



Office of the Vice Chancellor for Student Affairs  
UNIVERSITY OF THE PHILIPPINES DILIMAN

# Student Guide 2010

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1101

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## **RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE** \*

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

**SECTION 1. Basis of Discipline** - Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

**SECTION 2 . Specific Misconduct** <sup>a</sup>- A student shall be subject to disciplinary action for any of the following acts:

- (a) Any form of cheating in examinations or any act of dishonesty in relation to his studies;
- (b) Carrying within University premises any firearm, knife with a blade longer than 2 ½ inches, or any other dangerous or deadly weapon; *Provided*, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;
- (c) Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- (d) Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu, or opiates and hallucinogenic drugs in any form within the University premises;
- (e) Gambling within the University premises;
- (f) Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- (g) Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
- (h) Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
  - (i) Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant;
- (j) Damaging or defacing University property;
- (k) Disgraceful or immoral conduct within University premises;
- (l) Unlawfully taking of University property;
- (m) Any other form of misconduct.

**SECTION 3. Rules and Regulations Promulgated by Deans or Directors of Units** - Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

**SECTION 4. Student Disciplinary Tribunal** - *There shall be a Student Disciplinary Tribunal composed of a chairman, who shall be a member of the Integrated Bar of*

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\* As approved by the Board of Regents at its 876th meeting on September 1976 superseding all previous rules on the subject, and amended at these BOR meetings: 908th, December 7, 1978; 923rd, January 31, 1980; 1017th, December 8, 1988; 1041st, July 4, 1991; 1051st, June 25, 1992; and 1123rd, August 27, 1998.

NOTE: Section 2 and 25, as amended, of the Rules were published in the 24 July 1992 issue of the *Philippine Collegian*.

<sup>a</sup> As amended by the Board of Regents at its 1123<sup>rd</sup> meeting on 27 August 1998.

the Philippines, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students be appointed to sit with the tribunal.

The Chairman and non-student members shall render full-time service in the tribunal.

Chairman: P1,000.00 per hearing not to exceed P 4,000.00 per case terminated

Members: P700.00 per hearing not to exceed P2,800.00 per case terminated

Recording Secretary: P600.00 per hearing not to exceed P2,400.00 per case terminated

The tribunal shall be under the supervision of the Vice-Chancellor for Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

**SECTION 5. Jurisdiction** - All cases involving discipline of students under these rules shall be subject to the jurisdiction of the student disciplinary tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- a) Violation of college or unit rules and regulations by students of the college, or
- b) Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity;

Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

**SECTION 6. College Investigation** - Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one of whom shall be a student of the college.

**SECTION 7. Filing of Charges** - A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omission constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal or the office of the Dean, as the case may be, an entry shall be made in an official entry book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing, and the substances of the charge.

**SECTION 8. Preliminary Inquiry** - Upon receipt of the complaint or report, the tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charge or charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

**SECTION 9. Answer** - Each respondent shall be required to answer in writing within three (3) days from receipt of the charge or charges. Formal investigation shall be held on notice as provided below.

**SECTION 10. Hearing** - Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

**SECTION 11. Duration of Hearing** - No hearing on any case shall last beyond two (2) calendar months.

**SECTION 12. Notice of Hearing** - All parties concerned shall be notified of the date set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

**SECTIONS 13. Failure to Appear at Hearing** - Should either complainant or

respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

**SECTION 14. Postponement** - Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

**SECTION 15. Committee Report** - The college investigating committee shall forward to the dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

**SECTION 16. Action by the Dean** - The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

**SECTION 17. Decision of the Tribunal** - The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members. It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

**SECTION 18. Finality of Decision** - Any decision of the tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

**SECTION 19. Appeal to the President or Chancellor** - In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidays<sup>b</sup> after receipt of the decision.

**SECTION 20. Action by the President or Chancellor** - Action of the President or Chancellor on recommendation coming from the Dean on appeal from a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidays<sup>b</sup> after receipt of the appeal.

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review.

The decision of the Executive Committee shall be final and executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course, by the Board of Regents.

**SECTION 21. Action by the Board of Regents** - The Board may review on appeal decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

**SECTION 22. Rights of Respondents** - Each respondent shall enjoy the following rights:

- (a) Not to be subjected to any disciplinary penalty except upon due process of law;
- (b) To be convicted only on the basis of substantial evidence, the burden of proof

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<sup>b</sup> As amended by the Board of Regents at its 1041st meeting on 4 July 1991.

being with the person bringing the charge;

(c) To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;

(d) Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University.

(e) To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

**SECTION 23. Effect of Decision** - Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating, in which case the penalty shall immediately take effect.

**SECTION 24. Records** - All proceedings before any tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice-Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for inspection or copying unless he is involved therein, or unless he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject to disciplinary action.

**SECTION 25. Sanctions** <sup>c</sup>

(a) Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.

1) All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.

2) Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.

(b) Any student found guilty of the misconduct defined in section 2 (b) shall be penalized as follows:

1) For the first offense, suspension for a period not less than fifteen (15) calendar days but not more than thirty (30) calendar days;

2) For the second offense, suspension for a period of not less than thirty calendar days but not more than one (1) semester;

2) For the third offense, the penalty shall be Expulsion; *Provided*, that should the deadly weapon be a firearm, the penalty for first the offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester; for the second offense, the penalty shall be Expulsion.

(c) Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.

(d) Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*; that should the student be

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<sup>c</sup> As approved by the UP Diliman University Council, 14 December 1991. Paragraph a to l are new provisions; m to p previously existed as provisions a to d.

Approved by the Board of Regents at its 1051<sup>st</sup> meeting on 25 June 1992.

- found guilty for the third time, the penalty shall be Expulsion.
- (e) Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
  - (f) Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; *Provided*, that the penalty for the second offense shall be Expulsion; and *Provided* further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.
  - (g) Any student found guilty of the misconduct defined in Section 2 (g) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
  - (h) Any student found guilty of the misconduct defined in Section 2 (h) shall be penalized as follows:
    - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
    - 2. For the second offense, the penalty shall be Expulsion.
  - (i) Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
    - 1) For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
    - 2) For the second offense, the penalty shall be Expulsion.
    - 3) Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition and Financial Assistance Program (STFAP) shall be subject to the following guidelines on penalties for STFAP violations <sup>d</sup>:
      - a. If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP and other scholarships.
      - b. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.
      - c. If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefits.
      - d. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
      - e. If the student pleads guilty, he should be made to reimburse all STFAP benefits received either before the decision is made or reimbursement is made a precondition for enrollment.

Furthermore, if the information withheld is grave such as in Nos. 3), c and 3), d above, the recommended penalty is two years suspension and permanent disqualification from STFAP and other scholarships.

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<sup>d</sup> As approved by the UP Diliman University Council, 21 April 1992, and by the Board of Regents at its 1051st meeting on 25 June 1992.

- (j) Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
- (k) Any student found guilty of the misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- (l) Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- (m) The disciplinary action that may be imposed for violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrollment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.
- (n) The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion is warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- (o) Any disciplinary action taken against a student shall be reported to his parents or guardians.
- (p) Refusal to submit to the jurisdiction of the University by any *student* not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any unit of the University.

**SECTION 26. Summary Actions** - *Notwithstanding the provisions of the foregoing sections, a Dean may proceed summarily against a student of a college in the following cases:*

- (a) *Violation of rules and regulations issued by the Dean of the unit in accordance with Section three of these rules;*
- (b) *Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.*

*The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him, and afforded the opportunity to present his side.*

*Decisions taken under this section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.*

- (c) *The Vice-Chancellor for Student Affairs may likewise proceed summarily against students in cases of:*
  - (1) *Misconduct committed as provided in paragraph (b) of this Section, when committed within the University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a Unit other than a college, school, or academic unit.*
  - (2) *Misconduct as defined in Section 2 (g) above, whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools, or units.*

**SECTION 27. Definitions** - The following terms shall have the meaning set forth below for purposes of these regulations:

- a) "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by the Board of Regents;
- b) "Regional unit" refers to units outside of Diliman and Manila which are not autonomous;
- c) "Student" shall refer to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him;<sup>e</sup>
- d) "Laws of the land" shall refer to general enactments in force in the Philippines;
- e) "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of a college or unit, or any officer of the University administration.

**SECTION 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval.** Amendments to these rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within (5) days after its approval.

## Annex A

### **SPECIAL POWER OF VICE-CHANCELLOR FOR STUDENT AFFAIRS, DEANS OF STUDENTS OR EQUIVALENT OFFICIALS AS REGARDS STUDENT DISCIPLINE**

#### **A. Power of the Vice-Chancellor for Student Affairs of UP Diliman**

At its 946th meeting on December 18 and 22, 1981, the Board of Regents granted the Dean of Students (now Vice-Chancellor for Student Affairs) of U.P. Diliman special power" to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition."

