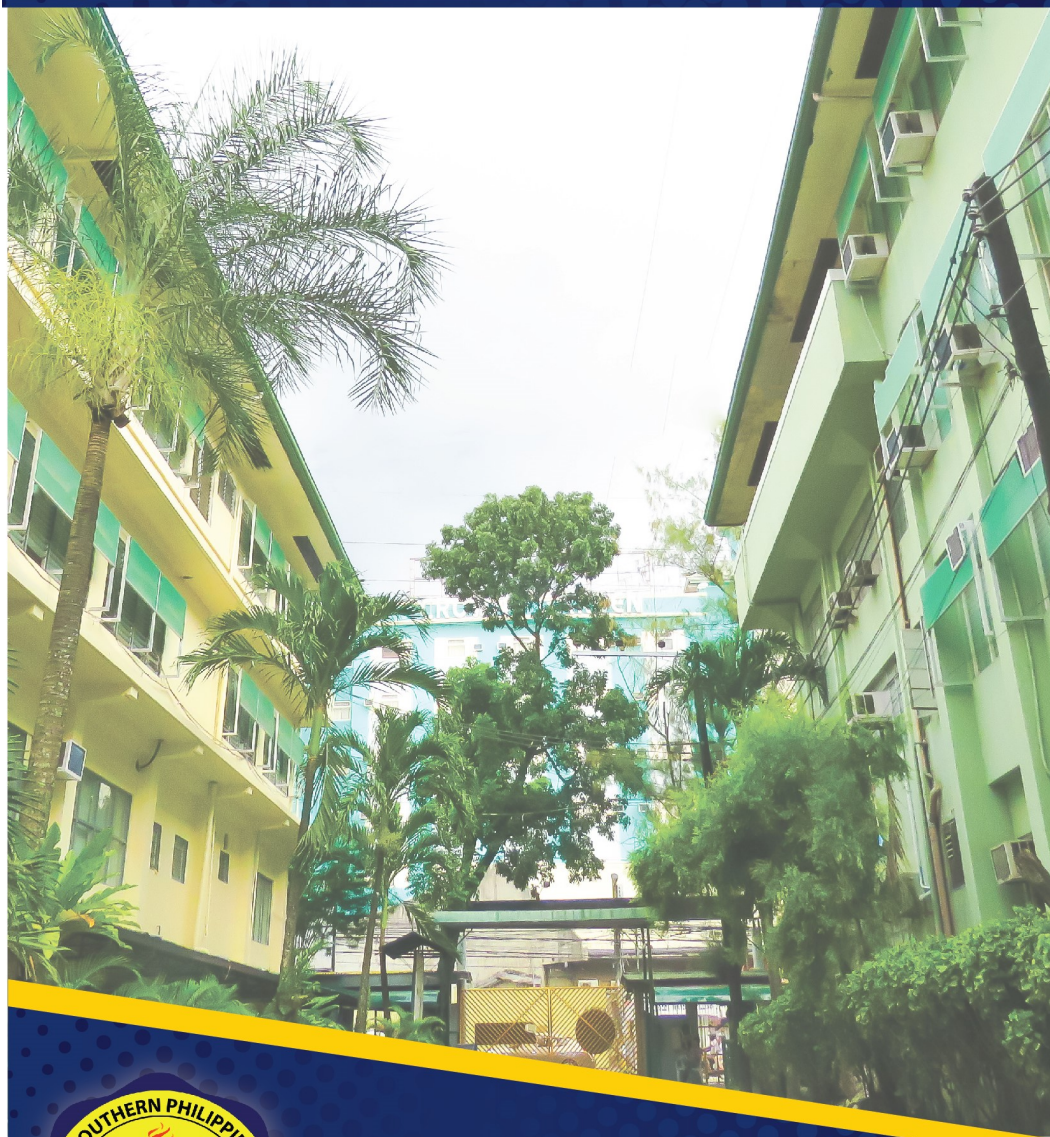


STUDENT HANDBOOK

TERTIARY LEVEL 2019 EDITION



**UNIVERSITY OF SOUTHERN
PHILIPPINES FOUNDATION**

Salinas Drive, Lahug, Cebu City | Tel. No. 414-8773
Mabini Campus, Cebu City | Tel. No. 412-1600

FOREWORD

The University of Southern Philippines Foundation College Student Handbook contains policies that will guide the student in his/her academic direction in the University. The policies emanate from the vision-mission of the University of providing academic excellence, leadership and relevant service to a broad spectrum of the community for holistic development of human systems capabilities. It aims to inculcate in the students the values of professionalism, integrity, excellence and social responsibility.

This handbook is formulated to give the students complete information on the programs of the school, academic, co-curricular and extra-curricular. Specific policies are given in every program for the students to be guided upon.

It is earnestly prayed that the students comply with the policies stipulated in this handbook for them to become part of the university's thrust on academic excellence.

TABLE OF CONTENTS	Page
FOREWORD	
ARTICLE I. GENERAL INFORMATION	1
Section 1 Vision, Mission, Goal, Core Values and Graduate Attributes	1
Section 2 University Profile	2
Section 3 Historical Background	2
Section 4 University Presidents	5
Section 5 The University Seal	5
Section 6 Table of Organization	6
Section 7 Course Offerings	7
ARTICLE II. ACADEMIC POLICIES	10
Section 1 Admission Policy	10
Section 2 Enrolment	13
Section 3 Curricular and Non-Curricular Academic Requirements	15
Section 4 Examinations and Grading System	16
Section 5 Basis of Grading	16
Section 6 Retention Policy	18
Section 7 Requirements for Graduation	18
Section 8 Scholarship Programs	20
ARTICLE III. NON-ACADEMIC POLICIES	33
Section 1 RFID, Uniform, Haircut, Dress Code and Others	33
Section 2 Basic Rights and Responsibilities	34
Section 3 Rules of Discipline	36
Section 4 Offenses	47
Section 5 Preventive Suspension	57
ARTICLE IV. STUDENT SERVICES AND FACILITIES	59
Section 1 Registrar's Office	59
Section 2 Learning Commons	60
Section 3 Guidance Center	61
Section 4 Office for International Student's Program	62
Section 5 Campus Ministry	65
Section 6 Medical-Dental Clinic	65
Section 7 Laboratories	66

TABLE OF CONTENTS	Page
Section 8 Museum	66
Section 9 Recreational Facilities	67
Section 10 USPF Multi-Purpose Cooperative Canteen	67
Section 11 USPF Multi-Purpose Cooperative	67
Section 12 USPF Dormitory	67
ARTICLE V. STUDENT AFFAIRS SERVICES	68
Section 1 Student Affairs Services	68
Section 2 Student Organizations	69
Section 3 Student Publications	70
Section 4 Standard Operating Procedures for Student Activities and Use of Facilities	71
ARTICLE VI. AMENDMENTS	72
APPENDICES	73
Appendix A USPF Child Protection Policy	73
Appendix B USPF Anti-Bullying Policy	87
Appendix C USPF Anti-Sexual Harassment Policy	99
Appendix D USPF Privacy Policy	121
University Officials	130
Academic Heads	131
USPF Loyalty Song	132

ARTICLE I

GENERAL INFORMATION

SECTION 1. VISION, MISSION, GOAL, CORE VALUES AND GRADUATE ATTRIBUTES

VISION

USPF is a 21st century transformative learning environment of global lifelong learners.

MISSION

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

GOAL

Transform USPF into a dynamic high-tech, high-touch learning organization in keeping with global standards in education and workplace requirements.

CORE VALUES

Professionalism

We exhibit professionalism in our dealing in all circumstances.

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.

GRADUATE ATTRIBUTES

Ethical and Humane, Globally Competent, Socially Responsive, Culturally Sensitive, Effective Communicator, Critical Thinker, Creative and Innovative, Team Player, Lifelong Learner

SECTION 2. UNIVERSITY PROFILE

The University of Southern Philippines Foundation (USPF), was founded by men and women who felt the need of establishing a private, non-sectarian educational institution that would offer relatively high standards of instruction within the reach of the average man in the community. These men and women were:

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

The University of Southern Philippines Foundation was first called Southern Institute at the time it was founded on May 14, 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.

SECTION 3. HISTORICAL BACKGROUND

1929	Government Recognition of the secondary courses was granted, and the school produced fifteen graduates.
1933	Moved to its own two-story concrete building in Mabini Street.
1935	College of Liberal Arts, the College of Civil Engineering, and the College of Law were opened.
1937	The name Southern Institute was changed to Southern College.
1939	Junior Normal course for the training of Elementary School Teachers was offered.
1940	College of Education was opened.
1942-1944	World War II, the US Army occupied the campus.
1945	Re-opening of the school at Camputhaw (now Lahug).
1946	College of Commerce and Civil Engineering were opened.

1949	The school was granted the permit to open a Graduate School program with Master of Arts in Education. Southern College was changed to University of Southern Philippines (USP), on July 8, 1949.
1959	The stockholders agreed to dissolve the original stock corporation and converted USP into a non-stock, non-profit foundation and on May 28, 1959, it was officially registered with SEC as a Foundation.
1962	USPF Lahug Campus was established.
1970	Master of Laws was offered.
1975	Master of Science in Social Work was added.
1986	Graduate School expanded with the opening of Doctorate Program in Education.
1989	On 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	Completion of the transfer to Lahug Campus.
1992	Re-opening of the colleges in Lahug Campus.
1993	The Computer Studies Center was inaugurated.
1994	The Bachelor of Science in Computer Science was opened. The Extension Services and Continuing Education Center began its operation.
1995	USP Alumni Hall which houses the famous Rizaliana Museum was inaugurated. Bachelor of Science in Accountancy was given recognition by the Commission on Higher Education (CHED), and the mandate to open.
1999	College of Law re-opened and a new graduate program, Master of Science in Environmental Management was offered.

2002	Groundbreaking was done for the Agustin Jereza Building, that now housed the College of Nursing, College of Computer Studies, College of Law, College of Engineering, and the Theater for Performing Arts.
2002	Groundbreaking was done for the new building that will house the College of Nursing, College of Computer Studies, College of Law, College of Engineering, and the Theater for Performing Arts
2003	College of Nursing started its initial operation On March 5, 2003, CHED issued Government Recognition No. 104 s. 2003 to conduct and operate the Four Year Bachelor of Science in Information Technology (BSIT) course, effective SY 2003-2004.
2004	On January 6, 2004, the new building for the College of Nursing, College of Law and College of Engineering was occupied and classes were already held at the new building. On March 5, 2004, CHED issued Government Recognition to conduct and operate the Four Year Bachelor of Science in Pharmacy On March 19, 2004, CHED issued a permit to open the Diploma in Professional Education (DPed) and Diploma in Special Education (DSPEd)
2005	On June 10, 2005, CHED issued Government Recognition to conduct and open the Post Baccalaureate Diploma in Community Development and BS Entrepreneurship On December 1, 2005, Dr. Alicia P. Cabatingan took over as the new University President who pave the way for the on-going PACUCOA Accreditation of the different programs of the university
2017	On July 1, 2017, Atty. Paulino A. Yabao succeeded as the new University President

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.

