is a *prima facie* case to proceed further with the investigation or dismiss the complaint or terminate the proceedings. Moreover, the issues will be clarified, stipulations and admissions will be made, or the parties will explore the possibility of settling amicably the personal claims, if any, of the complainant without prejudice to the complaint being investigated further to determine whether or not respondent is liable for having violated any of the school policies, rules or regulations, and the appropriate sanction thereto, if any.

In the event that before or during the scheduled initial conference/hearing respondent admits in writing the allegations against him/her, or the factual allegations are clear to the investigator, the case may be deemed submitted for decision based on the complaint and the answer, unless the CODI will

require submission of position paper or further hearing/s to clarify certain issues or to ascertain some factual matters.

E. Summary Investigation Report

During the initial conference, if on the basis of the documents submitted (such as the complaint, letter, report, answer, counter-affidavit/comment, supporting papers and other evidence), the CODI finds that there is already sufficient basis to render judgment (as when the facts and issues are already clear to the CODI or when there is admission of guilt), it may immediately direct that the case be deemed summarily submitted for resolution by the CODI and to render its Investigation Report.

f. Investigation Report Based on Position Papers

Whenever summary Investigation Report is not appropriate, the CODI shall direct the parties to simultaneously submit their position papers with written statements or affidavits of witnesses and other supporting evidence, if any, within three (3) working days from date of the initial conference/hearing where the directive is given, or if given afterwards from notice of the order, after which the case shall be deemed submitted for resolution. However, if the third day falls on a weekend or a holiday, the position paper must be filed during office hours of the next working day.

If one party refuses or fails to submit his/her position paper and additional supporting evidence within the reglementary period, the same shall be deemed a waiver on the part of that party to present further evidence, and the case shall be resolved based on whatever documents or evidence found in the record.

In case the written statements of witnesses and parties are not notarized, the individuals concerned shall be required to appear before the CDI to affirm or swear on the veracity of their written allegations.

Investigation Report After Further hearing

Where the CODI finds that there are factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding by it, or there are other witnesses who may be called or presented to testify to shed light on certain factual issues, it shall conduct further hearing. The CODI, if necessary, shall direct the parties and other individuals to appear before it to answer classificatory questions. Any employee or student who refuses to attend and testify in the hearing shall be reported to the HRMD or SAS for appropriate action.

For this purpose, the CODI will then proceed to ask questions first to complainant and his/her witnesses, and second to respondent and his/her witnesses. After a witness has been asked by the CODI, any of the contending parties or their counsel, if represented, may examine further the witness by submitting written questions to the CODI, who will then read the questions to the witness for his/her answers. However, the CODI may allow the counsel to directly ask the questions to the witness.

Minutes generally summarizing the proceedings shall be in writing and signed by the CODI, the parties, and their counsel, if any.

CODI Investigation Report

The CODI shall resolve the case by submitting its Investigation Report to the Office of the University President within ten (10) working days from the last hearing or when CODI has ordered that the case is deemed submitted for resolution.

The CODI Investigation Report shall be based on the evidence adduced during the investigation and the applicable law, policies, rules, or regulations. It must contain these essential parts: statement of the case, finding of facts, issues, discussion of the issues, and recommendation stating the sanction to be imposed if warranted and/or appropriate action to be taken.

SECTION 24. DECISION OF THE OFFICE OF THE UNIVERSITY PRESIDENT

Within thirty (30) days from receipt of the CODI Investigation Report, the Office of the University President shall review the records of the case and render a decision based on evidence adduced during the investigation and applicable laws, policies, rules and regulations, either affirming, reversing, modifying, setting aside the findings and/or recommendation of the CODI and render a new one, or directing whatever action it may deem necessary and proper.

SECTION 25. FINALITY OF DECISION, MOTION FOR RECONSIDERATION/APPEAL

The decision rendered by the Office of the University President shall be final and executory unless a motion for reconsideration or appeal is seasonably filed by the within the reglementary period of fifteen (15) days from receipt of the said decision before the Office of the University President. A motion for reconsideration is deemed an appeal.

The motion for reconsideration or appeal, filed by any of the parties with the Office of the University President, with a copy thereof furnished at the same time by the movant/appellant to the other party or counsel, shall state the reason or reasons why the decision should be reversed, modified, or set aside and a new one is rendered by the Office of the President. The other party not appealing or making the motion for reconsideration shall have fifteen (15) days from receipt of the motion or appeal within which to file his/her Comment or Opposition to the said motion or appeal before the Office of the University President

Within thirty (30) days from receipt of the motion or appeal and after the lapse of the period to submit the Comment or Opposition, whether one is filed or not, the Office of the University President shall resolve the motion for reconsideration or appeal. Said resolution is immediately final and executory upon issuance thereof, unless otherwise stated therein.

**SECTION 26. FURNISHING COPY OF THE UNIVERSITY
PRESIDENT’S DECISION OR RESOLUTION**

Complainant, respondent, and their respective counsel, if any, shall each be furnished a copy of the decision or resolution of the Office of the University President by personal service or by special mail delivery through private courier (such as LBC, JRS or DHL) or by registered mail at their last known addresses per school records or record of the case.

SECTION 27. WRITTEN RECORDS AND PRIVACY OF PARTIES

Careful written records of cases of sexual harassment must be kept, but precautions should be taken to protect the privacy of all parties involved as much as practicable, unless there are situations beyond the control of USPF or CODI, such as when a party or parties to the case or any of their respective family members or friends disseminates or shares any such private information to others, or as may be allowed by law.

SECTION 28. EMPLOYEE MISCONDUCT RECORD

After finality of the decision or resolution, in case the respondent is a school employee, the HRMD Manager, shall prepare the Employee Misconduct Record (EMR) in four (4) copies describing the nature of the infraction and quoting the dispositive portion of the final decision. Copies of the EMR shall be distributed as follows:

- First copy - Respondent employee
- Second copy - File 201 of respondent
- Third copy - Department Head of respondent
- Fourth copy - Payroll Section if sanction is suspension or dismissal.

In case the respondent is a student, the SAS Director shall prepare the Student Misconduct Record (SMR) accordingly.

SECTION 29. PARALLEL AND COMPLEMENTARY ACTIONS

Nothing in this Code of Conduct shall be construed to limit the rights of the victims of GBSH from pursuing civil, criminal and other legal actions as may be provided by law. (Section 23, CMO No. 3 s. 2022)

RULE VI

MISCELLANEOUS PROVISIONS

SECTION 30. REPEALING CLAUSE

This Code repeals the University Anti-Sexual Harassment Policy of 2018 and all other previously issued University policies, circulars, and memoranda that are inconsistent with this Code and Rules.

SECTION 31. SEPARABILITY CLAUSE

In the event that any portion of this Code and Rules is repealed by operation of law or declared void by a court or quasi-judicial body of competent jurisdiction, the other provisions of this Code shall remain valid.

SECTION 32. RULES OF INTERPRETATION

- A. In case of conflict between this Code and Rules and a mandatory provision of the implementing rules and regulations of the appropriate government regulatory body (such as the Department of Education or the Commission on Higher Education), the latter shall prevail.
- B. In case of conflict between the University Employee Code of Discipline and the provisions of this Code and Rules, this Code shall prevail.
- C. Any gaps or deficiencies in this Code shall be supplied with the relevant provisions of the University Employee Code of Discipline or the applicable Student Handbook or Code of Conduct.