As recorded on page 6 of the minutes of the 946th BOR meeting, the justification presented is quoted below for ready reference:

"This is necessary to immediately prevent further recurrence of offenses and thereby prevent further harm to other students and innocent bystanders.

"Such powers will be used sparingly and only in cases of fraternity rumbles or tumultuous affray, boycotts by force or coercion, or illegal demonstration, and can be restricted by appeals to the President, if necessary."

#### **B. Power of Other Deans of Students**

At its 959th meeting on May 26, 1983, the Board of Regents approved the "grant of similar power previously given to the Vice-Chancellor for Student Affairs, Diliman (946th BOR meeting, December 18 & 22, 1981) to comparable officials in the University of the Philippines Los Baños, Manila, and Visayas to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition."

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<sup>e</sup> As approved by the UP Diliman University Council, 21 April 1992, and by the Board of Regents at its 1051st meeting on 25 June 1992.

### **Annex B**

#### **IMMEDIATE REPORTING OF STUDENTS WITH PENDING DISCIPLINARY CASES**

On August 8, 1978, President Onofre D. Corpuz issued Memorandum No. 16, prescribing procedures for the immediate reporting of students with pending disciplinary cases as follows:

Our attention has lately been called to the fact that some students who have pending disciplinary cases are nevertheless given clearance to leave the University even before their cases are finally resolved.

"Delays in reporting regarding these cases seem to work for students concerned who, on the same day of the incident, or immediately thereafter, work for clearance to leave. If the University Registrar and the Dean of Students are not immediately notified of their pending cases, their applications for clearance are given due course.

"We ought to correct this situation

"The UP Police Force, aside from filing the complaint directly with the Student Disciplinary Tribunal and furnishing copies of its report to the Office of the President, should also furnish copies of the same to the following units: (a) the College in which the student is enrolled at the time of the incident; (b) the Dean of Students; and (c) the University Registrar. Such Police report is sufficient for purposes of listing the name of the students in the Registrar's List of Students with Pending Disciplinary Cases.

"The Deans and Directors of academic units ought also to follow the same or a similar procedure as outlined above.

"The usual procedure of notifying the Registrar's Office and the Dean of Students of the decisions in disciplinary cases ought to continue.

"In the meanwhile, no clearance will be issued to any such student unless so certified by the Unit Dean/Director or the Chairman of the SDT that the pending case is dismissed or that the student has been appropriately penalized if found guilty."

**REVISED RULES AND REGULATIONS  
GOVERNING FRATERNITIES, SORORITIES AND  
OTHER STUDENT ORGANIZATIONS \***

(Approved at the 1091<sup>st</sup> BOR Meeting, October 24, 1995)

Whereas, the University aims to create an environment that promotes constructive and meaningful interaction among students, fraternities, sororities and other student organizations;

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate for purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the studentry and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities, sororities and other student organizations in order that University authorities may be more effective in dealing with fraternity and other student organization- related misconduct, and impress upon the members of fraternities and other student organizations that the University is all out against hooliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus;

NOW, THEREFORE, by virtue of the powers vested in the U.P. Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations are hereby promulgated:

**Rule I**

**Actionable Misconduct and Penalties**

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University, and without prejudice to the provisions of Republic Act No. 8094, otherwise known as the "Anti-Hazing Law."

**SECTION 1.** Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:

1. Participating in any rumble, engaging in fistcuffs with, or physically attacking, a member of other fraternities, sororities or student

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\* The Rules and Regulations on Student Conduct and Discipline which generally apply to U.P. students were approved by the Board of Regents at its 876th meeting on September 2, 1976 and last amended at its 1051st meeting on June 25, 1992.

organizations, or

2. Physically attacking any other student or official, faculty member or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities or other student organizations.

- B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities, and other student organizations shall be suspended for one (1) year; provided, however, that in case the provocation results in a rumble, fisticuffs or a physical attack, the erring student shall be expelled from the University.

There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.

There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.

- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.
- E. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 ½) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Act (Republic Act No. 6425, as amended) shall be expelled from the University ; provided, however, that stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, teargas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapons if the erring person possesses them in preparation for or immediately before, during, or after an attack, confrontation, or rumble; provided, further, that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.
- F. Any such member or officer who willfully fails to comply with summons by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority, and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; provided, that such suspension shall not exceed sixty (60) calendar days.
- G. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year; provided, that, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided, further, that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage, and no clearance shall be issued until such damage is fully compensated by the

respondent.

- H. Any such member or officer of fraternities or sororities who recruits a college freshman or first year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more college freshman or first year students, in any manner, shall be taken as evidence of the fraternities or sororities' policy of recruitment in violation of the foregoing provision; in which case, all the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the term college freshmen shall refer to students in the first year of their first undergraduate course as well as any college student who has earned not more than thirty (30) units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University; provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University or which has a negative effect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

### **SECTION 2.**

- A. In case any misconduct defined in the preceding section is committed by two or more members or officers of the fraternities, sororities or student organizations, and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one (1) year; provided, that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

**SECTION 3.** - Penalties of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, use University facilities, or graduate during the effectivity of the suspension; provided, that, use of University facilities shall be understood to include using library facilities, residing in residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc. ; provided, further, that a student under suspension shall not be allowed to enroll until his/her suspension shall have been fully served, except where the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student; if for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned

faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case may be.

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and other student organizations, under existing University and college rules and regulations.

### Rule II

#### Jurisdiction

**SECTION 1.** The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic and administrative personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

**SECTION 2.** The Student Disciplinary Tribunal (SDT) shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

**SECTION 3.** Unless otherwise superseded by subsequent issuances from the appropriate University official, existing student disciplinary tribunals, which shall continue to be under the supervision of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

### Rule III

#### Formal Charge

**SECTION 1.** No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary inquiry has been conducted by any member of the SDT, which must be finished not later than five (5) working days from the date of filing of the complaint; provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the Dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five (5) working days. In any other case, such responsibility shall lie with the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university.

**SECTION 2.** A fraternity, sorority or student organization member or officer caught *in flagrante* by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization-related misconduct shall be formally charged before the SDT without the need for a preliminary inquiry.

**SECTION 3.** The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished the parents and/or guardians or the student-respondent(s).

### Rule IV

#### Prosecution of Cases

**SECTION 1.** Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private lawyers appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

**SECTION 2.** In case no lawyer from the Legal Office is available to act as

counsel for the University, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall deputize any lawyer in the University to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other autonomous university for instructions on the case.

The lawyers so deputized shall be entitled to an honorarium to be fixed by the President.

**SECTION 3.** No lawyer-employee of the University shall be allowed to defend cases before the SDT, unless the respondents are within the third-degree of affinity or consanguinity.

**SECTION 4.** For each case investigated pursuant to these revised rules, the Student Disciplinary Tribunal shall include one student juror and one parent juror whose names shall be drawn by the Dean of Students or the Vice-Chancellor for Student Affairs from a list of possible student and parent jurors.

The list of student jurors shall be submitted by the Chairman of the University Student Council in the respective autonomous universities to the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, within thirty (30) days from the start of every academic year; provided that, the list of students shall be valid until a new one is submitted to the Vice-Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairman, and provided, further, that no parent or student related by affinity or consanguinity to a student respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first fifteen (15) days of the school year.

The Chairperson of the Student Council concerned shall make sure that the students included in said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice-Chancellor for Student Affairs or equivalent official in the autonomous university shall ensure the attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall have voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

**SECTION 5.** The SDT shall commence the hearing of the case within five (5) days after all parties have been duly furnished copies of the formal charge, and the hearings shall continue from day to day until the case is submitted for resolution, which shall not be later than forty-five (45) days after the commencement of said hearings.

**SECTION 6.** The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

**SECTION 7.** The filing of the following pleadings and motions is prohibited: \*\*

- A. Motion for extension of time to file an answer;
- B. Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
- C. Appeal to higher University authorities on questions of jurisdictions;

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\*\* (Section 7 is adopted from Sec. 19, Revised Rule on Summary Procedure)

- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- F. Motion for new trial;
- G. Motion for reconsideration of SDT rulings and /or resolutions;
- H. Motion to reopen the case;
- I. Demurrer to evidence;
- J. Motion for postponement;
- K. Reply;
- L. Intervention; and
- M. Other dilatory motions.

### Rule V

#### Decision and Appeal

**SECTION 1.** The SDT shall render decisions within fifteen (15) days from the time the cases are deemed submitted for resolution.