SECTION 4. UNIVERSITY PRESIDENTS

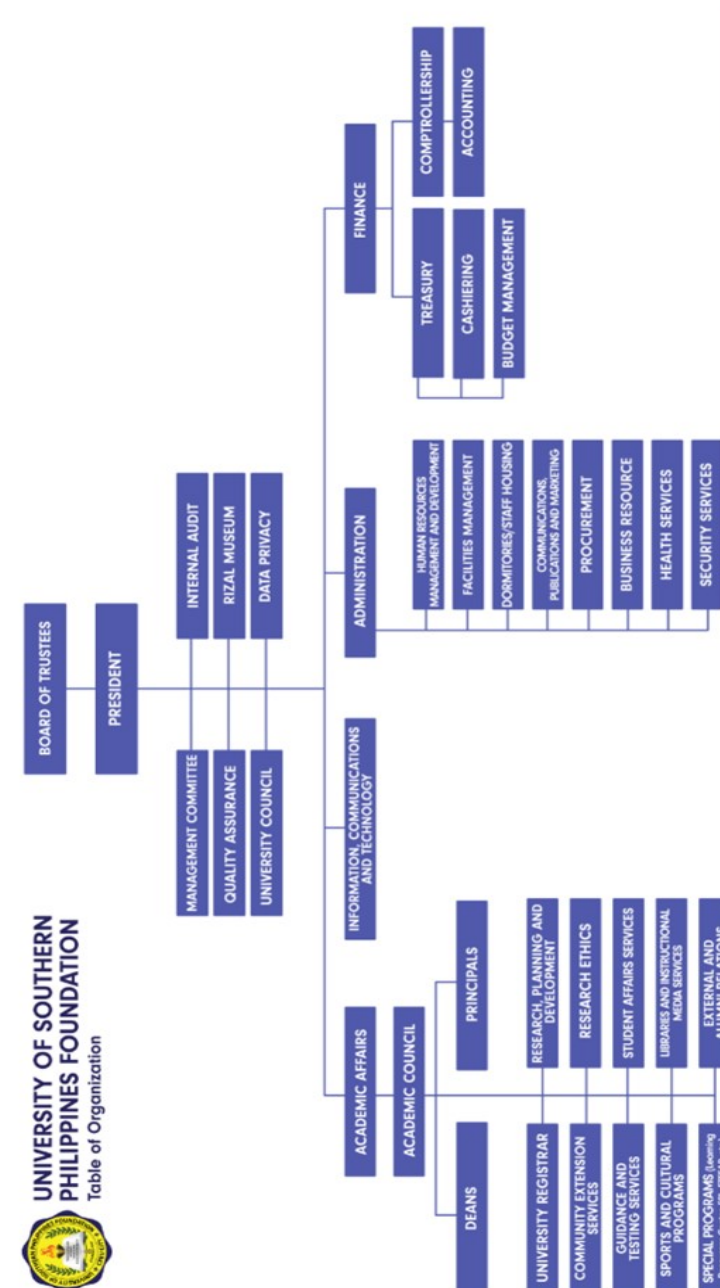
1949 - 1954	Engr. Agustin M. Jereza
1954 - 1958	Mr. Lino J. Castillejo
1958 - 1968	Engr. Agustin M. Jereza
1969 - 1990	Engr. Oscar P. Jereza Sr.
1991 - 2005	Dr. Ronald R. Duterte
2005 - 2017	Dr. Alicia P. Cabatingan
2017 - present	Atty. Paulino A. Yabao

SECTION 5. THE UNIVERSITY SEAL

The seal of the University is the symbol upon which rests the vision and mission of the institution. The seal personifies the dream of the founder in providing the light of KNOWLEDGE, the honor of INTEGRITY and the drive for EXCELLENCE through quality education in this part of the country. The seal is also the mark by which its graduates will be identified in the academe in particular and society in general.



SECTION 6. TABLE OF ORGANIZATION



SECTION 7. COURSE OFFERINGS

The University of Southern Philippines Foundation has two campuses. The main campus is situated in Salinas Drive, Lahug, an uptown northern barangay of the Cebu City. The other campus is located along Mabini Street, in the downtown area of Cebu City.

7.1 The Lahug Campus - Main Campus

The Lahug Campus caters for all the colleges and departments of the Tertiary level.

7.1.1 Graduate School

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

7.1.2 College of Law

Bachelor of Laws

7.1.3 College of Accountancy

Bachelor of Science in Accountancy

7.1.4 College of Engineering and Architecture

- Bachelor of Science in Architecture
- Bachelor of Science in Civil Engineering
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Electronics Engineering
- Bachelor of Science in Electrical Engineering
- Bachelor of Science in Geodetic Engineering
- Bachelor of Science in Mechanical Engineering

7.1.5 College of Nursing

Bachelor of Science in Nursing

7.1.6 College of Education

- Bachelor of Secondary Education
 - Major in: English, Science
- Bachelor of Elementary Education
- Diploma in Professional Education
- Diploma in Special Education

7.1.7 College of Pharmacy

Bachelor of Science in Pharmacy

7.1.8 School of Business and Management

- Bachelor of Science in Management Accounting
- Bachelor of Science in Business Administration
 - Financial Management
 - Marketing Management
 - Human Resource and Development Management
- Bachelor of Science in Hotel Management
- Bachelor of Science in Tourism Management
- Associate in Hotel and Restaurant Service Technology
- Associate in Office Administration

7.1.9 College of Information and Computing

- Bachelor of Science in Information Technology
- Bachelor of Science in Computer Science

7.1.10 College of Arts and Sciences

- Bachelor of Arts,
 - Literature
 - English Language
 - Music
 - Political Science
- Bachelor of Science in Psychology
- Diploma in Community Development
- Special Programs
- English Language Training (ELT)

7.1.11 College of Social Work

Bachelor of Science in Social Work

7.1.12 ETEEAP

Bachelor of Science in Business Administration

- Financial Management
- Management Accounting
- Marketing Management
- Operations Management
- Human Resource Development Management

7.1.13 Learning Resource Center

(TESDA Accredited Assessment Center)

- Housekeeping NC II
- Food and Beverage Service NC II
- Barista NC II
- Cookery NC II
- Bread and Pastry Production NC II
- Trainers Methodology 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.

1.1 Tertiary

1.1.1 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 1x1 colored pictures with blue background

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.

1.1.2 Transfer Students

Students coming from other Higher Educational Institution's (HEI) who would like to enroll in the University can be admitted as transferees upon submission of the following requirements:

- Certificate of Transfer Credentials
- Informative Copy of the Official Transcript of Records
- Certificate of Good Moral Character
- Birth Certificate - PSA Authenticated
- 4 copies of 1x1 colored pictures with blue background

The applicant will be interviewed and evaluated by the College Dean who will determine his/her admission to the program. A transferee 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.

The applicant is required to take the University entrance examination conducted by the Guidance and Testing Services Center. The Dean/Program Chair/Coordinator will monitor the academic performance of transferees on probationary status.

1.1.3 Refresher Students

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

1.1.4 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.

1.1.5 Continuing Students

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

1.1.6 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.

1.1.7 Returning Students

Students who were previously enrolled in the University who stopped for one or more semesters and had not enrolled in any other 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.

1.1.8 Foreign Students

1.1.8.1 Pre-requisite for enrolment:

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

- Five (5) original copies of the fully accomplished Personal History Statement (PHS), both in English and national alphabet accompanied by personal seal, if any and containing among others, the left thumbprints and a 2x2 inches original pictures on plain white background taken not more than six months prior to submission.

- A notarized Affidavit of Support including bank statements or grant for institutional scholars to cover expenses for the student's accommodation and subsistence, as well as school dues and other incidental expenses.
- **Scholastic Records duly authenticated (Red Ribbon)** by the Philippine Foreign Service Post located in the student applicant's country of origin or legal residence.
- 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.

1.2 Law

Freshmen Students

- PhilSat Examination Result
- Certificate of Transfer Credential
- Good Moral Character
- Birth Certificate
- 1x1 Picture (1 copy)
- 2x2 Picture (1 copy)

Transferee

- TOR for Evaluation
- Certificate of Transfer Credential
- Good Moral Character
- Birth Certificate
- 1x1 Picture (1 copy)
- 2x2 Picture (1 copy)

1.3 Graduate School

1.3.1 Graduate Students

Students with appropriate bachelor's degree or its equivalent and are eligible for admission to studies leading to a Master's Degree.

1.3.2 Post Graduate Students

Students with appropriate master's degree and are eligible for admission to the doctoral degree.

SECTION 2. ENROLMENT

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

2.1 Steps in Enrollment

- A. Proceed to Admission Staff of college/department
 - Secure Profiling and Admission Test Referral Slips
 - Proceed to I-Lab for profiling
 - Proceed to Testing Center for Admission Test
(for new and transfer students only)
 - Return to the Admission Staff and submit credentials for collection and verification
 - Secure the Unofficial Registration Form (URF)
- B. Proceed to the cashier for payment of fees
(enrolment fee, RFID, etc.)
- C. Proceed to Registrar for Submission of URF
- D. Proceed to ICT Department for processing of RFID
- E. Proceed to Student Affairs Services (SAS) for issuance of Official Study Load and validation of RFID

2.1.1 New and Returning International Students

- A. Proceed to the Registrar - International Students Section
- B. Follow the steps in enrolment

2.2 Adjustment of Courses

During the enrolment period, a student may, with the approval of the College Dean or Program Chair, **ADD, DROP or CHANGE** courses or schedule. Changes are not permitted after the close of the official enrolment period.

2.3 Withdrawal of Courses

Withdrawal of course/s is valid upon recommendation of the College Dean and approved by the University Registrar. A student who withdraws his/her enrolment from any course shall be charged as follows:

- A charge of 10% of the tuition fee is imposed when the course is withdrawn within the first week of classes, whether the student has actually attended classes.
- A charge of 20% of the tuition fee is imposed when the course is withdrawn within the second week of classes.
- There shall be no more withdrawal of courses within the third week of classes. A student who fails to file an application for withdrawal of subject, shall be given a rating of 5.0.
- Withdrawal of enrollment from the program within the third week and beyond shall be charged 100% on tuition, matriculation and miscellaneous fees.

2.4 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.

2.5 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.

2.6 Certificate of Transfer Credential (CTC)

A student is granted Certificate of Transfer Credential (CTC), or Honorable Dismissal by the office of the Registrar upon settlement of all financial and other accountabilities.

2.7 Transcript of Records (TOR) and Diploma

A student or graduate of USPF can secure the Transcript of Records (TOR) from the Office of the Registrar upon completion of requirements. The diploma is issued after graduation.

2.8 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 recorded infraction of the school rules and regulations will be issued a certificate.

SECTION 3. CURRICULAR AND NON - CURRICULAR ACADEMIC REQUIREMENTS

3.1 Study Load

The normal study load is ordinarily prescribed by the curriculum issued to the student. This load usually consists of required courses over and above the Social Orientation subject and NSTP. A student is considered “FULL-TIME” or carrying a full 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 has satisfactorily passed the prerequisite subject/s.

3.2 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.

3.3 Tardiness

A student who appears in class after 15 minutes of the regular time is marked **TARDY**. Three (3) tardiness is equivalent to one (1) absence.

3.4 Absences

The maximum number of permitted absences from class attendance must not exceed 20% of the prescribed number of class periods for the course. Thus a student who incurs these absences from either 3 unit lecture course or 1-unit laboratory course is considered dropped (DR) from the class roll.

3.5 Physical Education

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

3.6 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.

SECTION 4. EXAMINATIONS AND GRADING SYSTEM

4.1 Periodical Examinations

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

- The registrar determines the schedule of the periodical examinations and disseminates the information to all colleges as part of the School Calendar.
- No student is allowed to take the periodical examination without the examination permit/admission slip.
- 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.
- 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:

5.1 Specific evidences of a students' performance are:

- Informal tests or quizzes, unit or mastery or chapter tests for the purpose of checking up daily preparation or following up a previous lesson.