- D. When personal appearance or physical submission or issuance of documents is required by this Code, but it is impossible to do or it cannot be done within a reasonable time due to extraordinary circumstances, it may be done online subject to specific rules that the University or CODI may issue.

SECTION 33. REVIEW OF THIS CODE

This Code will be reviewed periodically every three years from the effectivity.

At any other time prior to the review period, the University President may order the amendment or repeal of this Code and Rules or any of its provisions to prevent any violation of due process, to promote justice, or to comply with law, jurisprudence, and administrative issuances.

APPENDIX C

PRIVACY POLICY

For Admission Applicants, Students and Alumni

INTRODUCTION

Welcome to the **UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION, INC.** This Privacy Policy (**also known as a Privacy Notice**) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data. If you are the parent/legal guardian of an applicant or student (current or former) who is a minor (below 18 years old), understand that this Policy refers to the personal data of your child/ward.

We respect your right to privacy and aim to comply with the requirements of all relevant privacy and data protection laws, particularly the **Data Privacy Act of 2012 (DPA)**. As in the case of the National Privacy Commission (NPC), we also seek to strike a balance between your personal privacy, and the free flow of information, especially when pursuing our legitimate interests and when necessary to carry out our responsibilities as an educational institution.

In this Policy, the terms, “data” and “information” are used interchangeably. When we speak of “personal data”, the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you. For their exact definitions, you may refer to the text of the DPA or you can visit the website of the University. You should also note that while we give examples here to explain this Policy in simple and clear language, they do not make up an exhaustive list of all the data that we process.

:

INFORMATION WE COLLECT, ACQUIRE, OR GENERATE

We collect, acquire, or generate your personal data in many forms. They may consist of written records, photographic and video images, digital material, and even biometric records. Examples include:

a. Information you provide us during your application for admission. When you apply with us for admission, we collect, among others:

(1) directory information, like your name, email address, telephone number, and other contact details;

(2) data about your personal circumstances, such as your family background, history, and other relevant circumstances, previous schools attended, academic performance, disciplinary record, employment record, and medical records; and

(3) and any or all information obtained through interviews and/or during entrance tests or admission examinations.

b. Information we collect or generate after enrolment and during the course of your stay with us. After you join the University, we may also collect additional information about you, including:

(1) your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;

(2) co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance;

(3) your extra-curricular activities, such as membership in student organizations, leadership positions, and participation and attendance in seminars, competitions, programs, outreach activities, and study tours; and

(4) any disciplinary incident that you may be involved in, including accompanying sanctions. There will also be times when we will acquire other forms of data like pictures or videos of activities you participate in, via official documentation of such activities, or through recordings from closed-circuit security television cameras installed within school premises.

c. **Unsolicited Information.** There may be instances when personal information is sent to or received by us even without our prior request. In such cases, we will determine if we can legitimately keep such information. If it is not related to any of our legitimate interests, we will immediately dispose of the information in a way that will safeguard your privacy. Otherwise, it will be treated in the same manner as information you provide us.

If you supply us with personal data of other individuals (e.g., person to contact in the event of an emergency), we will request you to certify that you have obtained the consent of such individuals before providing us with their personal data.

HOW WE USE YOUR INFORMATION

To the extent permitted or required by law, we use your personal data to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may use the information we collect for purposes such as:

1. evaluating applications for admission to the University.
2. processing confirmation of incoming, transfer, cross-registering, or non-degree students in preparation for enrollment.
3. recording, generating, and maintaining student records of academic, co-curricular, and extra-curricular progress.
4. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, dissertations, culminating or integrating projects, research papers, reflection papers, essays and presentations.
5. recording, generating, and maintaining records, whether manually, electronically, or by other means, of grades, academic history, class schedules, class attendance and participation in curricular, co-curricular, and extra-curricular activities.
6. establishing and maintaining student information systems.
7. sharing of grades between and among faculty members, and others with legitimate official need, for academic deliberations and evaluation of student performance.
8. processing scholarship applications, grants, allowances, reports to benefactors, and other forms of financial assistance;
9. investigating incidents that relate to student behavior and implementing disciplinary measures;
10. maintaining directories and alumni records;
11. compiling and generating reports for statistical and research purposes;
12. providing services such as health, insurance, counseling, information technology, library, sports/recreation, transportation, parking, campus mobility, safety and security;

13. managing and controlling access to campus facilities and equipment;
14. communicating official school announcements;
15. sharing marketing and promotional materials regarding school-related functions, events, projects, and activities;
16. soliciting your participation in research and non-commercial surveys sanctioned by the University;
17. Academic verification by employers/third party contracted by employer with consent from the applicant for the benefit of employment.
18. soliciting your support, financial or otherwise, for university programs, projects, and events;
19. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be necessary for the performance of our contractual obligations to you, for our compliance with a legal obligation, to protect your vitally important interests, including your life and health, for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or for the pursuit of the legitimate interests of the University or a third party. We understand that the DPA imposes stricter rules for the processing of sensitive personal information and privileged information, and we are fully committed to abiding by those rules.

If we require your consent for any specific use of your personal data, we will collect it at the appropriate time. Please note further that we will not subject your personal data to any automated decision-making process without your prior consent.

HOW WE SHARE, DISCLOSE, OR TRANSFER YOUR INFORMATION

To the extent permitted or required by law, we may also share, disclose, or transfer your personal data to other persons or organizations in order to uphold your interests and/or pursue our legitimate interests as an educational institution. For example, we may share, disclose, or transfer your personal data for purposes such as:

1. posting of acceptance to the University, awarding of financial aid and merit scholarship grants, class lists, class schedules, online, in school bulletin boards, tarpaulins or other places within the campus;
2. sharing of your personal data with your parents, guardians, or next of kin, as required by law, or on a need-to-know basis, as determined by the University, in order to promote your best interests, or to protect your health, safety, and security, or that of others;
3. sharing of some information to donors, funders, or benefactors for purposes of scholarship, grants, and other forms of assistance;
4. publication of scholars' graduation brochure for distribution to donors, funders, or benefactors;
5. distribution of the list of graduates and awardees in preparation for and during commencement exercises;
6. reporting and/or disclosure of information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Department of Education, Bureau of Immigration, Department of Foreign Affairs, Civil Service Commission, Bureau of Internal Revenue, Professional Regulation Commission, Legal Education Board, Supreme Court, etc.), when required or allowed by law;

7. sharing of information with entities or partnered communities/organizations (e.g. Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), ASEAN University Network, and QS World University Rankings, Association of Philippine Medical Colleges, Nursing Council Abroad, Education Commission for Foreign Medical Graduates) for accreditation and university ranking purposes;
8. sharing of information with entities or organizations (e.g., Cebu Schools Athletic Foundation, Inc. (CESAFI), Private Schools Athletic Association (PRISAA) and other sports bodies local and abroad) for determining eligibility in sports or academic competitions, as well as other similar events.;
9. complying with court orders, subpoenas and/or other legal obligations;
10. conducting internal research or surveys for purposes of institutional development;
11. publishing academic, co-curricular, and extra-curricular achievements and success, including honors lists and names of awardees in school bulletin boards, website, social media sites, and publications;
12. sharing your academic accomplishments or honors and co-curricular or extra-curricular achievements with schools you graduated from or were previously enrolled in, upon their request;
13. use of photos, videos, and other information in order to promote the school, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, and other media;
14. live-streaming of University events;

15. publication of communications with journalistic content, such as news information in University publications, and social media sites;
16. providing information such as class lists and photos to partner communities, partner hospitals, local health centers and other similar organizations, in the case of medical students that rotate in these institutions as part of the medical curriculum; and
17. Transfer of school records to another institution in accordance to the Manuals of Regulations both for Private Basic Education and Higher Education.