**SECTION 2.** Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

**SECTION 3.** The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

**SECTION 4.** Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

**SECTION 5.** In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances:

- A. Circumstances that may be considered justifying
  1. Self-defense - When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger and for which he/she was forced to commit the act(s) charged and that in doing so, the respondent employed such reasonable means to resist the unprovoked attack, and there was no sufficient provocation on the part of the respondent.
  2. Defense of Relatives or Strangers - If the respondent committed the act(s) charged in defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to strangers or third parties within any area subject to University jurisdiction, who are being subjected to acts of aggression, provided, that the conditions required for in act(s) of self-defense are present.
- B. Circumstances that may be considered exempting
  1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified to by a competent and qualified psychiatrist.
  2. In cases of accident where it is established that (a) respondent was performing a lawful act with due care; (b) injury is caused by mere accident; and (c) there must be no fault or intent of causing the injury.
- C. Circumstances that may be considered aggravating
  1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised

rules.

2. When the respondent is found to have employed such means, i.e., goons, firearms, and dangerous devices to aid him in committing the acts for which he is charged.
3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

**SECTION 6.** Whenever there are justifying, exempting or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

- A. The presence of any exempting circumstance will extinguish the liability of the respondent.
- B. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the penalty next higher for succeeding offenses.
- C. Aggravating circumstances shall serve to increase the penalty imposed to that next higher in degree.

### Rule VI

#### Summary Action

**SECTION 1.** In case a fraternity, sorority or student organization is involved in a rumble with, or attack against, another fraternity, sorority or student organization, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

**SECTION 2.** In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization shall be preventively suspended by the Vice-Chancellor for student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

**SECTION 3.** The Order of Preventive Suspension issued by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

**SECTION 4.** Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty-four (24) hours, from the start of the rumble or attack; provided, that either or both of the top two (2) ranking officers who fail to appear may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days, without prejudice to any other liability under these rules.

**SECTION 5.** Each fraternity, sorority or other student organization shall, within fifteen (15) days from the start of every academic year, submit to the Office of the Vice-Chancellor for Student Affairs or the equivalent office in the autonomous university, a list duly approved, subscribed and sworn to by the top three (3) ranking officers thereof, containing the names, addresses, and telephone numbers, including recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; provided, that any change therein must be reported within one (1) week to said Office.

Failure to comply with the foregoing provision despite written notice from the Office of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I,

Section 1, (i) of these rules.

## Rule VII

### Sundry Provisions

**SECTION 1.** All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976, as amended, which are not inconsistent with these rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

**SECTION 2.** The existing summary powers of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

**SECTION 3.** Notwithstanding the summary powers provided under existing SDT rules, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean concerned may preventively suspend any student for a period not exceeding thirty (30) calendar days in the following circumstances:

- A. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean;
- B. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean; or;
- C. When the student has just committed the misconduct or prohibited act as defined in these rules.

When the erring student committed the misconduct or prohibited act in the premises of the college where he/she belongs, the summary powers herein provided shall be exercised by the Dean of said college; provided, that where the misconduct or prohibited act is committed in any other place within University premises, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall exercise such summary powers.

**SECTION 4.** The Chancellors of the autonomous universities are hereby empowered to create their respective student disciplinary tribunals which shall operate pursuant to these rules and existing SDT rules.

**SECTION 5.** The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all members and officers of fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

**SECTION 6.** All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the date of approval of these rules shall be investigated or prosecuted, as the case may be, pursuant to or under such rules that are favorable to the respondent.

## Rule VIII

### Effectivity

**SECTION 1.** These rules and regulations shall take effect upon approval by the Board of Regents and thirty (30) days after these are circularized by the Chancellors of the autonomous universities of the System.

### **GUIDELINES ON THE APPLICATION FOR, OR RENEWAL OF, OFFICIAL RECOGNITION OF UNIVERSITY-BASED STUDENT ORGANIZATIONS**

1. Any student organization which would want to use the facilities of the University of the Philippines and seek to use/attach/annex the name of the University (University of the Philippines, U.P. etc.) to the name of the organization must apply for or renew their recognition every academic year with the OFFICE OF STUDENT ACTIVITIES (OSA), VINZONS HALL ANNEX. No student organization shall be allowed to use/affix/attach/annex the name of the University without such recognition.
2. Application for or renewal of recognition shall be done annually. The period for application shall be the first FIFTEEN (15) days from the start of classes every academic year.
3. The application for or renewal of recognition must be made in the form of a letter addressed to the Vice-Chancellor for Student Affairs (VCSA). Said letter must be duly signed by the head of the organization and noted by the faculty adviser.
4. The following documents must be attached to the application:
  - a) Updated roster of all officers and members for the current academic year, including full names, with corresponding position, student number, course, year level, college, present and permanent address and telephone number(s) as well as full names of parents and their addresses and telephone number(s);
  - b) Photocopies of registration form (UP Form 5) of all officers and members which shall be compared and checked with the originals;
  - c) Recent 1 ½ x1 ½ photos of each
  - d) Duly accomplished OSA Form A (to be filled out by the faculty adviser);
  - e) Financial statement (OSA Form B) signed by the student organization's immediate past finance officer and attested by the organization's head and faculty adviser with corresponding dates and time table.
  - f) Duly accomplished OSA Form C (to be filled out by the head of fraternity/sorority attested by the faculty adviser);
  - g) Narrative report of projects or activities (chronologically arranged) undertaken during the immediate past school year. This report is to be accompanied by posters, programs, certification of adviser, etc. as proof of projects;
  - h) Proposed schedule of activities or projects to be undertaken during the current school year, with corresponding dates and timetable.
5. Any change in the above information must be reported within one (1) week to the OVCSA. Failure to comply with the requirements, or the submission of false information, shall make the officers liable under the Rules and Regulations Governing Fraternities, Sororities and other Student Organizations.
6. Organizations seeking recognition for the first time must have a minimum of fifteen (15) members excluding officers, and must submit a copy of their Constitution and By-laws together with the other requirements as stated in #4 of these guidelines.
7. Organizations granted recognition on a probationary basis during the previous school year must show proof of growth in terms of activities, expansion in membership and organizational stability. Otherwise, their application for renewal will be denied.
8. After submitting the required documents to the OSA, the head of the

organization shall be scheduled for interview by the Coordinator of OSA and/or the VCSA.

9. Organizations whose application for recognition is approved shall be given a **Certificate of Recognition** for one academic year.
10. Organizations which are not officially recognized shall not be allowed the use of college/university facilities and shall not be entitled to tambayans.
11. Members of organizations which are suspended may be asked to do community services, tutorials, and other activities under the supervision of the OSA, in order to lift their status.
12. During the academic year, there will be seminars, conferences, and other educational, as well as cultural and social activities which the student organizations shall be invited to. Attendance at these activities shall give the organizations additional credit towards their next year's recognition.
13. College-based organizations shall follow the procedures set by their respective colleges for college recognition. They shall submit to the OSA a copy of their Certificate of Recognition from their college within the first two months of the academic year.
14. This deadline for application for or renewal of recognition will be strictly enforced. Any organization that fails to meet the deadline will have to wait for the application period next year.

## **PHILIPPINE COLLEGIAN RULES** \*

### **Article I**

#### **General Rules and Principles**

**SECTION 1.** The **Philippine Collegian** shall be the official student newspaper in the University of the Philippines Diliman.

**SECTION 2.** The **Philippine Collegian** shall serve primarily as a newspaper of the students, informing the community about events and University developments of interest to the studentry, and as a medium for independent student opinion on community and national issues. It shall not be subject to prior censorship. In turn, the Editor and staff shall see to it that the **Philippine Collegian** exercises freedom of expression and assumes the corresponding obligations as guaranteed and provided for in the constitution and the laws of the Republic. More specifically, they shall respect the rights of other parties that are equally protected by the constitution and the laws, affording them the rights and opportunity to refute or reply to adverse criticism or comment not later than the subsequent issue to the publication of said criticism or comment.

**SECTION 3.** The **Philippine Collegian** shall be published weekly, and may have additional issues, subject to availability of funds.

### **Article II**

#### **The Board of Judges**

**SECTION 4.** The Editor of the **Philippine Collegian** shall be chosen by a Board of Judges which shall be composed of a Chairman and four members. The Chairman of the Board shall be the Dean, College of Mass Communication, or any qualified member of the faculty, preferably at the said College, whenever the Dean of the said College is unable for valid reason to serve as Chairman. There shall be two student members who shall be chosen in accordance with Section 5 below, and two faculty members who shall be chosen from among those nominated by the Deans of various colleges. The Chairman and members shall be appointed by the Chancellor.