- Periodical Examinations (Prelim, Midterm, Semi-Final and Final) which are given in a semester and summer classes
- Other requirements include laboratory work, (experiments) projects, term papers, reading reports, etc.
- Class participation includes 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 percentage as follows:

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

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

5.2 Cut off scores for class standing and periodic examination:

- | | |
|--|-------|
| 1. College of Arts and Sciences | - 60% |
| 2. College of Education | - 70% |
| 3. College of Social Work | - 70% |
| 4. School of Business and Management | - 60% |
| 5. College of Accountancy | - 75% |
| 6. College of Nursing | - 60% |
| 7. College of Information and Computing | - 60% |
| 8. College of Law | - 70% |
| 9. College of Engineering and Architecture | - 70% |
| 10. College of Pharmacy | - 70% |

5.3 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.

5.4 A remark of **IN1** or **IN2** must be completed within the 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 subject.

5.5 “DR” (Dropped) shall be given to a student for unexcused absences incurred which is twenty percent (20%) of the total number of course hours.

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

5.7 “NA” (Never Attended) means that the student is officially enrolled but has never attended the class.

SECTION 6. RETENTION POLICY

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

6.1 Students who a 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.

6.2 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.

6.3 Students who obtained semestral weighted average between 4.51 to 5.00 or failed 50% or failed in three (3) major subjects of the semestral subject load shall be advised to shift to another course suited to their capacity.

6.4 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.

6.5 Students on PROBATIONARY status may not hold office in any student organization or represent the college or university in any official capacity.

SECTION 7. REQUIREMENTS FOR GRADUATION

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

- The candidate for graduation must have filed with the Registrar the duly accomplished application form on or before the deadline.

- For a transfer student to be granted a degree in the University, he/she must have enrolled at least two (2) semesters with full load prior to graduation and have satisfactorily completed all academic requirements.
- 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.
- Fines are imposed for late application.

7.1 Criteria for Scholastic Honors

All colleges shall ascertain and evaluate the academic performance of their honor students and shall submit the official list to the Registrar for confirmation. 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:

- Vice-President for Academic Affairs
- University Registrar
- Director, Student Affairs Services
- Dean/Department Chairman of the College

Honor graduates must have obtained 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

Students who obtained a grade of less than 2.50 in any subject will be disqualified from the honor list.

7.1.1 For Undergraduate Students Vying for Honors

- A transferee must have completed in USPF at least 80% of the total number of academic units required and must have

established at least 2 years residency immediately prior to graduation. Only credits earned in USPF, while in residence, will be included for the computation of honor students.

- A regular student should have earned not less than the required academic units minimum study load per semester. If he/she is a working 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 course in which the required regular academic units is lesser than that.
- He/She must obtain the required overall average academic rating, excluding PE and NSTP. He/She must not also have a failing grade/“DR” in PE and NSTP.

7.1.2 For Graduate, Post Graduate and Second Baccalaureate Degree Programs

Honor Graduates in these categories must have obtained an overall average academic ratings to be computed as follows:

- 1.00 - 1.07 - Meritissimus
- No grade lower than 1.10 in any subject
- 1.08 - 1.14 - Benemeritus
- No grade lower than 1.20 in any subject

7.1.3 Graduate School Oral Examination Rating Equivalents:

96.66 - 100.00	-	1.0	- Excellent
93.33 - 96.65	-	1.1	- Very Good
90.00 - 93.32	-	1.2	- Good

During the commencement exercises, undergraduate honor students are given the preference over the postgraduate honor students to be the petitioner.

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:

8.1 ACADEMIC SCHOLARSHIP

8.1.1 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. 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. Graduate School is not included in this discount.

8.1.2 Academic Scholarship Program.

In accordance with the student's outstanding scholastic achievements and to give educational opportunities to deserving students, USPF grants academic scholarships. This scholarship scheme is open to honor graduate students of Senior High School of both public and private schools. All academic scholars are required to conduct peer tutorials to other students who are academically challenged. The Scholarship office will facilitate this endeavor.

8.1.3 Incoming First Year *(for Senior High School Graduates)*

8.1.3.1 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 must maintain the required GPA to enjoy the same privilege and discount in the succeeding semester. A minimum load of 18 units of the course enrolled is required.

8.1.3.2 WITH GPA of 95-97

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** from any school regardless of the number of graduates for the first semester of enrolment only. The scholar must maintain the required GPA to enjoy the same privilege and discount in the succeeding semester. A minimum load of 18 units of the course enrolled is required.

8.1.3.3 WITH GPA of 92-94

The university offers **75% discount on Tuition Fee** excluding matriculation, laboratory and other fees to any graduate **WITH Grade Point Average of 92-94** regardless of the number of graduates from any school for the first semester of enrolment only. The scholar must maintain the required GPA to enjoy the same privilege and discount in the succeeding semester. A minimum load of 18 units of the course enrolled is required.

8.1.4 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 School enjoy a **50% tuition fee discount** excluding matriculation, laboratory and other fees.

The scholarship is good only for one semester specifically during their first year. For the succeeding semesters, the scholar may apply either as university, college or departmental scholar, if he/she meets all the requirements. He/She must carry a minimum load of 18 units of the course he/she is enrolled. Violation of any rules and regulations of the school is a ground for exclusion from the program.

8.1.5 Continuing/Old Students *(Currently enrolled students)*

8.1.5.1 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:

- He/She must obtain the weighted average of 1.20 or better during the previous semester;
- He/She does not have any grade below 1.50 in any of the subjects taken that semester;
- He/She must have carried a minimum load of 18 units in the previous semester;
- He/She must carry a minimum load of 18 units in the current semester.

Conditions:

- Violation of any of the rules and regulations of the school is a ground for exclusion from the program;
- He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- Any university scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave or absence. He must inform the Student Affairs Services in writing and accompanied by any proof to substantiate the reasons cited for the leave of absence.
- He/She will receive a book allowance worth Php. 2,500.00 only per semester.

8.1.5.2 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:

- He/She must obtain the weighted average of 1.50 or better during the previous semester;
- He/She does not have any grade below 1.70 in any of the subjects taken that semester;
- He/She must have carried a minimum load of 18 units in the previous semester;
- He/She must carry a minimum load of 18 units in the current semester.

Conditions:

- Violation of any of the rules and regulations of the school is a ground for exclusion from the program;
- He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- Any college scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave or absence. He must inform the Student Affairs Services in writing and accompanied by any proof to substantiate the reasons cited for the leave of absence.

8.1.5.3 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.

- He/She must obtain the weighted average of 1.70 or better during the previous semester;
- He/She does not have any grade below 2.50 in any of the subjects taken that semester;
- He/She must have carried a minimum load of 18 units in the previous semester;
- He/She must carry a minimum load of 18 units in the current semester.

Conditions:

- Violation of any of the rules and regulations of the school is a ground for exclusion from the program;
- He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- Any departmental scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave or absence. He must inform the Student Affairs Services in writing and accompanied by any proof to substantiate the reasons cited for the leave of absence.

8.1.5.4 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 Information and Computing. The Agustin Jereza Scholarship offers **seventy percent (70%) Tuition Fee**, 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:

- He/She must obtain the weighted average of 1.70 or better during the previous semester;
- He/She does not have any grade below 2.00 in any of the subjects taken that semester;

- He/She must carry a minimum load of 18 units in the current semester.
- He/She must have carried a minimum load of 18 units in the previous semester;

Conditions:

- Violation of any of the rules and regulations of the school is a ground for exclusion from the program;
- He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- Any recipient of the scholarship who stops studying due to accident, serious illness, or calamities is only given one semester's leave or absence. He must inform the Student Affairs Services in writing and accompanied by any proof to substantiate the reasons cited for the leave of absence.

8.1.5.5 Second Coursers (*For Graduates with Honors*)

A student who graduated “with 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:

- Violation of any of the rules and regulations of the school is a ground for expulsion from the program;
- He/She may apply again in the succeeding semester as an academic scholar provided he/she qualifies.
- Any scholar who stops studying due to accident, serious illness, or calamities is only given one semester's leave or absence. He/She must inform the Student Affairs Services in writing and accompanied by any proof to substantiate the reasons cited for the leave of absence.

8.1.5.6 Procedure

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

- 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.

- The Student Affairs Services shall provide the official list of successful applicants for the academic scholarship and disseminates the information to concerned offices.

- 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:

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

- All applications for discount must be submitted within the official registration period, unless specified otherwise. Applications for discount submitted after the official registration period shall not be honored.

- Academic and fee adjustment privileges are non-transferable.

- Students can only avail of one academic or fee adjustment privilege.

8.2 Other DISCOUNTS AND PRIVILEGES

8.2.1 Loyalty Discount. USPF Alumni are graduates of Junior High School up to March 2016, Senior High School and College only. They may enjoy the following discount privileges.

- Alumni whose dependents are studying in the university (*Elementary, JHS, SHS and College*) may enjoy a 20% discount on tuition fee only excluding matriculation, laboratory and other fees.

- Loyalty Medalists (*those who studied in the university from Kindergarten to Senior High School*) who will enroll in college may enjoy a 15% discount per semester or 30% per annum on tuition fee only, excluding matriculation, laboratory and other fees.

- Loyalty Medalists (*those who studied in the university from Kindergarten to Grade 6*) will receive a coupon whose amount will be determined by the management during the graduation rites.
- Graduates of Junior High School of USPF up to 2016 and Senior High School who will enroll in College may enjoy a 10% discount per semester or 20% per annum 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 graduating students whose minimum load is lesser than 18 units.
- Graduates of Junior High School of BSI up to 2016 and Senior High School who enroll in college may enjoy a 10% discount per semester or 20% per annum 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 graduating students whose minimum load is lesser than 18 units.

8.2.2 Discount for AFP/PNP Personnel

- Children of members of the AFP/PNP enjoy 5% discount on tuition fee only, excluding matriculation, laboratory and other fees in all levels.
- Children of Medal of Valor Awardees enjoy **Full Fee discount** on School Fees as mandated by R.A. 9049, Section 4, March 22, 2001, AN ACT GRANTING MONTHLY GRATUITY AND PRIVILEGES TO AN AWARDEE OF THE MEDAL OF VALOR, PROVIDING FUNDS THEREFORE AND FOR OTHER PURPOSES.

8.2.3 College of Law

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

- Certificate of Employment
- Government ID

Following is the scheme for the discount given:

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

8.2.4 Group Discount

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

Elementary and Secondary School		
No. of Siblings	Discount	Remarks
2 Siblings	10% discount per annum 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 annum 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 annum 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 3 siblings get a higher discount from another scholarship given by the university, the remaining sibling loses this privilege.

Tertiary Level: Required to enroll with a minimum load of 18 units per semester or as specified by the curriculum per semester.		
No. 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 annum 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 annum 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 3 siblings get a higher discount from another scholarship given by the university, the remaining sibling loses this privilege.

8.2.5 Special Discounts

The university offers special discount on tuition fee to students involved in university athletics and cultural groups. A minimum of Php 500.00 should be paid upon enrolment.

Discount privileges must be applied within the specified date set by the university for the adding/dropping of subject. After this period, no application will be accepted.

8.3 DOÑA BEATRIZ JEREZA SCHOLARSHIP

8.3.1 Qualifications

- Applicant must be a Senior High School graduate with a Grade Point Average of 85% or its equivalent.
- College applicants must have an average grade of 2.0 with no grade below 2.5.
- Parents/Breadwinner's annual income must be less than Php 60,000 per annum.
- Applicants must be 25 years of age and below upon enrolment. Preferably single and/or someone who has no heavy obligation at home.

8.3.2 Courses Available

- College of Arts and Sciences
- College of Education
- School of Business and Management

8.3.3 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. Only 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.

8.4 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.

N.B. FOR THOSE ENJOYING ESC AND OTHER GRANTS, DISCOUNT WILL BE BASED ON THE TUITION FEE AFTER DEDUCTING THE GRANT.

8.4.1 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 and intellectually proficient.