HOW WE STORE, RETAIN AND DISPOSE YOUR INFORMATION

Your personal data is stored and transmitted securely in a variety of paper and electronic formats, including databases that are shared between the University's different units or offices. Access to your personal data is limited to university personnel who have a legitimate interest in them for the purpose of carrying out their contractual duties. Rest assured that our use of your personal data will not be excessive.

Unless otherwise provided by law or by appropriate University policies, we will retain your relevant personal data indefinitely for historical and statistical purposes.

Where a retention period is provided by law and/or a university policy, all affected records will be securely disposed of after such period in compliance with the DPA disposal policy.

YOUR RIGHTS WITH RESPECT TO YOUR PERSONAL DATA

We recognize your rights with respect to your personal data, as provided by the DPA. If you wish to exercise any of your rights, or should you have any concern or question regarding them, this Notice, or any

matter involving the University and data privacy, you may contact the University Data Protection Office (UDPO) at udpo@uspf.edu.ph, landline number +63 32 414-8773, local 212/124 or at 09189673395.

CHANGING THIS POLICY

We may, from time to time, make changes to this Policy. On such occasions, we will let you know through our website and, when permissible, other means of communication. Any modification is effective immediately upon posting on the website.

OTHER UNIVERSITY POLICIES

Other policies of the University, which are not inconsistent with this one, will continue to apply. If any provision of this Policy is found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions, which shall remain in full force and effect.



JOERIZ B. ARNEJO, MBA, CDPO



APPROVED BY:



ATTY. PAULINO A. YABAO
University President

PRIVACY POLICY

For Parents, Guests, and Visitors

A. Introduction

Welcome to the UNIVERSITY OF SOUTHERN PHILIPPINES FOUNDATION, INC. This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, or otherwise process your personal data.

We respect every individual's right to privacy as much as we aim to ensure the safety and security of everyone inside the University premises, so please take the time to read this Privacy Notice explaining how we process the information we collect from or generate about you once you enter the campus. Those with a University-issued ID or gate pass sticker will have been shown a similar Notice before or around the time said ID or sticker was issued.

B. What we Collect

We collect basic information about you by asking you to fill-up visitors' pass slip with your signature and requiring you to deposit a proof of identity (ID) for verification purposes. For those with vehicles, we take note of your vehicle plate number and ask you to deposit your driver's license, or any other valid ID. Video footage is also being recorded via a CCTV system installed in all campus entry and exit points.

C. Why We Collect Them

While we collect the data primarily as a security measure, they also help us investigate reported violations of University policies and other applicable laws, and generate statistics useful for planning and service improvement purposes.

D. How We Use, Store, and Retain Them

Your data are kept in a place inside the University where at least one security personnel is on-duty 24/7. Only authorized University and security personnel have access to them.

We dispose of the log-books two (2) years from the date of collection, unless required by law to retain them for a longer period. CCTV footages, on the other hand, are stored for thirty (30) days before being automatically deleted. We do NOT transfer or share your personal data with other persons or organizations, unless required or permitted by law.

E. How You May Exercise Your Rights

You have rights under the law regarding your personal data. Should you wish to exercise them, or if you just happen to have some questions, you may contact the University Data Protection Office at udpo@uspf.edu.ph, landline number +63 32 414-8773, local 212/124 or at 09189673395.


Thank you and we hope you enjoy your stay!



JOERIZ B. ARNEJO, MBA, CDPO



Approved by:



ATTY. PAULINO A. YABAO
University President

APPENDIX D

USPF ANTI-BULLYING POLICY

Section 1. USPF Policy Statement

The University of Southern Philippines Foundation is an institution that provides learning and training for students. It was established to mold the innate capabilities and talents of students. It is a venue where they develop their social skills and how to deal with others in an acceptable and rightful manner.

The safety and well-being of all of our pupils/students is our highest priority. Our business is to know everyone as an individual and to provide a secure and caring environment so that every pupil/student can learn in safety. We expect respect, good manners and fair play to be shown by everyone so that every pupil/student can develop his/her full potential and feel positive about him/herself as an individual.

However, there are instances that students encounter a problem when they relate with other students. It is a reality in the present time that students also experience bullying which is being inflicted by students.

Bullying is not about student behavior. Bullying is a serious matter with wide-ranging ramifications not just for schools but for our entire society.

The USPF Anti-Bullying Policy is based on and is in accordance with the following documents:

- Republic Act 10627 (Anti-Bullying Act of 2013)
- DepEd Order No. 55 s.2013 (Implementing Rules and Regulations of RA 10627)

Section 2. Definition of Terms

As adopted from the Implementing Rules and Regulations (IRR) of RA 10627, the following terms are defined as:

“Bullying” refers to any severe, or repeated use by one or more students of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to his property; creating a hostile environment at school for the student; infringing on the rights of another student at school; or materially and substantially disrupting the education process or the orderly operation of a school; such as, but not limited to, the following:

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim’s psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on the victim’s looks, clothes, and body;
4. “Cyber-bullying” or any bullying is done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepEd Order No. 40, s.2012; and

5. Any other form of bullying as may be provided in the school's child protection or anti-bullying policy, consistent with the Act and this IRR.

The term "bullying" shall also include:

1. "Social bullying – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
2. "Gender-based bullying" – refers to any act that humiliates or excludes a person on the basis of perceived or actual sexual orientation and gender identity (SOGI).
3. "Bully" – refers to any student who commits acts of bullying as defined by the IRR of RA 10627.
4. "Bullied" or "Victim" – refers to any student who experiences the acts of bullying or retaliation as defined by the IRR of RA 10627.
5. "Bystander" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation as defined by the IRR of 10627.
6. "Learning Center" – refers to learning resources and facilities of a learning program for out-of-school youth and adults as defined in DepEd Order. No. 43, 2. 2013.
7. "Service Provider" – refers to any person who is not a teacher or school personnel but who works in the school, such as, but not limited to, security guards, canteen personnel, utility workers, and transportation service personnel.
8. "Pupil" or "Student" – refers to any person who attends classes in any level of basic education, and includes a pupil or learner as defined in DepEd Order No. 40, s.2012.

Section 3. Adoption of Anti-Bullying Policy

Consistent with the requirement of DepEd Order No. 55, s.2013, USPF is hereby adopting this Anti-Bullying Policy to address and prevent bullying in the school. This policy shall be regularly updated and shall include provisions on prohibited acts, prevention and intervention programs, mechanisms and procedures.