The Board of Judges shall have the following functions:

- a. To choose the editor of the **Philippine Collegian** in the manner prescribed in these rules;
- b. To decide all protests relating to the selection of the editor of the **Philippine Collegian** subject to the powers of the Chancellor as specified in pertinent provisions of the Code of the University;
- c. To recommend to the Chancellor of the University the appointment of an interim editor as defined in these rules, should the need arise;
- d. To conduct preliminary and formal investigation of cases involving the editor or any member as respondent arising from acts or omission as Editor or staff member of the **Philippine Collegian**, and to recommend appropriate disciplinary action to the Chancellor; provided, however, that the penalty to be imposed by the Chancellor shall be subject to the rules on student conduct and discipline as promulgated by the Board of Regents;
- e. To formulate such guidelines and additional rules as are necessary to implement these rules, subject to approval by the Chancellor. All such implementing guidelines and rules so promulgated by the Chancellor shall form part of these rules.

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\* The present Philippine Collegian Rules were originally approved at the 907th BOR meeting on Oct. 26, 1978, superseding all existing rules and regulations.

This version incorporates subsequent amendments made at these BOR meetings; 923rd on Jan. 31, 1980; 965th on Feb. 23, 1984; 1009th on Feb. 26, 1988; 1012th on April 28, 1988; and 1018th on Jan. 30, 1989.

**SECTION 5.** The student members of the Board shall be chosen by the Chancellor from nominees submitted by the Vice-Chancellor for Student Affairs.

The Vice-Chancellor for Student Affairs shall submit not more than five (5) nominees to the Chancellor. The five nominees shall be selected from a list submitted by the University Student Council, provided that the Student Council shall not nominate any of its members or officers. The Vice-Chancellor for Student Affairs' nominees shall each have had at least one year's residence in the University, be a regular student carrying the regular load in a degree program, and shall not have been found guilty in any student disciplinary action for which the penalty is one-month suspension or graver.

A student member of the Board while serving in that capacity shall maintain the qualifications required for appointment in order to continue serving in office.

**SECTION 6.** The Board of Judges shall serve for a term of one year beginning January 1 of each year.

**SECTION 7.** Each member of the Board of Judges shall be paid honorarium for every meeting at rates fixed by the Chancellor, subject to the ceilings for honoraria or allowances set by the Board of Regents, the office of the President of the Philippines, and other competent government authority insofar only as the faculty members are concerned.

### Article III

#### Selection of the Editor

**SECTION 8.** To be able to participate in the competitive examination, the applicant:

- a. Must be a regular student of the University with at least one year residence therein;
- b. Must be enrolled in an undergraduate degree course carrying not less than the normal load prescribed for a regular student;
- c. Must not on academic grounds have been disqualified, put on probation, or given a grade of "5" in the last semester or term in which the applicant enrolled before the examination. Any grade of "4" or "inc." obtained during the same semester or term must have been removed prior to the deadline for submission of applications for the editorial examinations;
- d. Must not have been adjudged guilty of an offense for which the penalty imposed is one month suspension or graver in any college or university disciplinary proceeding, or convicted of a crime involving moral turpitude.

Each application must be accompanied by a statement that the applicant satisfies the foregoing qualifications. The statement shall be certified by the Secretary of the applicant's college. The primary responsibility for the veracity of the statement belongs to the applicant, and any material misstatement of facts is an additional ground for disqualification.

Questions against the eligibility of an applicant shall be filed with the Board of Judges, which shall resolve the same within the week before the date of the examinations. The decision of the Board pursuant to these Rules shall be final.

**SECTION 9.** The competitive examination shall be given in the following fields:

- a. editorial writing, which shall have a weight of 70 percent,
- b. news writing, which shall have a weight of 20 percent, and
- c. layout and headline writing, which shall have a weight of 10 percent.

**SECTION 10.** The examination shall be held before the final examinations in the second semester of each year. Applications to participate in the examination shall be filed with the Board of Judges not later than three weeks before the scheduled date of examination. The list of qualified applicants shall be released to all colleges and institutes which shall post them in conspicuous places, and shall likewise be publicized as the Board shall deem appropriate. The examination questions shall be formulated by the Board of Judges immediately before the examination itself, which it shall administer on the same day.

**SECTION 11.** Immediately after the examination, the Board of Judges shall hold

a closed door session to evaluate the examination papers, and then proceed to compute the individual examinee's aggregate scores, pursuant to Section 9 of these Rules. The examinee with the highest aggregate score shall be nominated by the Board for appointment as Editor.

In case of tie for first place, the academic standing and journalistic experience of the examinees shall be considered to break the tie. In case of a further tie at this point, the Board of Judges shall hold a secret balloting to decide who among the examinees with identical scores shall be nominated as Editor, with the Chairman casting a vote only to break a tie vote. The examinee in whose favor the tie is resolved shall forthwith be nominated for appointment as Editor.

**SECTION 12.** The Chancellor shall appoint the nominee of the Board of Judges chosen in accordance with these Rules as **Philippine Collegian** Editor.

In the event that the duly appointed Editor shall fail or be unable to assume office, or in case of inability or any disqualification of the duly appointed Editor to continue in office, the Board of Judges shall nominate, and the Chancellor shall appoint, the student with the next highest aggregate score in the selection process to serve as Editor for the unexpired portion of the term.

### Article IV

#### The **Philippine Collegian** Editor and Staff

**SECTION 13.** The term of office of the **Philippine Collegian** Editor and the staff shall coincide with the academic year of the University, including the summer term.

The members of the **Philippine Collegian** staff, not exceeding 30, shall be selected and appointed by the Editor in accordance with such rules, procedures, and forms as may be prescribed by the Chancellor to insure, among others, proper exercise of the authority to appoint delegated herein and conformity to University standards and regulations pertaining to personnel records and related matters. Qualifications and disqualifications governing staff members shall be the same as those prescribed for the Editor, except that they need not meet the one-year residence requirement.

The Editor of the **Philippine Collegian**, while serving in the capacity, must continue to satisfy the same qualifications and be free of the disqualifications governing eligibility to participate in the competitive examinations, as prescribed in these rules.

**SECTION 14.** Notwithstanding the foregoing rules on qualifications for the Editor or staff, the former need not be enrolled for the summer term, but not less than five (5) of the staff members shall be enrolled in summer courses, provided, however, that all the other qualifications shall be complied with.

**SECTION 15.** The **Philippine Collegian** Editor and the staff shall be paid honoraria at the rates fixed by the Chancellor.

**SECTION 16.** The members of the **Philippine Collegian** staff shall be subject to the disciplinary authority of the Editor regarding their conduct and performance on matters affecting or involving them as members of the Collegian staff as defined in or governed by these rules. The Editor is hereby authorized to mete out such penalties as reprimand, withholding of honoraria, suspension from office, or termination of appointment only, depending on the gravity of the offense committed; Provided, that the decision of the Editor may be appealable to the Board of Judges who shall decide the case within fifteen (15) days. The Board's decision shall be final. The Editor shall submit immediately to the Chancellor a report of each disciplinary action taken in case a penalty is imposed, and at the same time furnish a copy thereof to each of the following :

- a. The Board of Judges;
- b. The Business Manager of the **Philippine Collegian**;
- c. The Accounting Division, only in cases where the penalty imposed is withholding of honoraria, suspension, or termination of appointment; and
- d. The Cash Division only in cases similar to those specified in c. above.

**SECTION 17.** Any misconduct or violation of rules committed by the Editor or

any of the staff member shall be the sole responsibility of the individuals concerned and shall not cause the curtailment or interruption of the publication of the **Philippine Collegian**. The Chancellor in consultation with the Board of Judges shall take appropriate measures to avoid disruption of publication in case of inability or disqualification, whether temporary or permanent, of the Editor or the staff to perform effectively their functions.

### Article V

#### Business Management

**SECTION 18.** As a student publication, the **Philippine Collegian** shall be financially supported by the students, who shall pay a publication fee for this purpose in an amount to be fixed by the Board of Regents.

Amounts received from subscriptions, donations, advertisements and other sources shall form part of the **Philippine Collegian** funds.

The financial and business management of the **Philippine Collegian** shall be vested in a business manager who shall be nominated by the Editor and appointed by the Chancellor among members of the faculty preferably from the College of Business Administration. The business manager shall appoint solicitors and assistants.

**SECTION 19.** The Business Manager and the business management staff shall be paid honoraria at rates fixed by the Chancellor subject to the provisions of Section 7.