8.4.2 Privileges

Athletes will be granted 25% to 100% discount on tuition fee or full scholarship based on skills 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 Physical Education courses. The scholarship is renewable at the beginning of every semester and guided by its own policies and guidelines.

8.5 CULTURAL PROGRAM

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 Marching Band, 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 Students. Junior High School renewal and acceptance of new recruits take place at the start of every academic year.

N.B. FOR THOSE ENJOYING ESC AND OTHER GRANTS, DISCOUNT WILL BE BASED ON THE TUITION FEE AFTER DEDUCTING THE GRANT.

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.

8.5.1 Privileges

Members of any cultural group in the university shall be granted 25% to 100% discount on tuition fee or full scholarship based on performance as per recommendation by the Instructor and duly endorsed by the Athletics and Cultural Director. All Cultural scholars will be exempted from Physical Education courses. The scholarship is renewable at the beginning of every semester and guided by its own policies and guidelines.

ARTICLE III

NON-ACADEMIC POLICIES

SECTION 1. RFID, UNIFORM, HAIRCUT, DRESS CODE AND OTHERS

1.1 RFID Card

All students are required to secure the official student RFID card immediately after enrolment. The RFID card is to be worn upon entry and while inside the school premises at all times. “NO ID, NO ENTRY.”

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 ID which will serve as a student pass until the new RFID is issued.

1.2 School Uniform

All students are required to wear the prescribed school uniform during school days. The “NO UNIFORM, NO ENTRY” policy is to be observed at all times. Uniform Exemption ID is issued by the Student Affairs Services to the following:

- Married students
- Cross-enrolees
- Employed / working outside the university
- Second Coursers (Bachelor’s Degree)
- Students who attend evening classes only (6:00pm onwards)
- Religious Orders
- Cross-dressers
- Other Special consideration 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. (*see Dress Code*)

1.3 Prescribed Haircut

Male students are required to wear proper haircut. Long hair, extension, shaved and colored/dyed hairstyle are not allowed.

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

1.4 Dress Code

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

- Spaghetti Strap
- Sleeveless
- Tube
- Crop Top
- Off Shoulder
- Shorts
- Micro-mini Skirt
- Tattered Jeans

1.4.1 Footwear

- Slippers
- All types of Sandals
- High Heels

1.5 Others

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

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

SECTION 2. BASIC RIGHT AND RESPONSIBILITIES

2.1 Student’s Rights

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

- a. The right to equal education that is within the capabilities of the University;
- b. The right to organize, or join and participate in campus organizations and societies recognized and accredited by the University;

- c. 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;
- d. The right to guidance and counselling services;
- e. 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;
- f. The right of student departmental organization to collect from each member a reasonable amount to be used for the purposes of the departmental organization;
- g. 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;
- h. 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
- i. The right to publish campus publications at their own expense;

2.2 Student's Responsibilities

The following are the responsibilities of the students:

- a. To study conscientiously and strive to achieve the highest possible academic performance they are capable of;
- b. To uphold the basic principles, ideas, and image of the University and to cooperate with it in the attainment of its objectives;
- c. To exercise their rights in a reasonable manner with due regard for the right of others;
- d. To respect teachers, staffs personnel, administrator and other persons in authority in the University;
- e. To promote and maintain the peace and tranquillity of the University by obeying the rules of discipline and by exerting efforts;
- f. To attain and maintain harmonious relationship with fellow students, faculty members, and administrative personnel;
- g. To pay their financial obligations according to the arrangement made by the University regarding the payments of fees;
- h. 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;

- h. 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

3.1 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.

3.2 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.

3.3 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:

- **Reprimand** – this sanction is meted for reprehensible conduct by way of admonishing the erring student that repetition of the offense will warrant a warning.
- **Warning** - this sanction is meted out to a student who, after being reprimanded for the same or another offense, commits an offense considered as a reprehensible conduct. The sanction comes in the form of threat of suspension should he/she commit once again for the same or for another offense.

- **Suspension** – after a student is given a warning and he/she commits another 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.
- **Exclusion** – this is a disciplinary measure which allows an erring student to finish the semester or term but is, thereafter, excluded from returning the University.
- **Expulsion** – this is a supreme disciplinary measure. This sanction is enforced on a student who commits a serious offense, or who, after having meted out a suspension, commits an offense, whether the same or another. 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.

3.4 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:

3.4.1 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.

3.4.2 Complaint

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

- The name and residence, office or school address of the complainant;
- The name and residence, office or school address of the respondent;
- The substance, cause or basis of complaint;
- When and where the act reported or complained of happened; and
- 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.

3.4.3 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).

3.4.4 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.

3.4.5 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:

a. 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.

b. 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:

b.1 If the misconduct, offense, infraction or violation is sanctionable by WARNING or REPRIMAND, the SAS Director shall be the Investigating Officer and shall proceed with the conduct of the administrative disciplinary investigation, starting from No. 3.4.8 hereof with the issuance of the Notice of Investigation addressed to complainant and respondent, copy furnished the offices of the President and VP Academic Affairs.

b.2 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 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).

3.4.6 The Board of Discipline

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

- Student Affairs Services Director
- Student Affairs Services Coordinator
- Dean of the Student - unless the dean is the complainant, in which case another member of the Academic Council will be designated by the University President
- Student Representative (President of the Supreme Student Government or any other authorized officer in case of the incapacity or unavailability of the latter)
- Faculty Representative
- 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 said student government 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 No. 3.4.8 hereof with the issuance of the Notice of Investigation signed by its Chairperson and addressed to complainant and respondent.

3.4.7 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.

3.4.8 Notice of Investigation & Answer of Respondent

The SAS Director or the Board of Discipline (hereinafter referred to as the "INVESTIGATOR" for brevity) shall issue a Notice of Investigation to respondent student stating therein the following:

- 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;
- the law, policy, rule or regulation being violated with corresponding sanction;

- the date, time and place where the initial conference/hearing will be conducted;
- 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;
- 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
- 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.

3.4.9 Notification of Complainant and Parents or Guardians

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

3.4.10 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 (cf. No. 3.4.11 hereof), unless the Investigator will require submission of position papers (cf. No. 3.4.12 hereof) or further hearing/s to ascertain some factual matters (cf. No. 3.4.13 hereof).

3.4.11 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.

3.4.12 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.

3.4.13 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 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 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.

3.4.14 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 within 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.

3.4.15 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.

3.4.16 Furnishing Copy of Resolution or Decision

Complainant, respondent and the student's/students' 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.

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.

3.4.17 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

3.4.18 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:

1. Those against campus peace and order, security and safety;
2. Those offensive to public decency, good custom and morals;
3. Those that endanger health and sanitation;
4. Those detrimental to the property rights and interests of the University and the academic community; and
5. Those against the inviolability of university records, official papers, certificates, and other documents.
6. Those against any school policy, rule or regulation, or any act that will be deemed by the University to be sanctionable

4.1 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 – reprimand; 2nd – warning; 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 – reprimand; 2nd – warning; 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 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 bullying of 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. Assaulting or committing physical abuse or physical bullying 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 – exclusion or expulsion

l. Preventing, in any manner, university officials, faculty members, personnel and/or fellow students from performing their or exercising their rights;

Occurrence and Penalty:

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

m. 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 – reprimand; 2nd – warning; 3rd – suspension; 4th – exclusion

n. 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

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

Occurrence and Penalty:

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

p. Minor bullying

Occurrence and Penalty:

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

q. Less serious bullying

Occurrence and Penalty:

1st – suspension; 2nd – exclusion or expulsion

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

Occurrence and Penalty:

1st – exclusion or expulsion

s. Sneaking in and out the campus, escaping from classes, cutting classes, or jumping over the fence especially during class hours;

Occurrence and Penalty:

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

t. Hazing

Occurrence and Penalty:

1st – exclusion or expulsion

u. Any other act that may be deemed an offense against campus peace and order, security and safety to be sanctioned accordingly depending on the gravity, nature and circumstances of the offense.

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

b. Minor acts of indecency;

Occurrence and Penalty:

1st – reprimand; 2nd – warning; 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:

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

l. Playing half-naked inside the campus

Occurrence and Penalty:

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

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

Occurrence and Penalty:

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

- n. Any other act that may be deemed an offense against public decency, good custom, and morals to be sanctioned accordingly depending on the gravity, nature and circumstances of the offense.

4.3 Offenses Endangering Health and Sanitation

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

- a. Spitting on floors, walls, or stairways;

Occurrence and Penalty:

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

- b. Smoking in any area where smoking is prohibited

Occurrence and Penalty:

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

- c. Littering within the university premises

Occurrence and Penalty:

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

- d. Causing the clogging of toilet bowls, urinals, and lavatories or causing spillage, waste, or sinking matters;

Occurrence and Penalty:

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

- e. Entering the university premises with knowledge that he is suffering from a serious communicable disease;

Occurrence and Penalty:

1st – reprimand; 2nd – warning; 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 – reprimand; 2nd – warning; 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 anywhere in the school premises; or not following the ‘CLEAN AS YOU GO’ system in the canteen;

Occurrence and Penalty:

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

- h. Any other act that endangers health and sanitation may be deemed an offense to be sanctioned accordingly depending on the gravity, nature and circumstances of the offense.

4.4 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 – reprimand; 2nd – warning; 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 – reprimand; 2nd – warning; 3rd – suspension

- c. Attending classes without having been duly enrolled in them;

Occurrence and Penalty:

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

- d. Unauthorized use of the name of the University of Southern Philippines Foundation;

Occurrence and Penalty:

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

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

Occurrence and Penalty:

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

- g. Unauthorized posting of posters;

Occurrence and Penalty:

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

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

Occurrence and Penalty:

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

- i. Gross disrespect;

Occurrence and Penalty:

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

- j. Resorting to invectives, personal insults, black propaganda, fake news, bullying 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 – reprimand; 2nd – warning; 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;

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 – 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.

4.5 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.

4.6 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 reprimand, warning, suspension, exclusion or expulsion depending on the gravity, nature and circumstances of the offense.

5. PREVENTIVE SUSPENSION

5.1 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.

5.2 Preventive Suspension from the Classroom

5.2.1 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.

5.2.2 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.

5.3 Preventive Suspension from University Premises

5.3.1 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

5.3.2 The preventive suspension period served to a student shall be deducted from the penalty of suspension that may later be imposed on the student by the Dean.

5.3.3 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 students 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, counselling on personal and social adjustment through the guidance center, medical and dental care, recreational facilities, and other services and facilities.

SECTION 1. REGISTRAR'S OFFICE

It coordinates and controls activities involving student registration, transfer and graduation. The Office is primarily responsible for the updating and safekeeping of student records as well as the other vital documents and records of the University, and for the maintenance of such records in strict confidentiality. The Office is also primarily responsible for the enforcement of the regulations of CHED regarding admission and transfer, accreditation of course and units, curricular load, sequence of courses, etc. Inquiries concerning admission, curricular offerings, and similar information are routinely referred to and handled by the Office of the Registrar.

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

1.1 RECORDS SECTION

The Record Section issues transfer credentials, transcript of records, certifications of academic documents needed for employment, travel a broad, scholarship grants, board/bar examinations, etc. The office also handles verification of the academic status of students and graduates. All students' records are constantly updated and maintained in utmost confidentiality at the archive. Enrolment data and other related statistics might be requested from the Records Section in connection with the student and faculty research and other academic activities.

1.2 EVALUATION SECTION

The Evaluation Section conducts evaluation of student academic records to determine credits earned for the purpose of graduation. The Section sees to it that CHED rules and regulations, as well as the University policies, regarding sequence of subjects, course

contents, semestral load, residence and requirements, cross-enrolment, etc. are enforced and properly complied with. The students are informed of the deadline for the application for graduation in a memorandum issued by the Registrar.