Section 4. Prohibited Acts

A. Prohibit the following acts:

1. Bullying on school grounds; property immediately adjacent to school grounds; at school-sponsored or school related-activities, functions or programs whether on or off school grounds; at school bus stops; on school buses or other vehicles owned, leased or used by a school; through the use of technology or an electronic device owned, leased or used by a school;

2. Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device that is not owned, leased or used by a school if the acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or the orderly operation of a school; and

3. Retaliation against a person who reports bullying who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying;

B. Identify the range of disciplinary administrative actions that may be taken against a perpetrator for bullying or retaliation which shall be commensurate with the nature and gravity of the offense: *Provided*, That, in addition to the disciplinary sanctions imposed upon a perpetrator of bullying or retaliation, he/she shall also be required to undergo a rehabilitation program which shall be administered by the institution concerned. The parents of the said perpetrator shall be encouraged by the said institution to join the rehabilitation program;

C. Establish clear procedures and strategies for:

1. Reporting acts of bullying or retaliation;
2. Responding promptly to and investigating reports of bullying or retaliation;
3. Restoring a sense of safety for a victim and assessing the student's need for protection;
4. Protecting from bullying or retaliation of a person who reports acts of bullying, reliable information during an investigation of bullying, or is witness to or has reliable information about an act of bullying;
5. Providing counseling or referral to appropriate services for perpetrators, victims and appropriate family members of the said student;

- D. Enable students to anonymously report bullying or retaliation: *Provided, however, that* no disciplinary administrative action shall be taken against a perpetrator solely on the basis of an anonymous report;
- E. Subject a student who knowingly makes a false accusation of bullying to disciplinary administrative action;
- F. Educate students on the dynamics of bullying, the anti-bullying policies of the school as well as the mechanisms of such school for the anonymous reporting of acts of bullying or retaliation;
- G. Educate parents and guardians about the dynamics of bullying, the anti-bullying policies of the school and how parents and guardians can provide support and reinforce such policies at home.

Section 5. Preventive Measures

USPF Adopts the prevention programs identified in Rule IV Section 6 of the IRR of RA 10627. USPF also identified some preventive strategies and measures; and capacity building activities to address and prevent bullying, and other acts of abuse:

1. **Education:** Through the curriculum (particularly but not solely through Values and Health Education lessons), USPF aims to teach pupils to understand what is bullying and to speak up or report if they believe they or others are being bullied.

2. Other class-room level initiative that focus on:
 - Reinforcing school-wide rules pertaining to bullying;
 - Building a positive sense of self and interpersonal relationships through the development of self-awareness and self-management, interpersonal skills and empathy, and responsible decision-making and problem-solving;
 - Discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
 - Teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
 - Providing an inclusive and caring learning environment for students.

3. Involving parents in bullying prevention activities such as:
 - A. Discussions of the anti-bullying policy of the school, emphasizing bullying prevention during Parents-Teachers-Association meetings and seminars; and
 - B. Conducting or sponsoring education sessions for parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

4. Monitoring students who are vulnerable to committing aggressive acts or who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with the utmost confidentiality and respect for all parties concerned.

5. Booklet on Anti-Bullying Policy: This is distributed to all pupils/students, school personnel and contains the sanctions for pupils/students found guilty of bullying.

6. USPF shall maintain a positive school climate and an environment conducive to the attainment of learning objectives, the development of healthy relationships and the understanding of and respect for individual differences.

7. USPF shall do a periodic assessment and monitoring of the nature, extent, and perceptions of bullying behaviors and attitude and students.

8. USPF shall do periodic review and enhancement of the students' and personnel's manual or code of conduct in relation to bullying.

9. USPF shall teach positive online behavior and safety and how to recognize and report cyberbullying;

10. USPF shall involve parents in bullying prevention activities. The school shall conduct or sponsor education sessions to parents to learn, teach, model, and reinforce positive social and emotional skills to their children.

11. USPF shall monitor students who are vulnerable to committing aggressive acts of who are perpetrators of bullying, or who are possible targets or victims, for the purpose of early intervention. This activity shall be conducted with the utmost confidentiality and respect for all parties concerned.

Section 6. Intervention Measures

USPF adopts the intervention measures identified in Rule IV, Section 6 of the IRR of RA 10627 to promote the continuity of comprehensive anti-bullying policies.

1. These intervention measures are composed of a series of activities which are designed to address the following:
 - A. issues that influence the student to commit bullying;
 - B. factors that make a student a target of bullying; and
 - C. effects of bullying.

2. These interventions measure also include counseling, life skills training, education, and other activities that will enhance the psychological, emotional and psycho-social-well being of both the victim and the bully. These activities will include:
 - A. involve activities that will address acts of bullying;
 - B. emphasize formative and corrective measures rather than punishment;
 - C. conform to principles of child protection and positive and non-violent discipline;
 - D. Help the victim, the bully, and the bystanders understand the bullying incident and its negative consequences; and
 - E. Provide opportunities to practice pro-social behavior.

3. Lastly, USPF shall regularly develop intervention strategies involving all parties, such as bullies, victims, bystanders, parents, school personnel, service providers and all other persons who may be affected by the bullying incident.

Section 7. Protocol for Reporting

- A. Reporting acts of bullying and other acts of abuse, or any violation of the Code of Discipline.

NOTE: When any report/complaint is raised (provided the person complained of is not a member of school personnel), the complaint is immediately attended to. Assessment is made if the complainant is fully aware of the circumstances that warrant validation of his/her accusation. He/she is informed of the requirements of a formal complaint and the consequences of such.

Later, the School Nurse prepared a written medical report for the parents, the school clinic's file records. The teacher or school personnel who witnessed the incident or who was first at the scene of the incident fill out an Incident Report for submission to the SAS.

When/ if the victim of bullying is able, he/she is requested to write a narrative of the incident which is later attached to take Intake Sheet. If he/she is unable to write a narrative by himself, the SAS will take notes as he interviews the victim about the incident.

- B. Report of pupil/student who allegedly witnessed an act of bullying.

The pupil/student witness reports to his/her class adviser. The teacher-adviser must take down notes of any verbal reports and have these notes validated by the pupil who is the source of the verbal incident report. The teacher will later request the pupil to write a narrative, but only if he/she is willing and able to do so.

C. Report of a teacher who witnessed an act of bullying

If the teacher witnessed or has validated an act of bullying, she is to accomplish an Incident Report for submission to the SAS.

D. Report and referral of a pupil/student allegedly involved in bullying outside the school involving persons who are not members of the school community

When any member of the school, whether pupil/student or school personnel is reported to have bullied a victim outside the school with persons who are not members of the school community, an incident report may be filed and submitted to the school administrator under whose jurisdiction the involved student or personnel belongs.

E. Report and referral of a pupil/student allegedly being bullied, abused and physically injured by his/her own parents.

When physical injury imposed upon any of our pupils/student by their own parents is validated through narratives or statements, all pertinent documents are presented to the School President.

F. Reporting Anonymously. Anonymous report of bullying are entertained but even if the perpetrator is found guilty, (technically) no disciplinary/administrative action can be taken.

- Copies of Intake Sheets are submitted to the DepEd Division Office after each school year.