**SECTION 20.** To insure proper expenditure of **Philippine Collegian** funds, the following regulations and procedures shall be observed:

- a. There shall be an annual budget to cover the operations of the **Philippine Collegian**. The budget for the first month of the academic year shall be the same as that for the corresponding period of the previous year.
- b. After the official report of collection of the **Collegian** fee shall have been ready, the Editor and Business Manager shall prepare a budget for the year. This budget shall state the funds available; the purposes of expenditures; and the items of expenditures. It shall be supported by a plantilla of personnel for both the editorial staff and the business management staff, as well as a work plan for the year. The budget and supporting documents shall be sent by the Editor through the Business Manager to the Office of the Chancellor and be subject to the approval of the Budget Director of U.P. Diliman.
- c. There shall be no deficit spending in the financial management of the **Philippine Collegian**.
- d. All appointments, disbursements and operating activities of the **Philippine Collegian** shall be in accordance with the budget, plantilla, and work plan in b, except such as are allowable under a above.
- e. Changes in the budget, plantilla, and work plan shall be proposed jointly by the Editor and Business Manager, and be subject to the approval of the Budget Director of U.P. Diliman.
- f. Each member of the editorial staff, except the Editor, shall certify to services actually rendered by filling out Civil Service Form No. 48 for each day service is rendered and not at the end of the month, which shall be verified and attested to by the Editor in the space provided for therein. Each member of the staff of the Business Manager shall similarly certify to services actually rendered in the aforementioned Civil Service Form, subject to verification and attestation by the Business Manager.
- g. The Editor shall prepare and approve the payroll for and all vouchers and other fiscal documents covering other expenditures and needs of the editorial staff, subject to confirmation by the Business Manager; in like manner, the Business Manager shall be responsible insofar as the payroll and vouchers of the business management staff are concerned, subject to confirmation by the Editor.

However, the vouchers and other fiscal documents covering the honoraria and miscellaneous expenditures of the Board of Judges shall be

- prepared and approved by the Chairman thereof.
- h. The budget for the Editorial term shall be published by the Editor including all specifications and changes therein.

**Article VI**  
**General Provisions**

**SECTION 21.** These rules shall supersede all existing Rules and Regulations governing, the Philippine Collegian, and shall be effective upon approval by the Board of Regents.

## REVISED UNIVERSITY OF THE PHILIPPINES DILIMAN STUDENT ELECTION CODE <sup>1</sup>\*

### ARTICLE I

#### GENERAL PROVISIONS

**Section 1. Title.** This Code shall be known as the "University Student Electoral Code"

**Section 2. Coverage.** This Code shall govern elections to the University Student Council in the "University of the Philippines in Diliman."

**Section 3. Definition of Terms.**

- a.) College Student Council. This shall refer to the duly constituted central student organization of a degree granting unit; provided that "degree-granting" as used in the preceding clause shall refer to an academic unit that offers at least a degree program.
- b.) University Student Council. This shall refer to the University Student Council (as distinguished from any College Student Council in the University of the Philippines Diliman as defined in letter (d) Section 3 of Article 1 of the University Student Election Code.
- c.) University Student Council Elections. This shall refer to elections to all the positions in the University Student Council, which are Chairperson, Vice-Chairperson, University Councilors and College Representatives.
- d.) University of the Philippines in Diliman or UP Diliman. This shall refer to the University of the Philippines as composed of all units located in Diliman only.

**Section 4. Declaration of Objectives.** The objectives of this Code are:

- a.) To institute a manner of election that shall uphold the autonomous, democratic and representative character of the University Student Council.
- b.) To provide safeguards designed to ensure orderly and properly coordinated elections;
- c.) To ensure that real and basic issues in elections are clarified;
- d.) To regulate election expenditures;
- e.) To define the qualifications of electors and candidates for elective positions;
- f.) To prescribe basic election rules, procedures, and other guidelines from the filing of certificates of candidacy to the settlement of post-election protests; and

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<sup>1</sup> Revision finalized by the Centennial University Student Council (USC) on January 2009. This Code incorporates provisions of the previous Electoral Code, as well as the Revised and Additional Guidelines adopted for the previous USC elections.

\* Approved by President Emeritinda R. Roman on January 18, 2010.

- g.) To define the creation, composition, and functions of the University Student Electoral Tribunal, University Student Electoral Board and the College Student Electoral Boards

## ARTICLE II

### ELECTIVE POSITIONS

#### **Section 1. Composition of the University Student Council.**

The University Student Council shall be composed of a Chairperson and a Vice-Chairperson, twelve University Councilors all elected at large, and one representative per 2,000 students or less for each degree granting unit, provided that each of such units with a population greater than 2,000 students shall be entitled to an additional college representative for every 2,000 students in excess of the first 2,000 as stated in Section 1, Article VI of the University Student Council Constitution.

**Section 2. College Representatives.** Each degree-granting college/school/institute/unit in the University of the Philippines in Diliman shall have a college representative who shall be elected by the qualified electors of the college/school/institute/unit;

**Section 3. Graduate School Council and Graduate School Representative.** Each graduate school/institute shall have a Representative in the Graduate School Council. Members of the Graduate School Council shall elect one member to be a Graduate School Representative to the USC which shall have the same powers and duties as College Representatives as provided for in the University Student Council Constitution.

**Section 4. Exceptions in the Computation of Enrollment Size.** Students falling under any of the following categories shall be excluded in the computation of enrollment size of the unit as a basis for the determination of the number of College Representatives of the unit;

- a) Those under suspension up to or beyond the end of the semester at the time of elections; and
- b) Cross-registrants in the unit from another/other units of the University of the Philippines System.

**Section 5. Term of Office.** The duly elected officers of members of the University Student council shall hold office for one academic year, including the summer term, to commence from the time they take their oath of office until the next set of officers and other members of the University Student Council for the succeeding academic year shall have qualified and shall have been officially declared likewise by the University Student Electoral Board; unless sooner terminated in accordance with the provisions of Article II, Section 5 and 6.

**Section 6. Cessation of Tenure.** The term of office of any incumbent officer or member of the University Student Council shall automatically terminate for any of the causes specified hereunder:

- a.) Upon unconditional confirmation by the Board of Regents of his graduation; provided, that if such confirmation takes place within one month immediately prior to the date of the general commencement exercises of the University, the automatic termination of term of his office shall take effect on the day following such commencement exercises

- b.) Upon final approval by a competent college authority of his application for leave of absence;
- c.) Upon disqualification from re-enrollment for any semester or term during the academic year in his current academic program for scholastic reasons: Provided: That the automatic termination of his term of office shall take effect upon receipt of a written notice of disqualification issued by the Office of the Dean or the Office of the College Secretary in the college/unit where he was last enrolled in;
- d.) Upon his receipt of written notice, issued by a competent college/university authority, of any of the following:
  - 1. Honorable dismissal or
  - 2. Suspension (i.e. as distinguished from mere preventive suspension for more than one month, or
  - 3. Expulsion/dishonorable dismissal

Reconsideration of any of the actions specified in ARTICLE II, Section 5, paragraphs (c) to (d) above by the appropriate authorities shall operate as a reinstatement in office, unless, in the meantime, another person shall have assumed permanently the office vacated.

**Section 7. Filing of Vacancy.** Vacancies arising from causes specified in the preceding section shall be filled in the following manner:

- a.) If the office vacated is that of Chairperson, the Vice-Chairperson shall automatically assume office as the Chairperson.
- b.) If the office vacated is that of Vice-Chairperson either because of assumption of offices as Chairperson by the incumbent Vice-Chairperson pursuant to paragraph (a) above or by reasons or causes specified in the preceding section, the University Student Council shall elect from among the University Councilors a New Vice-Chairperson.
- c.) On the matter of filling up of vacancies for the position of Councilor and College Representative, it shall be done in the manner prescribed in Article VI, Section 4, letters (c) to (d) of the University Student Council Constitution.
- d.) No position other than that of Chairperson, Vice-Chairperson and that of College Representative vacated on or after January 1 likewise any of the forgoing reasons/excuses shall be filled; Provided, that anyone assuming a vacated position pursuant to this section shall serve for the unexpired term only.

### ARTICLE III

#### QUALIFICATIONS OF CANDIDATES

**Section 1.** To qualify for any of the University Student Council positions, a candidate must possess/satisfy the following qualifications:

- a.) He must be of good academic standing as defined by the University of the Philippines System Code;

- b.) He must carry the normal load prescribed by his college during the semester of the elections; and
- c.) He must not have been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code.

### ARTICLE IV

#### QUALIFICATION OF ELECTORS

**Section 1. General Qualifications.** To qualify as an elector in the general elections, a student must be duly-registered in an undergraduate or graduate or certificate, or diploma degree program in a degree granting unit in the University of the Philippines in Diliman, subject to the following conditions:

- (a) A student enrolled in two or more colleges/institutions/units (e.g., as in the case of a cross-registrant) shall be qualified as an elector and shall be registered (as such elector) only in the college/unit where he is primarily enrolled.
- (b) An "Office of the University Registrar (OUR)," "non-degree," or "no degree" student shall be considered elector of the college where majority of the units of the said student are enrolled.
- (c) A student who is serving a penalty of suspension (as distinguished from more preventive suspension) as of the day of the elections shall not be qualified as elector.

**Section 2. Graduate Students.** Graduate students shall be qualified as electors and shall be registered (as such elector) only in the graduate school/institute where they are primarily enrolled.