1.3 FOREIGN STUDENT'S SECTION

The Foreign Student Section handles the application for admission and transfer of foreign students, as well as Filipino students who have undergone studies abroad. Processing of student visa applications from abroad is handled by this section including the determination of the validity of admission documents of aliens. The Foreign Students Section in coordination with the Student Affairs Services office is primarily responsible for the enforcement of government (*CHED, Department of Foreign Affairs, Bureau of Immigration, etc.*) rules and regulations pertaining to the entry and stay of foreign students in the Philippines.

The Office of the Registrar coordinates with the College Deans, the Department Chairs and other administrative officers of the University with regards to the academic activities of students and with the college regarding revisions of curricular programs, offering new courses, etc. Students who wish to verify their academic records are urged to see the Section concerned.

SECTION 2. LEARNING COMMONS

The Learning Commons is the heart of the educational institution. It is a world of books, place for study, research, thought and reflection and plays a significant role in the life and success of the university population. It serves the need of the students and staff of the different colleges and departments.

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

- support the academic and curricular needs of the institution;
- provide good and selected materials for general information, education, occupational and industrial use and the enjoyment and enrichment of the pupils/students' leisure time;

- guide and assist the readers in the use of learning commons' resources; and
- provide good and pleasant atmosphere for reading, discussion and research.

SECTION 3. GUIDANCE CENTER

The Guidance Center compliments the instructional program of the University. To implement the goals of education and the Vision - Mission of the University, the following guidance services are available:

- **Admission** – conduct intake interview to the new pupils/students, returnees and transferees.
- **Individual Inventory Services** – collect pupils'/students' personal records through intake interview and Psychological Tests results in order to help the counselor and significant others gain better understanding of the pupils'/students'.
- **Information Services** – provide the pupils/students with information which are related to their personal needs in education, vocational, and personal – social areas of interests. This could be obtained through small group sessions, guidance awareness activities, bulletin board display, room-to-room orientation, and lectures.
- **Student Development Activities** – are needs-based activities such as trainings, workshops and seminars given to pupils/students.
- **Counseling** – as the heart of the Guidance Program, this offers a personalized assistance to all its clients who encountered some difficulties in decision-making and personal adjustment. It can be individual or group counseling.
- **Testing** – administer psychological tests to evaluate mental ability, aptitude, interest and personality.
- **Follow-up** – monitor pupils/students with personal-social, academic, and behavioral concerns. Get in touch with drop-outs within the school year or semester.

- **Referrals** – link with agencies and professionals within the community to which pupils/students with special needs can be referred to.
- **Placement** – gives assistance for possible work placements.
- **Educational** – to make sure that pupils/students are given proper information about courses in line with their mental abilities, values, interests, skills and personalities.
- **Community Outreach** – conducts programs and projects to meet the needs of the community.
- **Research and Evaluation** – conducts researches based on data from pupils/students, parents and faculty to develop relevant programs. Evaluate the effectiveness of the guidance services.

Peer Facilitators are trained to serve as “extension arms” of the guidance office.

Other services offered by the Guidance Office includes: admission procedures, inventory service, student appraisal and testing, information service, dissemination of occupational, academic and personal social information, individual and group counseling, job placement, follow-up student with and without problems and updating the academic progress of the students; and the student's continuation of high school to college. These services are available and rendered in proximity to the department it serves.

SECTION 4. 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 is:

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

4.1 GUIDELINES AND FUNCTIONS

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

- 1.1 Registrar's Office
- 1.2 Guidance and Testing Services Center
- 1.3 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:

- Formal Introduction of the International Students;
- University Departments and Services;
- International Student Activities;
- 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.

4.2 SERVICES

- **Orientation.** The goal is to provide a proper introduction to the international students with regards to services and activities provided for them.
- **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.
- **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.
- **Tour.** Students will be toured around the city especially during the International Students week celebration or upon the request of the international students.

4.3 ACTIVITIES

- **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.
- **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.

SECTION 5. CAMPUS MINISTRY

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

- It provides activities to enable the USPF community experience the presence of Jesus Christ through rites and rituals. This is carried out through First Friday masses celebrated in the Lahug and Mabini campuses. The office organizes and coordinates all liturgical celebrations and other related activities.
- It collaborates with representative from the administration, faculty, non-academic and student sectors, in building a small Christian community.
- 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.
- It also provide awareness of the conflicting realities of life and society's situation through various outreach programs.
- Each department and campus has its own Campus Ministry officer as head and assisted by volunteers.

SECTION 6. MEDICAL - DENTAL CLINIC

Medical and Dental services can be availed of by the members of the administration, faculty, staff and student body. The following are the services offered:

Medical Clinic

- Conduct Annual Physical Examination to all students.
- Assessment and treatment of students/personnel who come in for consultation.
- Dispensing of initial dose of medicines for fever, cough, headache, abdominal pain, loose bowel movement, high blood pressure, and asthma.
- Provide nebulization for acute asthma attack.
- Dressing wounds.

- Removal of sutures in certain cases.
- Provide First Aid Treatment and referral to hospitals in cases of emergencies.
- Referral of students/personnel with complicated conditions to proper medical agencies/hospitals.
- Conduct health teachings.
- Give other health services within the competencies of the health care providers.

Dental Clinic

Nursing Department

- Dental check-up and consultation
- Oral Prophylaxis (every semester)
- Gum treatment/absences draining (case to case basis)
- Temporary restoration (case to case basis)
- Light cure filling (one tooth per semester)
- Simple tooth extraction (one tooth per semester)

Other Colleges:

- Dental check-up and consultation
- Oral Prophylaxis (every semester)
- Gum treatment/absences draining (case to case basis)
- Temporary restoration (case to case basis)

SECTION 7. LABORATORIES

Science laboratories are located at the fourth floor of the Eriberto S. Jueco Sr. building of Lahug Campus. The laboratories for the engineering subjects are located at the basement of the Agustin Jereza Hall and the Workshop Building.

SECTION 8. 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.

SECTION 9. 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.

SECTION 10. USPF MULTI - PURPOSE COOPERATIVE CANTEEN

The canteen which is managed by the USPF Multi-Purpose Cooperative, offers affordable food and drinks for snack and full meal to the university. It has the mandate to comply with the rules, regulations and requirements (*e.g. Sanitary Permit, Health Cards of employees, etc.*) of local and national government agencies

SECTION 11. USPF MULTI - PURPOSE COOPERATIVE

The Multi-Purpose Cooperative operates the bookstore and the canteen in both Mabini and Lahug Campuses.

SECTION 12. USPF DORMITORY

The USPF Dormitory is conveniently located inside the campus. Rooms are fully furnished and offered to students at a very competitive price. Students living outside the city are given priority to stay in the university dormitory.

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 vision-mission and goal statement of the University under the following general objectives:

- To initiate and coordinate specific programs and services for the student's personal and social development;
- To provide opportunities for the students' active involvement in the life and activities of the school as well as of the wider community.
- 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:

- **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.
- **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 .
- **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

2.1 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.

2.2 Rules Governing the Accreditation of Student Organizations and Clubs

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

- The organization submits an application to the Supreme Student Government as recommended by their respective Deans and/or Department chairs together with a Constitution and By-laws covering the following:
 - Rationale
 - Objectives
 - Scope and Coverage
 - Membership
 - Organization officers and standing committee
 - Name of campus moderator (*must be a faculty member of USPF*)
 - Frequency and venue of Meeting
 - General organization and operational guidelines finding
 - SEC number if registered
- The deadline for submission of documents will be determined by the Supreme Student Government. Late applications will not be accepted.
- The date for the actual accreditation of organizations will be announced and all applying organizations will be interviewed by the Supreme Student Government officers and the SAS Coordinator.
- If all these procedures and requirements are meet then the student organization will be duly recognized and accredited.

- Accreditation of organizations will be done annually. There is no automatic renewal of accreditation.
- Cessation of operation of student organizations can happen when it is no longer serving the purpose for which it was initially accredited.
- Fraternities and Sororities are not allowed to exist in the university in any form.
- 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

3.1 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.

3.2 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.

3.3 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.

3.4 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

4.1 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.

4.2 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.

4.3 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. (*cf. Policy on Local Off-Campus*)

ARTICLE VI

AMENDMENTS

Any changes/amendments to this Handbook shall be approved by the Academic Council and shall take effect upon certification by the Deans that the students have received copies of the amendments. Adherence to these policies and guidelines is a must to all concerned and shall remain enforced and effective until revoked or amended.

Issued this 1st day of July 2019 at the University of Southern Philippines Foundation, Salinas Drive, Lahug, Cebu City.

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APPENDIX A

USPF CHILD PROTECTION POLICY

Section I. 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:

- UN Convention of the Rights of the Child
- 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*).
- Republic Act 9344 (Juvenile Justice and Welfare System Act) and its Implementing Rules and Regulations
- Republic Act 7610 (Special Protection of Children Against Abuse, Exploitation, and Discrimination Act)
- DepEd Order No. 40.s 2012 (Child Protection Policy)
- Republic Act 10627 (Anti Bullying Act of 2013)
- 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:

1. Ensure that the institution remains an environment conducive to learning wherein the children shall have the right to education free from fear.

2. Ensure that the institution remains an environment conducive to learning wherein the children shall have the right to education free from fear.
3. Ensure that all children shall be protected from all forms of abuse and bullying to develop self-esteem and self-confidence.
4. Advocate a positive and non-violent mode of disciplining children to foster self-discipline and to improve self-esteem.
5. 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.
6. Inculcate unto all pupils respect for the right of others and refrain from committing acts of bullying and peer violence.
7. 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.
8. Orient visitors and guests on the child protection policy.

Section II. DEFINITION OF TERMS

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

1. 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.
2. 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.
3. 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.
4. School personnel – means the persons, singly or collectively, working in USPF. They are classified as follows:
 - a. University President – refers to the chief executive officer or administrator of USPF.

- b. 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.
 - c. 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.
 - d. Other personnel – includes all other non-academic personnel in the school, whatever may be the nature of their appointment and status of employment.
5. Child Protection – refers to programs, services, procedures and structures that are intended to prevent and respond to abuse, neglect, exploitation, discrimination, and violence.
 6. Parents – refers to biological parents, step-parents, adoptive parents, and the common-law spouse or partner of the parent.
 7. 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.
 8. 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.
 9. Child abuse – refers to the maltreatment of a child, whether habitual or not, which includes the following:
 - a. Psychological or physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment;
 - b. Any act by deeds or words which debases degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - c. Unreasonable deprivation of the child’s basic needs for survival such as food and shelter; or
 - d. 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).
 10. 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.
 11. 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:
 - a. 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.
 - b. 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.
 12. 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:

- a. 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.
 - b. Sexual violence refers to acts that are sexual in nature. It includes, but is not limited to, :
 - b.1 Rape, sexual harassment, acts of lasciviousness, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body;
 - b.2 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
 - b.3 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.
 - c. 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.
13. 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; 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:
- a. 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;
 - b. Any act that causes damage to a victim's psyche and/or emotional well-being

- c. 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;

"Social Bullying" – refers to any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.

"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).

"Bully" – refers to any student who commits acts of bullying.

"Bullied" or Victim" – refers to any student who experiences the acts of bullying or retaliation.

"Bystander" – refers to any person who witnesses or has personal knowledge of any actual or perceived acts or incidents of bullying or retaliation.