Responding to reports of bullying

A. Responding to reports when both the offended and victim are students

1. The pupil/student involved in the reported case is met separately for a dialogue with the SAS Coordinator. They are requested to narrate the incident orally in writing if willing (in the presence of a teacher/adviser). The SAS Coordinator listens, takes down pertinent notes, assesses the information particularly if there is need for any of the involved parties to be protected; and explains the procedure to be followed. The SAS Coordinator ensures the sense of safety for the victim as well as for the alleged offender.
2. Investigation/gathering of sufficient documentation of supporting evidence commences. After this, involved parties are asked to face each other to further validate statements or gathered information but only if they are willing to do so.
3. If the incident is deemed as a petty conflict, or misunderstanding, unintentional and not a deliberate act of bullying, the students are met by the SAS Coordinator separately or together for a dialogue (depending on the willingness of both parties). The objective of the dialogue is explained to the individual of both parties.
4. An Incident Report is accomplished by the SAS. It should contain the resolutions during the dialogues and recommendations if any.

5. For bullying cases, an Intake Sheet is accomplished by the SAS Coordinator in lieu of any other adult reporting the incident; initial narrative reports written by the students in the presence of his/her teacher-adviser during the investigation, if any, are attached.
6. The Principal and School President is apprised immediately about any bullying incident.
7. Parents of both students are informed immediately. They are called or a special conference by the SAS Coordinator on separate time schedules for formal relaying of the incident, what has been done, and the process followed. Parents are called back to school as soon as sufficient and validated information is collected.
8. Depending on the appraisal of the SAS Coordinator, the Disciplinary Board is gathered to deliberate and decide on the case. The result of deliberations is recommendatory in nature, for the approval of the University President.
9. As soon as the sanction or course of action is approved, the parents of both parties are formally informed. They will be asked to sign a document certifying that they were properly informed and the due process was undertaken. It also certifies that they accept the decision of the Disciplinary Board and that they will cooperate with the measures to be taken for intervention, prevention, and restorative justice.
10. If the Disciplinary Board decides that the violation warrants exclusion or the like, the case is brought to the Principal and the University President for further deliberation.

Responding to Reports when the aggressor is a teacher/ employee.

For prohibited acts committed by school personnel or official against a learner such as bullying, violence, discrimination, refer to DepEd Order No. 55, s.2013.

1. Alleged teacher/employee accused of bullying or child abuse or violation of the Code of Discipline is informed in writing and is given 5 days to respond allegation.
2. Violation is further done by seeking both verbal and written narratives from witness if possible.
3. The Human Resource Management Department (HRMD), in charge of personnel, facilitates the action to be taken in accordance with existing policy on harassment.
4. Prior of the Disciplinary Board Hearing, all pertinent document/ reports including the written response of the accused are submitted to the HRMD and office head concerned.
5. The accused is given on opportunity to defend himself/ herself in front of the investigating committee.
6. A decision is reached and released a soon as possible.
7. The accused is met by his/her immediate superior for the result of the deliberation.
8. All personalities involved (victim, alleged offender, parents of the victim) are regularly apprised as due process is carried out.

Responding to a report and referral of a student allegedly bullied a victim outside the school involving parsons who are not member of the school community.

Although the school is no longer directly accountable for incidents outside the school, it upholds a responsibility to ensure the safety of its students and personnel. Depending on the gravity of the incident and the potential threat to the life and safety of the involved student or personnel, the _____ Committee on Child Protection (CPC) representative from the barangay is notified/consulted. After investigation and due process, appropriate disciplinary action may be imposed on the erring student or personnel if he/she is found guilty of violating the student or personnel code of Discipline.

Responding to a report and referral of a student allegedly being bullied physically hurt, abused by his/her own parents.

The University President through a recommendation from the Principal may refer the case to the Department of Social welfare and development (DSWD) for assessment. The PTA may also be asked to assist in the case. The DSWD shall determine the appropriate intervention.

If the victim is determined to be at risk, the Principal, with the aid of the assigned Guidance Counselor/Teacher, and in coordination with the DSWD, shall immediately remove the victim, or in appropriate cases, the offender, from the place of the incident. The child's family shall be informed of any action taken.

Protecting From Retaliation

Fear of retaliation is a normal feeling experienced by all individuals involved in the case: the victim, the accused, and the witness, complainant or person responsible for exposing/ reporting the person responsible for act in violation of the Code of Discipline. It is the responsibility of the school authority assigned to each case to ensure the safety of all these parties.

The following measures are taken:

- A. All individuals involved in the case are given stern warning that while investigation is ongoing, there is not to be any form of retaliation or any form of negative reaction from anyone. If deemed necessary, there are asked to stay away.
- B. If there is a potential threat of physical retaliation from the erring individual, he/she is put under preventive suspension. Parents are advised to take precautionary measures while the student is not in school.
- C. While in school, the class advisers of the students of the parties involved assume responsibility over the pupil/ students under their care against possible retaliation. These class advisers, along with the SAS monitor the day-to-day activities and behavior of the pupils involved in the case.

Section 8. Referral and Counseling

Aside from imposing a disciplinary measure commensurate to the action of the student, a necessary counseling shall be according to the students since the school's purpose is not to convict the students but to assist him/her to realize his or her misbehavior. The parent or guardian may be invited to take part in counseling process or rehabilitation sessions depending on the determination or discretion of the Guidance Counselor.

- A. Guidance/rehabilitation sessions with the Guidance Counselor
- B. Guidance/rehabilitation sessions with SAS Coordinator

For first time bullying incidents, the following restorative measures are taken (depending on the gravity):

- A. Peace-making between parties involved. This involves the voluntary expression of remorse, forgiveness, and restoration of reciprocal friendship; thus, re-establishing a sense of safety and trust.
- B. When suspension is part of the sanction, the pupil is subject to community service within the school campus unless preventive suspension is the specific sanction.
- C. For second-time and/or repeated occurrences of bullying by the same person, Progressive Discipline is imposed.

NOTE: The SAS keeps the record of all cases. The Guidance Office keeps records of their guidance and/or rehabilitation meetings. These held in strict confidentiality.

Regular follow-up meetings with the SAS and Guidance Counselors are strictly observed.

Section 9. Policy Review

This policy will be reviewed regularly by the Student Affairs Services.

APPENDIX E

USPF ANTI-HAZING POLICY

In USPF, it has been a standing policy for decades of not allowing the establishment, recognition and operation of fraternities, sororities and similar organizations in its campuses. The basis of this policy is to protect the students and ensure a safe environment for all students and personnel.

According to Education Department Order No. 20 s. 1991, the operation of fraternities and sororities is prohibited in public and private elementary and secondary schools. Under R.A. No. 11053, the higher education institutions can regulate these organizations and prohibit all forms of hazing. Therefore, if a school, acting in loco parentis (in place of the parent) decides to prohibit the establishment, recognition or operation of these organizations as part of its regulating authority, it would not be violating any law, as long as the decision aligns with the intent to uphold student safety and well-being, and complies with existing rules regarding initiation and hazing.

Hazing refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member.

This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks. (Section 2[a], R.A. 8049, Anti-Hazing Act of 2018, as

amended by R.A. 11053). However, excluded by law of the prohibition are customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate, shall not be considered as hazing (*Ibid.*)

All members of the USPF academic community are reminded that hazing as well as any and all forms of admission or initiation rites are prohibited and that any person (school personnel, coach, trainer, etc.) or student who organizes hazing or other similar acts, or who takes active part therein, or as an officer, adviser, or member tolerates the commission of hazing or other similar acts as part of the initiation or admission rite or as a requirement for the continuance of one's membership in any student organization, club, association or group, or who cooperates with the conduct of hazing, or who plans the hazing, or who conceals the conduct of hazing, or who does not report to the university authorities, or who obstructs the investigation of hazing, shall be considered having committed a **serious misconduct** and shall be dismissed from USPF or be denied re-enrollment due to being sanctioned by exclusion or expulsion at the first instance. This administrative sanction does not prejudice the right of the victim to file civil and criminal cases against the persons liable under the law before the proper courts.