### ARTICLE V

#### STUDENT ELECTORAL BOARDS

**Section 1. Composition of the University Student Electoral Board.** There shall be a University Student Electoral Board composed of the Vice Chancellor for Student Affairs as ex-officio Chairperson, two faculty members and two students who shall be selected by the outgoing officers and other members of the University Student Council.

**Section 2. Functions of the University Student Electoral Board.** This Board shall perform the following functions:

- a.) To formulate and implement, consistently with the provisions of this Code, such as implementing rules, regulations, and procedures as are necessary for the proper conduct and coordination of University Student Council elections;
- b.) To supervise and coordinate the conduct of the University Student Council elections;
- c.) To decide institute before the University Student Electoral Tribunal, cases of violations of the provisions of this Code, the president's memorandum referred to above, and the implemented rules, regulations, and procedures adopted by the Board as provided for herein above, without

prejudice to the right of the individual candidates, or qualified electors, to do the same.

- d.) To process certificates of candidacy and other forms for University Student Council positions;
- e.) To settle questions/queries (as distinguished from protests or cases of violations) regarding the provisions of this Code or the implementing rules, regulations, and procedures adopted by the board as provided hereinabove;
- f.) To disqualify any candidate for any University Student Council position prior to the officially prescribed starting time of the general elections for any of the following reasons:
  - 1. Failure of the candidate to submit any of the requirements prescribed in ARTICLE VII, Sections 1 and 2 below;
  - 2. Deficiency in any of the submitted requirements.

The decision of the University Student Electoral Board pursuant to ARTICLE V, Section 3, paragraph f above shall be final: Provided, that where the case falls under the category of misinterpretation of facts, falsification of/tampering with official records, or the like, the Board shall submit the case to the University Electoral Tribunal for appropriate action.

- g.) To canvass election returns for University Student Council positions transmitted to it by the various College Electoral Boards and proclaim winning candidates.

**Section 3. Composition of College Student Electoral Boards.** There shall be a College Student Electoral Board in each degree-granting college/school/institute/unit in the University of the Philippines Diliman, but excluding the Graduate School, composed of the College Secretary as ex-officio Chairperson, two faculty members of the college/school/institute/unit, and two students who shall be selected by the College Student Council of the unit, or by the University Electoral Board in case there is no duly-constituted College Student Council therein; provided that the very first College Student electoral Boards in all the various colleges/schools/institutes/units for the first election to be held pursuant to this Code shall be created and the members thereof, other than the Chairperson, selected by the University Student Electoral Board: Provided, further that all questions regarding the creation/selection and composition of any College Student Electoral Board shall be referred to the body that created/selected it whose decision thereon shall be final.

In case there is already an existing electoral board in a particular college/unit as of the issuance of this Code, said board shall serve as the unit's College Student Electoral board prescribed in this Code and shall discharge the functions of the College Student Electoral Board provided for in ARTICLE V, Section 5 and elsewhere in this Code.

**Section 4. Qualifications of the Members of the University Student Electoral Boards.** No member of the Board shall be involved in any partisan political activity while serving in the Board, except to vote, as in the case of the student members. The student members must be qualified electors in their respective units and must not be candidates for any position in the University Student Council or any College

Student Council, nor be accredited as officers of any University-wide or college-wide political party while they are part of the Board.

### **Section 5. Functions of College Student Electoral Boards.**

- a.) To formulate and implement, consistently with the provisions of this Code, the President's Memorandum No. 34, dated 28 November 1979, and the implementing rules, regulations, and procedures adopted by the University Student Electoral Board as provided for hereinabove, and such implementing rules, regulations, and procedures as are necessary for the proper conduct and coordination of University Student Council elections within their respective units;
- b.) To supervise and coordinate the conduct of the University Student Council elections in their respective units;
- c.) To institute before the University Student Electoral Board, cases of violations in their respective units of the provisions of this Code, the President's memorandum referred to above, and the implementing rules, regulations, and procedures adopted by them as well as those adopted by the University Student Electoral Board as provided for hereinabove, without prejudice to the right of the individual candidates, or qualified electors, to do the same;
- d.) To count and canvass the ballots cast within their respective units; and
- e.) To transmit to the University Student Electoral Board the election returns together with a complete report on the conduct of elections in their respective units.

## **Article VI**

### **Election Calendar**

**Section 1. Determination of Date of Elections.** The University Student Electoral Board shall determine the day of the University Student Council Elections: Provided, that said elections shall be held not later than the first week of March.

**Section 2. Election Period.** The election period shall start on the first day for filing of certificates of candidacy and last for not more than five weeks, unless extended by the University Student Electoral Board.

**Section 3. First Week Schedule.** The schedule of activities for the first week of the Election period shall include the following:

- a.) Filing of certificates of candidacy;
- b.) Submission of bio-data and pictures of candidates for the common leaflets;
- c.) Payment of monetary contributions to the University Student Electoral Board prescribed in Article VIII, Section 3 below and
- d.) Submission of copies of party platforms or individual platforms in the case of independent candidates.

**Section 4. Second Week Schedule.** The schedule of activities for the second week of the election period shall include the following:

- a.) Release of the official list of candidates; and

- b.) Filing of complaints against candidates with the University Student Electoral Board: provided, that such complaints filed after the second week shall not be considered nor entertained.

**Section 5. Third Through Fourth Week Schedule.** The schedule of activities for the third and fourth weeks of the election period shall include the following:

- a.) Start of the official campaign period;
- b.) Release of the common leaflets and putting up of the common billboards;
- c.) Holding a University convocation for the purpose of presenting all the official University Student Council candidates subject to Article VIII, Section 5 below; and
- d.) Holding of college convocations (one in each unit) likewise for the purpose of presenting all the official University Student Council candidates, and subject to Article VIII, Section 5 below.

### Article VII

#### Certificate of Candidacy

**Section 1. Filing of Certificates of Candidacy.** A qualified candidate for a University Student Council position shall file his certificate of candidacy. The following may file their certificate of candidacy with the University Student Electoral Board within the first week of the election period:

- a.) A bona fide student running independently shall file their candidacy for only one position. Those filing certificates of candidacy under two or more positions shall be disqualified;
- b.) A political party shall file the candidacy of the students running under its slate. Provided, that such party can only file one certificate of candidacy for each position in the University Student Council. If the party files excess candidates for a position, the excess candidates for that position shall be disqualified. The USEB shall select at random the excess candidates to be disqualified. For purposes of this Code a political party shall be composed of two or more University-based or college-based student organizations, and should be duly recognized by Office of Student Activities (OSA);

**Section 2. Supporting Documents.** Simultaneously with the filing of his certificate of candidacy, the candidate, or the party that he belongs to, shall submit to the University Student Electoral Board the following, within the time provided by the USEB:

- a.) a certification, duly signed by the Dean (or his duly authorized representative) of the college/unit where he is primarily enrolled that he has not been found guilty in any disciplinary case of any act involving moral turpitude as defined in the Revised Penal Code;
- b.) a certification, duly signed by the College Secretary (or his duly-authorized representative) of the college/unit where he is primarily enrolled during the semester of the elections, that he is in good academic standing;
- c.) a certification, duly signed by the College Secretary (or his duly-authorized representative) of the college/unit where he is primarily

enrolled, that he is currently carrying the normal load prescribed by his college/unit.

Deadlines must be observed strictly. Any request for extension or reconsideration of a late submission shall be filed with the USEB through the Office of the Vice Chancellor for Student Affairs, during office hours. No communication shall be received or entertained by any of the board members other than in the office address of the USEB.

**Section 3. Effect of Failure to Meet Requirement.** Failure on the part of any candidate for any of the University Student Council positions to comply with any of the requirements specified in Article VII, Section 1 and 2 above shall be sufficient ground for his disqualification from running in the elections.

**Section 4. Supporting Documents in Case of Assumption of Vacancy.** Anyone who has a right, pursuant to/by operation of the provisions of Section 6, Article II, Section 6 above, to assume a vacant University Student Council position shall not be allowed to assume such position until he shall have satisfied all the requirements stipulated in Section 6, Article II, Section 6 paragraphs (a), (b) and (c) (except in the case of one who as a qualified candidate, had already complied with the forecited requirements).

### Article VIII

#### Campaign

##### Section 1. Campaign Materials.

- a.) Only the following election materials are allowed:
1. Slate poster – 1 design, not larger than 20" X 30", black + one color, which may contain the photos and credentials of the candidates of the slate
  2. Thematic poster – newsprint, not larger than 18" X 24", black + one color, with no pictures of candidates
  3. Slate handbill or sample ballot – newsprint, ¼ of 8.5 X 11", one color
  4. Party's General Program of Action – newsprint, not larger than 20" X 30", one color
  5. Streamers -- should be no larger than 3 ft. x 9 feet.
  6. An independent candidate is allowed to have an election material of 1 design, not larger than 8 ½" x 11", in black + 1 color, which can contain his/her photo, credentials, and General Program of Action, provided that, no two or more independent candidates may have a common design, mark, or confusingly similar theme on their campaign materials.
  7. Blogs, online slate posters, social networking sites and other forms of online campaigning shall be allowed.
- b.) Machine-printed materials shall be allowed as personal campaign materials, provided that the machines used shall be limited to photocopiers, risographs and personal computers.