- 14. 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.
- 15. 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:
 - a. 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;

- b. Striking of a child’s face or head, such being declared as a no “contact zone”;
 - c. Pulling hair, shaking, twisting joints, cutting or piercing skin, dragging, pushing or throwing of a child;
 - d. 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;
 - e. Deprivation of a child’s physical needs as a form of punishment;
 - f. 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;
 - g. Typing up a child;
 - h. Confinement, imprisonment or depriving the liberty of a child;
 - i. Verbal abuse or assaults, including intimidation or threat of bodily harm, swearing or cursing, ridiculing or denigrating the child;
 - j. 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;
 - k. 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
 - l. Other analogous acts.
- I6. 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 challenges as opportunities to teach long-life skills and values to students.
- a. Progressive discipline – a whole school approach that utilizes a continuum of prevention programs, interventions, supports, and consequences to address inappropriate student behavior 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.

- b. 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:
 - b.1 Misconduct is a violation of people and relationships
 - b.2 These violations create obligations and liabilities
 - b.3 Problem-solving focuses on healing and making things right

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.

1. Keep them in their company and support, educate and instruct them by right precept and good example.
2. Give them love and affection, advice and counsel, companionship and understanding.
3. Enhance, protect, preserve and maintain their physical and mental health at all times.
4. 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 acquiring habits detrimental to their health, studies and morals.
5. Represent them in all matters affecting their interests.
6. Inculcate the value of respect and obedience.
7. 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.
8. Perform such other duties as are imposed by law upon them, as substitute parents or guardians.

9. School personnel shall also strictly comply with the school's child protection policy.

Section IV. DUTIES OF STUDENTS

Students shall have the following duties and responsibilities:

1. Comply with school's regulations, as long as they are in harmony with their best interests. Pupils/students and learners shall refrain from:
 - a. 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.
 - b. Doing any act that is inappropriate or sexually provocative.
 - c. Participating in the behavior of other students that is illegal, unsafe or abusive.
 - d. Marking or damaging school property, including books, in any way.
 - e. Engaging in fights or any aggressive behavior.
 - f. Introducing into the school premises or otherwise possessing prohibited articles, such a deadly weapons, drugs, alcohol, toxic and noxious substances, cigarettes and pornographic material.
 - g. Performing other similar acts that cause damage or injury to another.
2. Conducting themselves in accordance with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other persons.
3. Respecting another person's rights regardless of opinion, status, gender, ethnicity, religion as well as everyone's moral and physical integrity.
4. Observing the Code of Discipline for pupils, students and learners.

Section V. 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:

- **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.

- **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;

- **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:

- * Values Integration
- * Discipline with Dignity (*Positive discipline versus corporal punishment*)
- * Conducting positive parent-teacher conferences and family counseling
- * Classroom Management
- * Anger and Stress Management

Section VI. 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 requirements 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.

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.

6. 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

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

- a. 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.

- b. 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.

- c. 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.

- d. 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.

The Principal and University President is informed immediately about any and all incidents.

- f. 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.
- g. 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.
- h. 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.
- i. 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.

2. 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.

- a. 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.
- b. Validation is further done by seeking both verbal and written narratives from witnesses, if possible.
- c. 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.

- d. 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.
- e. The Disciplinary Board Meeting is scheduled and held. The accused is given an opportunity to defend himself/herself in front of the Disciplinary Board.
- f. A decision is reached and released as soon as possible.
- g. The accused is met by his/her immediate superior for the result of the deliberation.
- h. All personalities involved (*victim, alleged offended, parents of the victim and regularly apprised as due process is carried out*).

3. 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.

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.

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.

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

APPENDIX B

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 II. 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 proves 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 III. 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 IV. 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 V. 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:
 - a. Reinforcing school-wide rules pertaining to bullying;
 - b. 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;
 - c. Discussion of issues related to bullying, and strategies for responding to and reporting of incidents of bullying;
 - d. Teaching positive online behavior and safety and how to recognize and report cyber-bullying; and
 - e. 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 cyber-bullying;
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 VI. 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 VII. 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.*

A. Responding to reports of bullying

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

- a. The pupil/student involved in the reported case is met separately for a dialogue with the SAS Coordinator.

b. They are requested to narrate the incident orally and/or 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.

c. 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.

d. 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.

e. An Incident Report is accomplished by the SAS. It should contain the resolutions during the dialogues and recommendations if any.

f. 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.

g. The Principal and School President is apprised immediately about any bullying incident.

h. 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.

i. 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.

j. 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.

k. 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.

2. 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.

a. 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.

b. Violation is further done by seeking both verbal and written narratives from witness if possible.

c. The Human Resource Management Department (HRMD), in charge of personnel, facilitates the action to be taken in accordance with existing policy on harassment.

d. Prior to the Disciplinary Board Hearing, all pertinent document/reports including the written response of the accused are submitted to the HRMD and office head concerned.

e. The accused is given on opportunity to defend himself/herself in front of the investigating committee.

f. A decision is reached and released as soon as possible.

g. The accused is met by his/her immediate superior for the result of the deliberation.

h. All personalities involved (victim, alleged offender, parents of the victim) are regularly apprised as due process is carried out.

3. Responding to a report and referral of a student allegedly bullied a victim outside the school involving persons 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.

4. 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.

B. 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:

1. 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.
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 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 VIII. 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 IX. Policy Review

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

APPENDIX C
ANTI-SEXUAL HARASSMENT POLICY
RULES AND REGULATIONS

INTRODUCTION

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

University Policy - 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 harassment is unacceptable behavior, and shall not be tolerated or condoned. It is for this reason that these Anti-Sexual Harassment Policy, Rules and Regulations, largely based on RA 7877 or the Anti Sexual Harassment Act, have been promulgated.

Violation - 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 side of the incident.

The Educational Community Defined - The 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.

Members or Constituent Elements - The members or elements of the educational community are as follows:

“Students” refer to individuals who are enrolled for or engaged in formal education or short-term studies, or performs on-the-job training, or attend classes in USPF.

“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.

Definition and Classification of Sexual Harassment -

1. Definition of sexual harassment: Work, education or training-related sexual harassment is committed by an employee, academic or non-academic manager/supervisor, coordinator, teacher, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment:
 - a. demands, requests or otherwise requires any sexual favor from the other, regardless of whether or not the demand, request or requirement for submission is accepted by the object of said act;
 - b. does an act which is an unwelcome sexual conduct that unreasonably interferes with an individual's job or classroom or academic performance, or creates an intimidating, hostile, or offensive working environment; or
 - c. even in the absence of tangible or economic consequences, does an act considered as sexual advances or with sexual connotation.
2. Sexual harassment can be of two kinds according to the environment.
 - a. In an education or training environment, sexual harassment 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 the sexual advances would result or has resulted to an intimidating, hostile or offensive environment for the student, trainee or apprentice.

b. In a work-related or employment environment, sexual harassment 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.

3. Sexual harassment can be verbal, visual or physical, or can be committed through the use of cellular phones, cyberspace or internet, social media sites, or any modern or future information communication technology. It can be overt as in the suggestion that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit. It can also be implied from the conduct, circumstances, and relationship of the individuals involved.

Romantic Relationships - Romantic relationship between a single employee and student, or single employee and student-teacher, although not strictly prohibited if proper and moral, is hereby discouraged. Nevertheless, any impropriety or scandalous action publicly displayed by both individuals is subject to other relevant regulations, with more liability to be attributed on the employee. Although by itself romantic relationship is not sexual harassment, such relationship is not a valid defense and will not free the employee from any liability under these Rules if he/she commits a sexual harassment against the other party.

Basic Types of Sexual Harassment - The following are considered basic types of sexual harassment:

1. "Quid pro quo" sexual harassment - occurs when submission to or rejection of unwelcome sexual advances or requests to engage in sexual conduct done personally or by email, text messages or any social media platform, and other physical and expressive behavior of a sexual nature is used as the basis for employment decisions, giving of passing grades, granting of honors or scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations. Quid pro quo sexual harassment cases are hereby classified as grave.
2. "Hostile or offensive" sexual harassment - occurs when unwelcome sexual conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even in the absence of tangible or economic consequences. Hostile or offensive sexual harassment cases are hereby classified as grave, less grave or light depending on the gravity of the act.

Kinds of Sexual Harassment Based on Gravity of the Act - Sexual harassment offenses shall be classified as grave, less grave and light.

1. Grave or serious sexual harassment offenses are those which are sanctionable by dismissal from work. These may include, but not limited to, the following:
 - a. Overt, obvious or blatant sexual advances even if not successful;
 - b. Touching a person in the sensitive or private part of his/her body, or similar acts of lasciviousness;
 - c. Displaying objects or pictures which are sexual in nature that would create hostile or offensive work or educational environment;
 - d. Verbal abuse of a sexual nature;
 - e. Request or demand for sexual favors, even if not granted;
 - f. Making sexually lurid, luscious, juicy, explicit, sensational, shocking, or deplorable remarks;

- g. Use of objects, pictures, letters or written notes, messages, social media or phone calls with bold persuasive sexual underpinning, abuse or demeaning comments, which creates a hostile, offensive or intimidating work, learning or training environment, which is annoying or disgusting to the victim;
- h. Sexual favor requested or demanded, or sexual advances that would result or have resulted to an intimidating hostile or offensive environment for the student, trainee or apprentice;
- i. Quid pro quo sexual harassment as when the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations, or the giving of any academic privilege; or 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;
- j. Sexual harassment consisting of serious physical abuses such as sexual assault and rape; and
- k. Other acts that may be considered by the University as grave or serious sexual harassment.

2. Less grave or serious sexual harassment offenses are those which are sanctionable by suspension. These may include, but not limited to, the following:

- a. Persistent, unwanted attempts to change a professional or educational relationship to a personal one.
- b. Derogatory or demeaning sexual comments about specific woman, man or LGBT;
- c. Unwelcome sexual advances;

- d. Repeated sexually-oriented teasing, flirting, or dirty jokes;
- e. Graphic commentary about an individual's body, sexual prowess, or sexual deficiencies not essentially related to the subject, or if related, one that goes beyond the bounds of classroom decency or ethics;
- f. Offensive act or behavior which has sexual overtones committed repeatedly even after a person has indicated that he/she finds it offensive or objectionable;
- g. Offensive crude language with sexual connotation;
- h. Any suggestive expression or lewd insinuation;
- i. Physical contact or malicious touching; pinching buttock; willfully brushing up against a person's body despite expressed resistance; or similar acts;
- j. Other acts that may be considered by the University as less grave or serious sexual harassment.

3. Light sexual harassment offenses are those which are sanctionable by reprimand or warning. These may include, but not limited to, the following:

- a. Unwelcome, improper or any unnecessary gesture of sexual nature;
- b. Sexually-oriented teasing, flirting, or making a dirty joke;
- c. Slightly offensive act or behavior which has sexual overtones;
- d. Derogatory or demeaning sexual comments about women, men or LGBT in general;
- e. Other acts that may be considered by the University as light sexual harassment.

Other Persons Liable

- 1. Any student teacher, student trainer or student officer over those under his/her control, supervision or decision shall also be liable for acts constituting sexual harassment and shall suffer the sanctions applicable to student harassers as mentioned herein; and
- 2. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the

commission thereof by another act without which it would not have been committed, shall also be held liable under these Rules. The sanction for this misconduct is equal to that of the offender or harasser.

Retaliation for 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 hereby prohibited and are considered grave or serious misconduct. These include, but are not limited to, the following:

1. 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/has testified against the harasser;
2. 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
3. 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.

Sanctions -- The following administrative sanctions shall be imposed on sexual harassment cases:

1. For work-related incidents of sexual harassment:
 - a. Warning
 - b. Reprimand
 - c. Suspension (effect: without pay)
 - d. Dismissal (effect: forfeiture of retirement benefits)
2. For education or training related acts of sexual harassment:
 - a. Warning
 - b. Reprimand
 - c. Suspension (effect: without pay)
 - d. Dismissal (effect: without pay) / Exclusion or Expulsion if offender is a student teacher, instructor, trainer, leader or officer

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.