APPENDIX F

POLICIES AND GUIDELINES IN THE CONDUCT OF LOCAL OFF-CAMPUS ACTIVITIES

ARTICLE I PURPOSE

Section 1. As per CHED Memorandum 63, Series of 2017, on “*Policies and Guidelines on Local Off-Campus Activities* and DepEd Order No. 66, Series of 2017, on “*Implementing Guidelines on the Conduct of Off-Campus Activities*, the University of Southern Philippines Foundation Policy and Guidelines is created, in compliance with the requirements of the Commission on Higher Education and the Department of Education. These policies and guidelines serve as the basis for the conduct of all local off-campus activities for both Tertiary level (College) and Basic Education students of the university. The content is an adaptation of the above mentioned CHED Memorandum and DepEd Order and revised according to the needs of the students and the university. The inclusion of all colleges and departments in this policy specifies its importance and the desire of the university to unify and protect all students from any unnecessary incident in the conduct of all local Off-Campus activities.

1.1 “*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 instructional programs that are in accordance with specific degree program requirements.* (Article I, CMO 63, s. 2017)

1.2 “*All co-curricular and extra-curricular activities will adhere to the following:*

- a. ensure relevance and alignment with the educational competencies of the K to 12 Curriculum and leadership development of learners;*
- b. uphold child protection principles and that no learner shall be disadvantaged in any form.”* (Introduction, DepEd Order No. 66, s. 2017)

ARTICLE II DEFINITION OF TERMS

Section 2. (For Tertiary Level) For purposes of clarification, the following terms are duly defined as stipulated in Section 7, Article V, CMO 63, s. 2017.

2.1 Approved curriculum - “refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).” (Section 7.1, Article V, CMO 63, s. 2017)

2.2 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.” (Section 7.2, Article V, CMO 63, s. 2017)

a. Educational Tour – “refers 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.” (Section 7.2a, Article V, CMO 63, s. 2017)

b. Field Trip – “refers 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.” (Section 7.2b, Article V, CMO 63, s. 2017)

c. Field Study/Experiential Learning/Related Learning Experience - “refers 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.” (Section 7.2c, Article V, CMO 63, s. 2017)

Coverage for Curricular activities includes the following: (Section 6.1, Article IV, CMO 63, s. 2017)

- “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
 - 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”

2.3 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 of the students is duly ensured.”* (Section 7.4, Article V, CMO 63, s. 2017)

Coverage for Non-Curricular activities includes the following:
(As stipulated in Section 6.2, Article IV, CMO 63, s. 2017)

- 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.*

Section 3. (For Basic Education) For purposes of clarification, the following terms are duly defined as stipulated in Section III, DepEd Order No. 66, s. 2017.

3.1 Off-campus activities – refer to curricular and non-curricular activities undertaken by the university relevant to learning and “*participated by learners and supervised by teachers and/or staff and other concerned stakeholders.*” (Section III, DepEd Order No. 66, s. 2017)

a. Off-Campus Co-curricular Activity – “*authorized, voluntary, non-graded off-campus learner engagements anchored within the bounds of the standard curriculum and educational competencies organized and coordinated by authorized learner or civic organizations.*”

b. Off-Campus Extra-curricular activity – “*voluntary, non-graded off-campus learner engagements not anchored on the standard curriculum and educational competencies either offered/ coordinated by the school, authorized learner or civic organizations that aim to promote the holistic development of learners*”

c. Educational Field Trip – “*a carefully planned activity involving travel to sites outside the classroom and school premises where lesson delivery usually takes place for firsthand learning opportunities, the design of which is built around achieving particular core competencies of the curriculum.*”

3.2 Activity Head – “*any authorized personnel primarily responsible for the learners during an off-campus activity*” (Section III, DepEd Order No. 66, s. 2017)

3.3 Chaperone – “*a person assigned to accompany and supervise learners during off-campus activity*” (Section III, DepEd Order No. 66, s. 2017)

3.4 Guardian – “*refers to legal guardians, foster parents, and other persons, including relatives or even non-relatives, who have physical custody of the child*” (Section III, DepEd Order No. 66, s. 2017)

3.5 Roadworthiness – “*pertains to the ability of a vehicle to be street-legal and in a suitable operating condition as per the standards of appropriate government/regulatory agencies*” (Section III, DepEd Order No. 66, s. 2017)

ARTICLE III OBJECTIVES

Section 4. The objectives of this policy underline the basis for the conduct of all Local Off-Campus activities of the university under the following provisions: (Section 5, Article III, CMO 63, s. 2017)

4.1 *“access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;”* (Section 5.1, Article III, CMO 63, s. 2017)

4.2 *“quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values”* (Section 5.2, Article III, CMO 63, s. 2017) and *“leadership development of learners”* (Section IV, DepEd Order No. 66, s. 2017)

4.3 *“mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs’ personnel; and”* (Section 5.3, Article III, CMO 63, s. 2017; Section IV, DepEd Order No. 66, s. 2017)

4.4 *“mechanisms for the implementation of parallel activities to those students who will be participating in the activity.”* (Section 5.4, Article III, CMO 63, s. 2017)

4.5 To identify, differentiate and exclude the conduct of International Educational Tours or Field Trips and Internship/OJT/Practicum programs from this policy. Both are governed by separate CHED Memorandum and Guidelines. 2017)

ARTICLE IV GENERAL RULES

Section 5. The conduct of all off-campus activities must be designed, determined and approved in accordance with the curriculum requirement and its relevance therein.

Section 6. Compliance of all requirements as stipulated in CMO 63, s.2017 and DepEd Order No. 66, s. 2017, is a must for every student-participant of any Local Off-Campus activity. All requirements shall be submitted to the Student Affairs Services three (3) weeks or 21 days before the conduct of the activity. The Activity Permit shall only be issued upon compliance of “before the activity” needed documents. The rest of the requirements shall be submitted immediately after the activity for compliance with CHED. “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.” (Section 11.1.b, Article VII, CMO 63, s. 2017)

6.1. Invitation to Seminars and Activities within the vicinity of Cebu City, Mandaue City and Talisay City

- a. Refer to non-curricular activities mentioned in Section 2.3 above.
- b. A short checklist of requirements is provided for these types of activities.
- c. All documents must be submitted for approval three (3) days before the conduct of the off-campus activity.

Section 7. Each College/Department shall identify a Personnel-in-Charge (PIC) /Chaperone of the different Off-Campus activities who must be an employee of the university with the appropriate qualifications and experience, related to the said activity. An appropriate **PIC-student ratio of 1:35-50** shall be STRICTLY observed at all times. (Section 11.2a.1.6, Article VII, CMO 63, s. 2017)

Section 8. To guarantee the safety and welfare of the students, only vehicles with updated and 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, whether owned by the university or provided by a third party or sub-contracting will be utilized during the conduct of all off-campus activities. (Section 11.1.e, Article VII, CMO 63, s. 2017). Public Transport can only be used for one-day seminars within the city.