- c.) Campaign posters may be put up in bulletin boards of recognized student organizations and other areas designated by the College and/or University administration.
- d.) Positions of posters on bulletin boards shall be determined by drawing lots among party representatives. All the parties shall equally share the bulletin board. Independent candidates shall also be given a proportionate share. The College Electoral Boards shall be informed of the position of posters.
- e.) Ribbons/name tags may be used for identification purposes.
- f.) In general, any handmade personal campaign materials such as posters, pins, stickers, flaglets, handbills, and other similar items except those prohibited by the Student Election Code, shall be allowed.
- g.) The giving, distribution and use of buttons, badges, matches, T-shirts, food, multimedia promotional materials, gifts and other forms of political gimmickry shall be prohibited.
- h.) No campaign materials shall be posted on walls, trees, street signs, electric posts, power houses, lampposts, traffic signs, benches and other outside structures not meant for posting.
- i.) Streamers may be put in colleges if there is permission from the colleges concerned.
- j.) Each party shall be allowed to put up one streamer at designated billboards along the University Avenue and one at the Vinzons Hall, upon approval of the Vice Chancellor for Community Affairs. No billboards shall be set up in any part of the campus.
- k.) No campaign materials shall be put up outside the Diliman campus (i.e. no materials outside the Unibersidad ng Pilipinas marker at the University Avenue entrance, and outside the fence along Katipunan Avenue).
- l.) Statements (wall and/or for mass distribution) on issues, and on the party and its principles/positions/plans/programs are strongly encouraged. To avoid mudslinging, no candidate's name or direct allusion to such candidate shall appear in these statements.
- m.) Five copies of campaign materials shall be submitted to the Office of Student Activities (OSA).

Any violation of this Section of this Code by any candidate shall constitute sufficient grounds for his/her disqualification.

### **Section 2. Campaign Activities**

- a.) No motorcades, whether noisy or silent shall be allowed. Motorcades are defined as more than two vehicles carrying election materials of one or more candidates going around the campus in succession.
- b.) There shall be one general miting de avance a day before the elections.
- c.) College rallies and/or fora are allowed provided there is permission from the colleges concerned.
- d.) The Philippine Collegian shall be requested to give equal space for the campaign platforms of organizations fielding the parties/candidates.

### Section 3. Clean-up

- a.) All parties/organizations that fielded candidates and independent candidates shall be required to clean up the areas where they posted campaign materials.
- b.) There shall be a bond of P1,500.00 to be required of each party and a bond of P500.00 for each independent candidate to ensure that they will clean up the places where they placed campaign materials.
- c.) Failure to clean up one week after the elections shall mean forfeiture of the bond and disqualification from the next USC elections.
- d.) To get back the bond, clearances from the Vice-Chancellor for Community Affairs and from the College Secretaries of the different colleges are required.
- e.) The forfeited bond shall be used to defray the expenses for cleaning up. Any unexpended amount will be turned over to the USC.

### Section 4. Violations

- a.) Deans and college secretaries of the different colleges and units shall be deputized to remove illegal posters, i.e. those posted on classroom walls and other unauthorized places. These posters shall be removed and concerned parties shall be warned of possible disqualification from candidacy.
- b.) A roving team composed of members deputized by of the USEB, University Student Council, Philippine Collegian and representatives from the student parties, shall go around to check on illegal campaign posters and other campaign materials. The violator shall be ordered to tear down and withdraw all illegal materials, and turn these over to the USEB.
- c.) The tearing down and confiscation of illegal materials shall be without prejudice to appropriate sanctions that the University Student Electoral Tribunal Board shall impose upon the erring party.
- d.) Disciplinary action shall be imposed on parties that violate these guidelines.

First offense – formal warning

Next offense – disqualification of 6 councilors drawn by the USEB at random

Third offense – disqualification of whole slate

Depending on the seriousness of the offense, the Board or Tribunal may directly disqualify the erring party.

- e.) For individual independent candidates who violate these guidelines, the sanctions shall be:

First offense – warning

Second offense – disqualification

**Section 5. Convocations.** The University and College Student Electoral Boards shall organize at least one University convocation and one college convocation, respectively (in the latter case, at least one convocation in each college/unit), within the third and the fourth weeks of the election period. Provided, that no convocation shall be held later than one day before the elections.

**Section 6. Room-to-room Campaign.** Room-to-room campaign shall not be undertaken without the permission of the instructors or professors concerned and present.

### Article IX

#### Election

**Section 1. Election Time.** The polls shall be open from 8:00 am to 5:00 pm with no lunch break. Should the college/school/institute have evening classes, the polls shall be open until 7:00 pm. All those within the premises of the polling place who have not yet voted as of closing time shall be allowed to do so.

**Section 2. Election Precincts.** There shall be as many election precincts in every college, school or institute as are necessary at the discretion of the College Student Electoral Board.

**Section 3. Election Assistants.** Each precinct shall be presided over by four election assistants who shall be designated and supervised by the College Electoral Board.

**Section 4. Poll Watchers.** In addition, political parties and independent candidates are entitled to one poll watcher each in every polling or voting place. The poll watcher shall present to the College Electoral Board a written appointment as watcher from the candidate or party whose interests he represents.

**Section 5. Voting Procedure.** The voting procedure shall be as follows:

- a.) The elector shall present his duly-countersigned student ID or Form 5 to the election assistant, or in default thereof, a certificate from the College secretary that he is a bona fide student of the College;
- b.) He signs his name in the Official Voter's List prepared by the College Student Electoral Board and receives the official ballot;
- c.) He votes in an election booth and folds and drops the ballot in the ballot box.

**Section 6. Campaign Area.** Campaigning within ten meters of the polling place shall be strictly prohibited.

**Section 7. Ballots.** Each candidate in a ballot must be identified as to what political party he or she belongs, or that if she is running as an independent candidate.

### ARTICLE X

#### Canvassing of Votes

**Section 1. Counting of Ballots.** Immediately after the close of voting and before the counting of ballots, the members of the College Student Electoral Board shall note down the number of actual votes as shown in the Voter's List. They shall then open the ballot boxes and count the ballots, taking note of any discrepancy between the number of students who voted and the number of ballots in the ballot boxes. If there are more ballots than the number of students who voted, members of the College Student Electoral Board shall remove, at random, and without unfolding them or seeing their contents, such number of ballots as correspond to the excess so that the number of actual voters and the number of ballots shall tally. If the

number of ballots is less than the number of actual voters, the same shall be noted but there shall be no deduction from or addition to the ballots in the ballot box.

Marks other than "x" used by voters on ballots shall be considered valid, provided that these marks are clear indicators of a voter's choice. These signs include: a check mark before the name of the candidate, shading the blank space, encircling or underscoring the name.

When a ballot indicates more votes than the number of slots for a position, the votes for that position shall not be considered. However, the valid votes within the same ballot for other positions shall still be considered.

**Section 2. Canvassing of Votes.** As soon as the counting of ballots is completed, the College Student Electoral Board shall proceed with the canvassing of votes. Each member of the College Student Electoral Board shall examine the ballot before the votes are recorded.

**Section 3. Settlement of Questions.** Any questions regarding the vote or ballot from any one of the members of the College Student Electoral Board or from any of the duly-authorized poll watchers shall be immediately decided by the majority vote of the members of the College Student Electoral Board.

**Section 4. Simultaneous Counting of Ballots and Canvassing.** In a college or unit with more than one precinct, there shall be a simultaneous counting of ballots and canvassing of votes in places within the college/unit determined by the Chairperson of the College Student Electoral Board.

**Section 5. Breaking a Tie.** Should there be a tie between two or more candidates, the said candidates may negotiate to resolve the tie by resorting to a term-sharing agreement, re-election or toss coin. Should the candidates fail to negotiate and/or agree, there will be a toss coin between the candidates under the supervision of the USEB.

**Section 6. Invalid Ballot.** An invalid ballot shall be one that is:

- a.) An unofficial ballot;
- b.) A ballot that has been tampered with or defaced as determined by the University Student Electoral Board.

**Section 7. Report at the College Level.** After the votes have been counted in the college or unit, the results of the University Student Council elections shall be embodied in a report certified to by all the members of the College Student Electoral Board, containing the following:

- a.) The names of the candidates;
- b.) The number of votes received by each;
- c.) Any question raised together with the final decision reached by the College Student Electoral Board.