The repetition or subsequent commissions of any or other light sexual harassment act or acts aggravate the sanction to a higher degree. Hence, if the first sanction is Warning, the sanction to be imposed for the second offense is Reprimand, for the third offense is Suspension and for the fourth offense is Dismissal. And if the first sanction is Reprimand, the sanction for the second offense is Suspension, and for the third offense is Dismissal.

However, if the second or subsequent offense after the commission of a light sexual harassment is less grave or grave sexual harassment act, the corresponding sanction for the current offense shall be imposed (either suspension or dismissal).

The repetition of a less grave sexual harassment or the subsequent commission of a light sexual harassment after committing the first offense of less grave sexual harassment aggravates the sanction to higher degree. In this case, the sanction to be meted is not anymore Suspension but Dismissal.

Sanctions Not a Bar to Court Action -- Administrative sanctions shall not be a bar to prosecution in the proper courts of unlawful acts of sexual harassment under RA 7877, the Revised Penal Code or other applicable laws.

The Educational or Training Institution's Dual Role -- The educational or training institution shall, under these Rules, be considered as both place of study and a place of work.

Commission of Sexual Harassment Outside the Campus -- The University shall take cognizance of sexual harassment cases not only those committed within its campuses but also those committed by the members of its educational community outside the University's campuses and beyond classroom hours in any of the following cases:

1. The violation of these Rules occurred in connection with an activity sponsored, initiated or approved by the University outside the campus; and
2. The violation involves the status of the erring member of the educational community or affects the good name or reputation of the University even if there is no activity sponsored, initiated or approved by the University outside the campus.

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.

Procedural Process Standards -- The following procedural due process standards must be met in sexual harassment cases:

1. The alleged harasser shall be informed in writing of the cause of accusation against him/her;
2. He/She shall have the right to answer the charges against him/her, with the assistance of counsel if desired;
3. He/She shall be informed of the evidence against him/her during the investigation;
4. He/She shall have the right to adduce evidence in his/her own behalf and;
5. The evidence must be considered by the Committee on Decorum and Investigation in deciding the case.

Management Prerogative -- A disciplinary administrative investigation of acts of sexual harassment is a management prerogative. It is conducted if there is a complaint, letter, report or memo pertaining to an alleged commission of an act by a school employee liable under these rules that may be considered as a sexual harassment as defined herein.

Motu Proprio Investigation - In the exercise of its management prerogative, the University through any of its office heads may *motu proprio* request for or initiate an administrative investigation of an employee. Moreover, if warranted by circumstances, the University through any of its office heads, *motu proprio* or acting upon a directive from a University 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/report with a request for such an investigation to be conducted by the University. In fact, it is a serious obligation on the part of any office head or school personnel to report immediately to his/her superior within 24 hours (personally or through memo, email, text message or phone call) any information or knowledge of an offense, wrongdoing, misconduct, or violation committed by any co-employee.

Complaint or Reporting System - An administrative investigation may also be initiated upon request in a complaint or report by a known individual or entity. For this purpose, a complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of any incident of sexual harassment to stop the sexual harassment, prevent the commission or repetition thereof, and protect the well being, rights and interests of the object of harassment, either a student or another employee.

II. PROCEDURE OF INVESTIGATION OF SEXUAL HARASSMENT CASES

The following procedure in the investigation of sexual harassment cases substantially complies with the requirements of due process to which every employee is entitled before any sanction is imposed on him/her, unless an express waiver of the procedure is made by the employee and manifests his/her admission of the commission of

the alleged sexual harassment and willingness to accept the sanction imposed. Under the law and jurisprudence, the administrative proceeding or investigation is summary in nature, and the degree of proof sufficient to support a finding that respondent is liable as alleged is substantial evidence. The procedure is aimed at determining whether an employee, who is investigated for the commission of an alleged offense, misconduct or violation of the school 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.

1. Who May File

The complaint, letter, report or memo may be made by any concerned or interested party, such as a student, a trainee, a parent, a co-employee, an office head, a university official, USPF itself acting through its Management Committee, 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, the University through any of its office heads may, *motu proprio* or at its own initiative, request for or initiate an administrative investigation of the employee. Moreover, if warranted by circumstances, USPF through any of its office heads, *motu proprio* or acting upon a directive from a University 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 the University. 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 any co-employee.

2. Complaint

The complaint, report, letter, affidavit, memo or report of an alleged sexual harassment must be made by a known individual or entity, and for purposes of brevity any such

document is hereinafter referred to simply as "COMPLAINT".

In order for the complaint to be acted upon in accordance with this procedure, it must be in writing and substantially contain the following information:

- 2.1 The name(s) and address(es) of the complainant(s);
- 2.2 The name(s) and address(es) of the respondent(s);
- 2.3 The alleged sexual harassment and the circumstances which constitute the cause or basis of the complaint;
- 2.4 When and where the act or acts complained of happened; and
- 2.5 The name(s) of any witness(es) thereto, if any and available at the time of the filing of the report or complaint.

If the complaint is made by a student, 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.

3. Where to File

The complaint may be filed with the Committee on Decorum and Investigation (CDI), or the office of the President, Vice President, HRMD Manager, Academic or Non-academic Office Head who is the immediate superior of the employee to be investigated. If the report or complaint is submitted to an Office Head other than the immediate superior of the respondent employee, it shall be referred by the said Office Head to the alleged offender's immediate superior within 24 hours from receipt or notice thereof, or if the 24th hour falls on a weekend or holiday, during the office hours of the next working day.

4. How and When an Investigation is Started

After receiving an information or having personal knowledge of an incident committed by an employee requiring a disciplinary administrative investigation by the University of a possible sexual harassment, or upon receipt of a complaint/

letter/report/memo of such incident or misconduct, the Office Head concerned who is the superior of said employee shall, within five (5) working days from receipt thereof, commence doing any of the following:

- 4.1 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 concerned Office Head will immediately refer the matter to the HRMD Manager, copy furnished the President and the concerned Vice President or Director.
- 4.2 If the complaint lacks clear factual allegations, parties involved and/or evidence, the Office Head will conduct a fact-finding inquiry to further clarify certain matters, or obtain additional facts, unless the complainant insists in writing that the complaint will be immediately acted upon in the disciplinary administrative investigation. If the initial findings establish a conclusion of a probable commission of an offense, wrongdoing, misconduct or violation that requires a disciplinary administrative investigation, he/she will refer his/her findings in a report or memo to the HRMD Manager.
- 4.3 If there is no particular or known complainant to an incident, but the Office Head has received a report thereof or such an incident has come to his/her knowledge, a fact-finding inquiry shall be conducted by the Office Head. If the results thereof establish a conclusion of a probable commission of an offense, wrongdoing, misconduct or violation constituting sexual harassment by an identified school employee that requires a disciplinary administrative investigation, he/she will, among others, endorse his/her findings in a report or memo to the HRMD Manager.

Failure on the part of the Immediate Head (or Department Head) to act within the aforementioned period will not prejudice the continuation of the inquiry and investigation process. Such failure makes the official concerned administratively responsible.

5. Duty of the HRMD Manager

The HRMD Manager 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 HRMD Manager shall do any of the following:

- 5.1 If the facts are clear and there is sufficient evidence, the HRMD Manager will immediately refer the matter to the President.
- 5.2 If there is still a need to further clarify certain matters, or additional facts must still be obtained, the HRMD Manager shall, within three (3) working days from receipt of the complaint, refer back the matter to the Office Head for further fact-finding inquiry, that is, meetings and interviews of individuals having knowledge of the complained incident or surrounding circumstances, requiring their statements to be put into writing or affidavits. Later on, if the finding is that a sexual harassment has probably been committed, the Office Head shall make a written memo/report thereof to the HRMD Manager.
- 5.3 The HRMD Manager shall, within three (3) working days from receipt of the complaint or report containing clear factual allegations and sufficient evidence under No. 5.1 hereof, or from receipt of the said resulting memo or report under No. 5.2, refer the matter to the President with a recommendation that the Committee on Decorum & Investigation (CDI) be convened, indicating therein the name of complainant and respondent, the general description of the alleged infraction to be investigated and the school policy, rule or regulation violated, and attaching thereto the available evidence (reports, affidavits and/or written statements of witnesses, and other papers, documents or things, if any).
- 5.4 Moreover, at the start or any stage of the investigation process, the President, motu proprio or upon recommendation of the HRMD Manager, the VP

Administration, the Management Committee or the Committee on Decorum and Investigation, may place the respondent employee under PREVENTIVE SUSPENSION if his/her continued presence in the campus poses a serious and imminent threat to the life or property of the employer or of his/her co-employee/s or student/s (either as victim, complainant or witness), or his/her continued presence creates or can create a scandalous, intimidating, threatening, hostile, unpleasant or offensive working or learning environment to the complainant or alleged victim. The preventive suspension shall be for a period of not more than thirty (30) days without pay while the investigation is going on as may be allowed by law and jurisprudence. If the investigation cannot be completed within the same period, the preventive suspension may be extended beyond the 30-day period by the President, but the employee shall then be paid his/her usual salary during the extended period.

6. The Committee on Decorum and Investigation

6.1 The **Committee on Decorum and Investigation (CDI)**, which also performs the functions of the Grievance Committee, shall be composed of the following individuals to be designated by the President:

- 6.1.1 Vice President for Academic Affairs
- 6.1.2 Vice President for Administration
- 6.1.3 Vice President for ICT
- 6.1.4 Faculty Representative
- 6.1.5 Administrative Personnel Representative
- 6.1.6 University Legal Officer
- 6.1.7 College Supreme Student Government Representative, if a student is involved as complainant, victim or witness.

6.2 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 inhibition due to relationship by consanguinity or affinity or any conflict of interest, any College Supreme Student Government Officer duly authorized by the said student government shall be

deemed the representative of the Supreme Student Government.

6.3 The CDI shall elect the Chairperson from among the Vice Presidents who is not the department head of the respondent to be investigated. The presence of simple majority will be sufficient for the CDI to have a quorum to conduct its proceedings, and to make rulings during such proceedings by majority of the quorum. Any member of the CDI absent during the hearing or investigation shall base his/her decision on the recorded minutes of the hearing or investigation and the official records of the case. The CDI's final resolution or decision shall be arrived at by the concurrence of and signed by at least the majority of all its members. Any dissenting member shall state his/her reasons in writing.

6.4 In case a Vice President is the complaining party or a witness to the investigation (except if the matter to be presented consists merely of official records, documents, data or information from his/her office which the CDI will only take official or "judicial" notice), or there is incapacity or conflict of interest as may be determined by the President involving any designated member of the CDI, the President shall designate another from the University Council to complete the composition of the CDI; provided that if the concerned member is either Faculty or Administrative Personnel representative, the replacement must come from either the faculty or administrative personnel as the case may be. The new member of the CDI shall include in his/her decision the official records of the proceedings prior to his/her designation.

6.5 The CDI can conduct hearings, issue orders and notices, and deliberate if there is a quorum of simple majority (ie., 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.

6.6 After receipt of the President's memo convening the CDI, the Committee shall immediately proceed with the

disciplinary administrative investigation, starting from No. 7 hereof with the issuance of the notice of Investigation signed by its Chairperson and addressed to respondent and complainant.

7. Notice of Investigation and Answer of Respondent

The CDI shall issue a Notice of Investigation to respondent stating herein the following:

- a. 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;
- b. the law, policy, rule or regulation being violated with corresponding sanction;
- c. the date, time and place where the initial conference/hearing will be conducted;
- d. 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;
- e. 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
- f. the notice that if respondent 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.