Section 9. (For Tertiary Level) Provision for parallel curricular activities and alternative non-curricular activities shall be afforded to students who will not be able to join. These parallel and alternative activities shall provide *“similar acquisition of knowledge and/or competencies to achieve the learning objectives for students... and will not be made as substitute of a major examination for the purpose of compelling students to participate in the said activities.”* (Section 11.1.h, Article VII, CMO 63, s. 2017)

Section 10. (For Basic Education) It must be noted that the conduct of Local-off Campus Co-curricular and Extra-curricular activities is an *“authorized, voluntary, non-graded off-campus learner engagements.”* (cf. Article II, Section 3.1a and 3.1b above)

Section 11. Student and learners with special needs or Persons with Disabilities (PWDs) shall be given due recognition and attention. (Section 11.1.i, Article VII, CMO 63, s. 2017)
“Appropriate accommodations and/or modifications shall be provided for learners with special needs.” (Section VII E, DepEd Order No. 66, s. 2017)

Section 12. *“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.”* (Section 11.1.j, Article VII, CMO 63, s. 2017)

Section 13. Proper coordination with the Local Government Units, Non-Governmental Organizations and other venues must be complied with appropriate security clearance before the date of the trip for safety and security.

Section 14. Swimming and Unspecified Trips are strictly prohibited.

Section 15. Alcoholic Drinks shall not be tolerated at all times during the conduct of local off-campus activities. Violation of this provision shall be subjected to disciplinary action.

Section 16. Students and learners are required to board only the official vehicles used for the off-campus activity which will be parked at specified/designated areas. Drop off will also be only allowed at designated areas where parents/guardians will be waiting.

Section 7. Section 17. The personnel-in-charge/chaperone shall assume full responsibility of the safety and security of the students during the entire off-campus trip. His/Her physical presence is expected at all times during the trip.

Section 18. All other activities which are not related to the curriculum or non-curricular

ARTICLE V REQUIREMENTS

(Section 11.2, Article VII, CMO 63, s. 2017)

Following is the checklist of requirements to be submitted to the Student Affairs Services by the different Colleges and Departments for the conduct of Local Off-Campus activities. Submission of documents must be done at least three (3) weeks or twenty-one (21) days prior to the conduct of the activity for those off-Campus Activities held outside the boundaries of Cebu City, Mandaue City, Lapulapu City and Talisay City.

A short list of requirements is also provided for short seminars and invitations within the limits of the cities mentioned above and must be complied at least one (1) week or seven (7) days prior to the conduct of the activity.

Special consideration will be given to seminars or activities within the cities mentioned above whose invitation are sent late and are necessary for the good of the students and university. The Student Affairs Services will be the office who will determine its urgency and need.

Section 18. Before the Off-Campus Activity (*For Tertiary Level*)

18.1. Course Requirement

a. Course Syllabus and Comprehensive Semestral Report– “*reflects the relevance of requiring an educational tour and field trip.*” (Section 11.2, a.1, Article VII, CMO 63, s. 2017). “*The destination and schedule should be relevant to the subject matter.*” (Section 11.2, a.1, Article VII, CMO 63, s. 2017) In order to minimize cost, destinations for local off-campus activities should be conducted in nearby places.

b. Certificate of Compliance – “*duly notarized, certified correct by the personnel-in-charge (PIC), recommending approval by the Vice-President for Academic Affairs (VPAA) and duly approved by the President or Head of the HEI or his/her authorized representative.*” (Annex A, CMO 63, s. 2017) Must be submitted to the Commission on Higher Education (CHED) two (2) weeks or fourteen (14) days prior to the conduct of the activity.

c. Report of Compliance – must be submitted to the Student Affairs Services together with the rest of the requirements three (3) weeks or twenty-one (21) days prior to the conduct of the local off-campus activity.

18.2. Destination: Itinerary of the trip – the Itinerary of the local off-campus activity must be clearly stated. Side trips are prohibited and strictly discouraged.

18.3. Students' Handbook/University Policy – The guidelines and requirements for the conduct of local off-campus activities shall be included in the Students' Handbook/University Policy.

18.4. Student Documents

- a. Parental/Guardian's Consent – This document shall be duly signed by parent/guardian. Please be reminded that only students with signed Parental/Guardian's consent are allowed to join the activity. This is for strict compliance.
- b. Medical Clearance – This document shall be obtained from the University or any government Physician.

18.5. Certificate of Appointment for Personnel-in-Charge (PIC): As stated in Article IV, Section 6 of this policy, the Personnel-in-charge shall be appointed for specific local off-campus activities with appropriate documents and training.

18.6. First Aid Kit: A complete First Aid kit shall be provided and brought during the conduct of local off-campus activities.

18.7. Duly approved Breakdown of Fund/Fees: *“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.”* (Section 11.2, a.1, Article VII, CMO 63, s. 2017)

18.8. Accident/Medical Reimbursement: Students, Personnel-in-Charge and other accompanying faculty are provided with Accident /Medical Reimbursement worth Php 25,000.00 only by the University of Southern Philippines Foundation.

18.9. Mobility: Transportation Documents: For safety and convenience for the conduct of local off-campus activities, the university and/or third party/sub-contracting and/or Travel and Tour Operator must be provided with updated and valid documents as stated below:

University Transportation:

- a. Vehicle Registration
- b. Insurance Coverage
- c. Driver's License
- d. Assurance of Vehicle roadworthiness

Third Party or Sub-contracting

- a. LTFRB Franchise Certificate
- b. LTFRB Special Permit for out-of-line transport
- c. Vehicle Registration
- d. Insurance Coverage
- e. Driver's License
- f. Assurance of Vehicle roadworthiness

University Transportation:

- a. Vehicle Registration
- b. Insurance Coverage
- c. Driver's License
- d. Assurance of Vehicle roadworthiness

Third Party or Sub-contracting

- a. LTFRB Franchise Certificate
- b. LTFRB Special Permit for out-of-line transport
- c. Vehicle Registration
- d. Insurance Coverage
- e. Driver's License
- f. Assurance of Vehicle roadworthiness

Travel and Tour Operator

- a. Copy of Travel and Tour Operator Accreditation Certificate by DOT
- b. Duly approved Plan/Itinerary of travel by the university
- c. LTFRB Franchise Certificate
- d. Vehicle Registration
- e. Insurance Coverage
- f. Driver's License
- g. Assurance of Vehicle roadworthiness

Public Transport

- a. Applicable only to one-day seminars within the city.

18.10. LGU/NGO: Endorsement from the Local Government Unit/Non-Governmental Organization of the venue of the local off-campus activity is necessary to ensure the safety of the students.

18.11. Other Documents: Proof of Orientation and Consultation of the local off-campus activities.

- a. Orientation/Consultation/Briefing with stakeholders
 - a.1. Minutes of the meeting
 - a.2. Attendance of the Meeting
- b. Consultation
 - b.1. Minutes of the Meeting
 - b.2. Attendance of the Meeting
- c. Announcement to students, at least one (1) month prior to the conduct of the activity.
- d. Briefing before the trip
 - d.1. Minutes of the Meeting
 - d.2. Attendance of the Meeting
- e. Emergency Preparedness Plan

Section 19. During the Off-Campus Activity (For Tertiary Level)

19.1. Attendance and Safety

- a. List of participants must be checked by the Personnel-in-charge at the beginning, during and after the conduct of the off-campus activity.
- b. He/she also must guarantee that the seating capacity of each vehicle be respected.
- c. No student-participant shall be allowed to ride on the roof or on the boarding platform of the vehicle.
- d. Activities/program must be properly followed/adjusted if the need arises.