8. Notification of Complainant & Parents or Guardian

The CDI 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 CDI shall notify his/her parent/s or guardian accordingly at their last known address per school records. If the complainant and/or the student's parent/s or guardian fails to appear during the investigation despite the notice, the investigation shall proceed accordingly.

9. Initial Conference/Hearing

During the initial conference/hearing, the CDI 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 (No. 10 hereof), unless the CDI will require submission of position paper (No. 11 hereof) or further hearing/s to clarify certain issues or to ascertain some factual matters (No. 12 hereof).

10. Summary Judgment

If on the basis of the documents submitted (such as the letter, report, answer, supporting papers and other evidence), the CDI finds that there is already sufficient basis to render judgment (as when the facts and issues are already clear to the CDI 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.

11. Judgment Based on Position Papers

Whenever summary judgment is not appropriate, the CDI 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 decision. 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, 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 CDI to affirm or swear on the veracity of their written allegations.

12. Judgment After Further hearing

Where the CDI 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 CDI, 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 CDI 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 CDI, any of the contending parties or their counsel, if represented, may examine further the witness by submitting written questions to the CDI, who will then read the questions to the witness for his/her answers. However, the CDI 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 CDI, the parties and their counsels, if any.

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

The CDI 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 instance, 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, discussion of the issues, dispositive portion with the recommended sanction to be imposed and/or appropriate action to be done. The resolution is submitted to the Office of the President for its notation or approval before releasing the same. Thereafter, the parties shall be furnished a copy each of the decision by the HRMD.

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

If respondent is found liable, the possible sanction that may be recommended and imposed may either be Warning, Reprimand, Suspension or Dismissal (Exclusion or Expulsion if offender is a student teacher, instructor, trainer, leader or officer).

The resolution of the CDI, noted or approved by the President, is final in so far as the CDI is concerned (but subject to the provision in No. 14 hereof) unless appealed to the Office of the President within three (3) working days from receipt of the resolution by a motion for reconsideration or an appeal.

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

the Office of the President. The other party (appellee) shall have three (3) working days from receipt of the motion or appeal within 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 oppositor's/appellee's Comment or Opposition, the Office of the President shall review the records of the case and render decision based on evidence adduced during the investigation and applicable laws, policies, rules and regulations, either affirming, reversing, modifying, setting aside the decision of the CDI and render a new one, or directing whatever action it 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.

14. Action of the President on Unappealed Resolution

If the resolution of the CDI 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 the Investigator's findings and recommended sanctions or appropriate action, whether or not to proceed with the execution of the sanction, or for whatever action it may deem necessary and proper, including but not limited to reversing, modifying, or setting aside the resolution of the CDI and render a new one. The action of the Office of the President shall constitute the final decision.

15. Furnishing Copy of Resolution or Decision

Complainant, respondent and the complaining student's parent/s or guardian, if any, shall each be furnished a copy of the resolution or decision through the HRMD, 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.

16. 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 and CDI or as may be allowed by law.

17. Employee Misconduct Record

After finality of the resolution/decision, the HRMD Manager or his/her designated staff prepares 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

18. Court Action Against Respondent

The sanction meted shall not prejudice the right of the University or the complainant or victim to initiate court action against the respondent employee.

APPENDIX D

USPF PRIVACY POLICY AND TERMS OF AGREEMENT

1. Introduction

This Privacy Policy (also known as a Privacy Notice) tells you about our policy regarding the data that we collect, use, disclose and transfer, including your personal data. If you are the parent/legal guardian of an applicant, student, or alumnus 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). In line with this, we will cooperate fully with the National Privacy Commission (NPC) when it goes about its work of implementing the DPA. Like the NPC, we are also committed to striking a balance between your personal privacy, which is important to us, and the free flow of information, especially when this is necessary to uphold our legitimate interests, and to effectively 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. Among them, the first two are typically used to distinctively identify you. For the exact definitions of these terms, you may refer to the text of the DPA. You should also note that while we give examples here to explain this Policy in simple and clear language, these examples do not make up an exhaustive list of all the data that we process.

2. 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 directory information, like your name, email address, telephone number, and other contact details. We also collect data about your personal circumstances, such as your family history, previous schools attended, academic performance, disciplinary record, employment record, medical record, etc.

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, such as:

- your academic or curricular undertakings, such as the classes you enroll in, scholastic performance, attendance record, etc.;
- co-curricular matters you may engage in, such as service learning, outreach activities, internship or apprenticeship compliance;
- 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
- 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 educational interests, we will immediately dispose of the information in a way that will safeguard your privacy. If it is related to our legitimate educational interests, 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 assume that you have obtained the consent of such individuals before providing us with their personal data.

3. 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. establishing and maintaining student Academic information Management systems (AIMS);
2. evaluating applications for admission to the University;
3. processing confirmation of incoming or transfer students in preparation for enrolment;
4. recording, generating, and maintaining student records of academic, co-curricular and extra-curricular progress;
5. recording, storing, and evaluating student work, such as homework, seatwork, quizzes, long tests, exams, term papers, theses, research papers, reflection papers, essays and presentations;
6. recording, generating, and maintaining records, whether manually, electronically, or other means, of class attendance and participation in curricular, co-curricular, and extracurricular activities;
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 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;
17. sharing your information with persons or institutions as provided below.

We consider the processing of your personal data for these purposes to be either necessary for the performance of our contractual obligations with you, or necessary for our compliance with a legal obligation, necessary to protect your vitally important interests, including your life and health, necessary for the performance of tasks we carry out in the public interest (e.g., public order, public safety, etc.), or necessary for the pursuit of the legitimate interests of the University or a third party.

4. 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 to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, research, historical, and statistical purposes. For example, we may share, disclose, or transfer your personal data for purposes such as:

- posting of acceptance to the University, awarding of financial aid and merit scholarship grants, class lists, and class schedules, online, in school bulletin boards or other places within the campus;
- 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, to promote your best interests, or to protect your health, safety, and security, or that of others;
- sharing information to potential donors, funders or benefactors for purposes of scholarship, grants, and other forms of assistance;
- publishing of scholars' graduation brochure for distribution to donors, funders, or benefactors;
- distributing the list of graduates and awardees during commencement exercises;
- reporting and/or disclosing information to the NPC and other government bodies or agencies (e.g., Commission on Higher Education, Bureau of Immigration, etc.), when required or allowed by law;
- sharing information with entities or organizations (e.g. Philippine Association of Colleges and Universities Commission on Accreditation for accreditation and university ranking purposes;
- sharing information with entities or organizations (e.g., Cebu Schools Athletic Foundation, Inc.) for determining eligibility in sports or academic competitions, as well as other similar events;
- complying with court orders, subpoenas and/or other legal obligations;
- conducting internal research or surveys for purposes of institutional development;
- 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;
- 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;
- sharing general (not individual) statistical information on entrance exam performance to senior high schools, upon their request, for

evaluation of their curriculum;

- marketing or advertising to promote the school, including its activities and events, through photos, videos, brochures, website posting, newspaper advertisements, physical and electronic bulletin boards, and other media;
- live-streaming of University events;
- publishing communications with journalistic content, such as news information in University publications, and social media sites.

5. How We Store and Retain 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 and its different units or offices. Access to your personal data is limited to University personnel who have a legitimate interest in it for 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.

6. Your Rights with Respect to Your Personal Data

You have rights under the law regarding your personal data. Should you wish to exercise these, or if you have some questions relating to the University's data protection efforts, you may contact the University Data Protection Office through the following:

Questions, Complaints / Security Incidents: udpo@uspf.edu.ph

Landline: 414-8773 Loc 218

Website: uspf.edu.ph

Address: Salinas Drive, Lahug Cebu City | University of Southern Philippines Foundation

7. Changing This Privacy 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.

8. 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.

PRIVACY POLICY AND TERMS OF AGREEMENT

TERMS OF AGREEMENT

Please check the appropriate statement:

- I am the parent of the applicant/applicant who is a minor (below 18 years old).
- I am the legal guardian of the applicant/student who is a minor (below 18 years old).

On behalf of the applicant/student, I have read the Policy and the Terms herein written and agree to be bound by them. I understand that the Policy and Terms refer to the personal data of my child/ward.

By signing below, I agree with the following:

- Republic Act No. 10173, or the Data Privacy Act of 2012, and other relevant Philippine laws apply to the collection and processing of my son's/ward's personal data.
- I understand that by applying for admission/registering my son/ward as a student of USPF, I am allowing it to collect, use and process his personal data where a legitimate educational or institutional interest exists in its determination, as enumerated in the Policy and other like circumstances.
- By providing personal information to USPF, I am confirming that the data is true and correct. I understand that USPF reserves the right to revise any decision made on the basis of the information I provide should the information be found to be untrue or incorrect.
- By entering into this Agreement, I am not relying upon any oral or written representations or statements made by USPF other than what is set forth in this Agreement.
- Any issue that may arise in connection with the processing of my son's/daughter's/ward's personal information will be settled amicably with USPF before resorting to the appropriate arbitration or court proceedings within Philippine jurisdiction.

Complete Name of Child/Ward : _____
 Signature of Parent or Guardian : _____
 Printed Name of Parent or Guardian : _____
 Date : _____

The University of Southern Philippines Foundation (“University”) respects your right to privacy and aims to comply with the requirements of all relevant privacy and data protection laws, particularly the Data Privacy Act of 2012. Please take the time to read this Policy explaining how we process the information we collect from or generate about you every time you access this website.

Other domains (e.g., websites, microsites, webpages, etc.) managed or maintained by the University, including those by affiliated units, may be covered by a separate and different policy.

What We Collect

The USPF uses AwStats, a third-party online tool designed to analyze the web traffic of USPF website. Whenever you browse the USPF Website, we automatically record technical information about your visit. They may include the following:

- browser type and version
- browser plug-in types and versions
- date and time of connection
- length of visits to certain pages
- IP address
- Geolocation
- operating system
- pages viewed/searched for
- page interaction information (e.g., scrolling, clicks, and mouse-overs) • page response time
- time zone setting
- download errors
- platforms and referrers

Why We Collect Them

The recorded information is used primarily to help keep the USPF Website safe and secure. In addition, it may also be used for bug tracking, investigations relating to a security or data breach, and usage statistics.

If we need to use any collected information that constitutes personal data for purposes not compatible with those listed here, we will inform you prior to such use and, where required by law, obtain your consent.

How We Use, Store, and Retain

Them All information collected by domains maintained by the University is stored in its data centers that are accessible only to authorized personnel and agents, such as, in some cases, third party service providers. Third parties who maintain or manage websites for some units or offices of the University store their collected information in their own designated servers or data centers.

The collected information is kept for as long as necessary to achieve the declared purpose for its collection. In no case is it shared with or transferred to other persons or organizations, unless required or permitted by law.

Our Use of Cookies

This site makes use of cookies, which may be set by our webserver or provided by a third party. These are small text files that are automatically downloaded to your browser upon visiting this site. These then collect your browsing data in order to help the site better interact with you and other visitors. In other instances, cookies are also relevant for authentication, session management, and performance analytics.

Your Rights and How to Exercise Them

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Changes to This Policy

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UNIVERSITY OFFICIALS

BOARD OF TRUSTEES

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Principal, Senior High School

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Principal, High School-Lahug

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Principal, Elementary - Lahug Campus

Mrs. Maura A. Villamor
Principal, Basic Education - Mabini Campus

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.

PROFESSIONALISM
EXCELLENCE INTEGRITY
SOCIAL RESPONSIBILITY
EXCELLENCE
INTEGRITY
INTEGRITY
PROFESSIONALISM EXCELLENCE
INTEGRITY INTEGRITY
EXCELLENCE PROFESSIONALISM
SOCIAL RESPONSIBILITY
PROFESSIONALISM