Section 20. After the Off-Campus activity (For Tertiary Level)

- 20.1. Learning Journals - Students are required to write a learning journal at the end of the local off-campus activity.
- 20.2. Assessment Report/Evaluation Report – Faculty Assessment Report regarding the activity.
- 20.3. Expenditure Report – Breakdown of Expenses
- 20.4. Report of Debriefing Program - Faculty Debriefing to students

Section 21. Before the Off-Campus Activities (For Basic Education)

- 21.1 Activity Proposal: To be filed and submitted to the approving authority/ties for review and approval. This will be filed after the planning of the off-campus activity where the school authorities and parents are involved.

“For all off-campus activities less than one day, concerned teachers shall seek the approval of the school head in writing. The concerned teacher shall exercise utmost diligence in observing the safety and security of the learners throughout the duration of the said activity.” (Section VII A, DepEd Order No. 66, s. 2017)

- 21.2 Pre-Departure Briefing: Must be conducted with the learners, teachers and parents/guardians, detailing the different aspects of the Off-Campus Activity.
- 21.3 Buddy System: “All learners participating in an off-campus activity should be assigned a buddy except when only one learner is travelling with the concerned teacher.” (Section VII B. 1, DepEd Order No. 66, s. 2017)
- 21.4 Medical Kit: An accessible medical kit must be available during the whole conduct of the off-campus activity.
- 21.5 School Disaster Risk Reduction and Management Manual: All chaperones must be properly “guided by the principles of the emergency and evacuation protocols” (Section VII B. 3, DepEd Order No. 66, s. 2017)
- 21.6 Food: Chaperones must ensure that the consumption of healthy food and beverages is done during the entire off-campus activity.
- 21.7 Learner Emergency Contact Details: Pupil/Student emergency contact detail must be secured and written in the form provided. The accompanying teachers’ contact must also be given to the parents of the learners.
- 21.8 Learner Safety and Emergency Card: Together with the school ID, all learners are also wear the Learner Safety and Emergency Card.
- 21.9 Mobility: Transportation Documents: For safety and convenience for the conduct of local off-campus activities, the university and/or third party/sub-contracting and/or Travel and Tour Operator must be provided with updated and valid documents as stated below:

University Transportation:

- a. Vehicle Registration
- b. Insurance Coverage
- c. Driver's License
- d. Assurance of Vehicle roadworthiness

Third Party or Sub-contracting

- a. LTFRB Franchise Certificate
- b. LTFRB Special Permit for out-of-line transport
- c. Vehicle Registration
- d. Insurance Coverage
- e. Driver's License
- f. Assurance of Vehicle roadworthiness

Travel and Tour Operator

- a. Copy of Travel and Tour Operator Accreditation Certificate by DOT
- b. Duly approved Plan/Itinerary of travel by the university
- c. LTFRB Franchise Certificate
- d. Vehicle Registration
- e. Insurance Coverage
- f. Driver's License
- g. Assurance of Vehicle roadworthiness

Public Transport

- a. Applicable only to one-day seminars within the city.

21.10 Accident/Medical Reimbursement: Students, Personnel-in-Charge and other accompanying faculty are provided with Accident /Medical Reimbursement worth Php 25,000.00 only by the University of Southern Philippines Foundation.

21.11 Duly approved Breakdown of Fund/Fees: All off-campus fees must be duly agreed upon and approved by the different stakeholders. A breakdown of expenses must be presented to the Student Affairs Services for further approval. "Participation in all off-campus activities is voluntary. Teachers shall not charge their expenses to learners." (Section XI C, DepEd Order No. 66, s. 2017)

21.12 Weather Condition: The accompanying teachers/chaperones must ensure that the off-campus activity is only done when there is a fair and favorable weather. Immediate cancellation of the trip must be done when there is an inclement weather.

21.13 Site Selection for Field Trips/Educational Tours: All of-campus activities must be curriculum-relevant. "Local sites of academic and/or historical relevance should be prioritized to promote local knowledge sources and cost-efficiency." (Section VII C, DepEd Order No. 66, s. 2017)

Section 22. During the Off-Campus Activity (*For Basic Education*)

22.1 Manifest: Learners, parents/guardians, teachers and other personnel "shall sign a manifest before leaving the school premises and upon return to the school." (Section VIII C, DepEd Order No. 66, s. 2017)

22.2 Briefing Upon Arrival: Learner must be given a briefing on the rules and regulations, safety and security of the place/site to be visited.

22.3 Close Supervision of Learners: There must be close supervision of learners during the entire activity by the accompanying teachers/chaperones.

Section 23. Post Activity (*For Basic Education*)

23.1 Learners' Culminating Activity: A synthesis of the activity and learning experience must be done by the class adviser "This activity aims to process and synthesize the learning experiences and insights of learners from the conducted off-campus activity." (Section IX A, DepEd Order No. 66, s. 2017)

23.2 Activity Evaluation – A consolidation of faculty and learners' experience of the off-campus activity for future improvements.

23.3 Submission of Activity Report – Activity report will be submitted to the Student Affairs Services.

**ARTICLE VI
EFFECTIVITY**

Section 24. These policies and guidelines shall take effect immediately and will be circulated to the different offices responsible for the conduct of Local Off-Campus activities in the University of Southern Philippines Foundation. Adherence to these policies and guidelines is a must to all concerned and shall remain enforced and effective until revoked or amended.

USPF LOYALTY SONG

From all corners of the Philippines
We have come to be with you
Our thirst for knowledge, our quest for truth
We bring to you, for you to soothe
We sing to you Dear Alma Mater,
We sing to you, we cheer for you.
University of Southern Philippines Loyal sons and daughters ever,
We'll remain through thick and thin Nothing shall this bond
ever sever,
University, Alma Mater Dear
You will always be Southern to us,

For merchant, lawyer, teacher, engineer
'Neath the Southern skies
You have no peer.

Student's Name: _____ Program: _____

ORIENTATIONS ATTENDED

Title/Topic: _____ _____	
Date: _____	Organizer: _____ Signature over printed name

Title/Topic: _____ _____	
Date: _____	Organizer: _____ Signature over printed name

Title/Topic: _____ _____	
Date: _____	Organizer: _____ Signature over printed name

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Title/Topic: _____ _____	
Date: _____	Organizer: _____ Signature over printed name

Title/Topic: _____ _____	
Date: _____	Organizer: _____ Signature over printed name

STUDENT'S OATH OF UNDERTAKING

I, _____,

have read and understood the contents of the Student Handbook.

I hereby pledge to abide by the rules and regulations of the University of Southern Philippines Foundation as stipulated in this handbook and recognize its importance for my own welfare.

I shall cooperate to the best of my ability and give my utmost consideration to the administration, faculty, and staff of this university in the implementation of these guidelines.

Conforme:

Name:

Program:

Date:

Signature:



USPF LAHUG CAMPUS
Salinas Drive, Lahug,
Cebu City, Cebu
(032) 265-8773

USPF MABINI CAMPUS
Mabini Street,
Cebu City, Cebu
0947 890 4675

www.uspf.edu.ph