**Section 8. Tabulation of Election Returns.** The official reports shall be submitted to the University Student Electoral Board which shall tabulate the final election results.

**Section 9. Over-all report.** The final results of the University Student Council Elections shall be embodied in a report certified to by all the members of the University Student Electoral Board containing the same points enumerated in Article X, section 7 above.

## ARTICLE XI

### Proclamation of Winning Candidates

**Section 1. Proclamation.** The University Student Electoral Board shall proclaim the winning candidates for all University Student Council positions upon completion of the tabulation of elections results. A copy of the list of duly elected University Student Council officers and other members shall be forwarded to the Chancellor. Copies of the same shall be posted in conspicuous places in all colleges/schools/institutes.

## ARTICLE XII

### Election Protests

**Section 1. Creation and Composition of the University Student Electoral Tribunal.**

There shall be a University Student Electoral Tribunal composed of three faculty members who shall be selected by the outgoing officers and other members of the University Student Council; Provided that the very first University Student Electoral Tribunal for the first selection to be held pursuant to this Code shall be designated by the President of the University, or the Officer-in-Charge thereof, upon recommendation of the Dean of Students, or Officer-in-Charge thereof: Provided that the members of the Tribunal shall be convened by the Vice Chancellor for Academic Affairs not later than the second week of the election period: Provided further, that the members of the Tribunal shall elect their Chairperson from among themselves: Provided finally, all questions regarding the creation/designation and composition of the Tribunal shall be referred to the body or an officer that selected/designated it whose decision shall be thereon final.

**Section 2. Filing of Protests.** Pre-election protests against any candidate for any University Student Council position shall be filed with the University Student Electoral Tribunal not later than Friday of the third week of the election period. All other Post-proclamation cases and protests shall be filed with the Tribunal on any working day during the election period, but in no case no later than seven working days after election day.

**Section 3. Functions of the University Student Electoral Tribunal.** The Tribunal shall hear and decide protests and cases of violations brought before it and shall apply/impose penalties/sanctions as provided for in this Code, subject to the following rules:

- a.) The Tribunal shall decide protests/cases of violations of the provisions of this Code and the implementing rules, regulations, procedures and other guidelines, and decisions adopted by the University Student Electoral Board as provided hereinabove, subject to the following conditions:
  1. A decision shall be made within seven days after the case has been submitted to the Tribunal for decision; and
  2. The Tribunal shall not prescribe/impose any form of penalty other than what are provided for in this Code.
- b.) The decision of the Tribunal, in all cases, shall be final.
- c.) The Tribunal shall hear and decide protests and cases of violations in accordance with the provisions of this Code, the implementing rules, regulations, procedures and other guidelines adopted aforementioned

electoral boards, as well as such other necessary rules and procedures as the Tribunal may adopt consistently with the provisions of this Code to enable it to discharge its functions effectively.

## ARTICLE XIII

### Penalties

#### **Section 1. Penalties for Cases of Violations Decided Before the Proclamation of the Winning Candidates--**

- a.) Penalty for violations committed by a candidate for any University Student Council position that are decided before proclamation of the winning candidates shall be either: (1) reprimand, or (2) disqualification as such candidate, or (3) disqualification as such candidate and as elector in the forthcoming UP Student Council elections, depending on the gravity of the offense.

If his disqualification as candidate stems only from his failure to submit any of the requirements prescribed in ARTICLE VII, Sections 1 and 2 above, such disqualification shall not necessarily include disqualification as elector.

However, if the act committed falls under the category of misrepresentation of facts, tampering with/falsifying official records, or the like, the penalty may be disqualification both as candidate and as elector in the forthcoming elections.

- b.) The penalty for violations committed by a qualified elector or by a student who is not a qualified elector, that are decided before proclamation of the winning candidate shall be either: (1) reprimand, or (2) total disqualification from the participation in the forthcoming University Student Council Elections, depending on the gravity of the offense.
- c.) The penalty for violations committed by a political party shall be either: (1) formal warning (2) disqualification of 6 councilors drawn by the USEB at random (3) disqualification of whole slate depending on the gravity of the offense.

#### **Section 2. Penalties for Cases of Violations Decided After Proclamation of the Winning Candidates.**

- a.) The penalty for violations as committed by a candidate who has been proclaimed a winner that is decided after the said candidate is proclaimed shall be either: (1) reprimand, or (2) forfeiture of position and disqualification as a possible candidate in the University Student Council elections to be held the following academic year or (3) forfeiture of position and total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- b.) The penalty for violations committed by a candidate who lost that is decided after the day of the elections that is decided after proclamation of winning candidates shall be either: (1) reprimand, or (2) disqualification as a possible candidate in the University Student Council elections to be held at the following academic year, or (3) total disqualification from

participating in the aforesaid future elections, depending on the gravity of the offense.

- c.) The penalty for violations committed by a qualified elector, or a student who is not a qualified elector, that is decided after proclamation of winning candidates shall be either: (1) reprimand, or (2) disqualification as a possible candidate in the University Student Council elections to be held the following academic year, or (3) total disqualification from participating in the aforesaid future elections, depending on the gravity of the offense.
- d.) The penalty for violations committed by a political party shall be either: (1) formal warning (2) disqualification of 6 councilors drawn by the USET at random (3) disqualification of whole slate depending on the gravity of the offense.

### Section 3. Campaign Violations

- a.) Deans and college secretaries of the different colleges and units shall be deputized to remove illegal posters, i.e. those posted on classroom walls and other unauthorized places. These posters shall be removed and concerned parties shall be warned of possible disqualification from candidacy.
- b.) A roving team composed of members of the USEB, University Student Council, Philippine Collegian and representatives from the student parties, shall go around to check on illegal campaign posters and other campaign materials. The violator shall be ordered to tear down and withdraw all illegal materials, and turn these over to the USEB.
- c.) The tearing down and confiscation of illegal materials shall be without prejudice to appropriate sanctions that the University Student Electoral Tribunal shall impose upon the erring party.
- d.) Disciplinary action shall be imposed on parties that violate these guidelines.

First offense – formal warning

Next offense – disqualification of 6 councilors drawn by the USEB at random

Third offense – disqualification of whole slate

Depending on the seriousness of the offense, the Tribunal may directly disqualify the erring party.

- e.) For individual candidates who violate these guidelines, the sanctions shall be:

First offense – warning

Second offense – disqualification

### **GUIDELINES FOR THE MITING DE AVANCE FOR THE UNIVERSITY STUDENT COUNCIL ELECTIONS \***

Unless otherwise modified by the University Student Electoral Board (USEB), the following rules shall govern the Miting de Avance for the University Student Council (USC) Elections:

1. **Order of Entry and Ascension to the Stage and Order of Speaking.** The order by which the parties and independent candidates for councilor shall enter the auditorium, ascend the stage, and speak/address the audience shall be determined via drawing of lots. The drawing of lots shall be held on the day of the Miting de Avance itself, that is, a few minutes before beginning of the program. The parties and the independent candidates are hereby advised to have a representative ready at such time for the said purpose.
2. **Seating Onstage.** Seats onstage shall be allocated for each of the parties' candidates. The seating arrangement of the said parties and independent candidates onstage shall, as far as practicable, follow the arrangement found in the official ballot for the elections.
3. **Audience Seating/Posting of Campaign Materials.** The audience shall be seated on a first-come, first served basis. Designated areas for posting of campaign materials shall be divided among the parties and independent candidates via drawing of lots to be held on a set meeting for the discussion of these guidelines.
4. **Time Limits for Speaking.** Each party shall be given a total of thirty (30) minutes, and each independent candidate for councilor, seven (7) minutes, to speak/address the audience.
  - Such time will commence the moment the moderator calls upon the party/candidate to speak/address the audience.
  - The parties/candidates shall be given full discretion as to the manner that they will use and allocate such given periods among the members of their slate.
  - Placards indicating when the time remaining is 10, 5, 2, 1 and zero minutes shall be flashed by an official timekeeper in order to remind the speakers of the time. The given time limits shall be strictly followed.
5. **Decorum.** The candidates onstage and the audience shall be admonished to observe proper decorum at all times. Unruly behavior, undue vexation of a candidate or any member of the audience and disruption of the proceedings shall be ground for the removal of a person from the premises.
6. **The Moderator.** The moderator of the Miting de Avance shall be determined by the USEB.

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\* as of 1999 University Student Council Elections

## **2008 RULES AND REGULATIONS GOVERNING RESIDENCE HALLS IN UP DILIMAN<sup>1</sup>**

### **SECTION I**

#### **POLICY STATEMENT**

- A. Residence halls are more than mere provisions for lodging. They must also provide an experience in liberal education through social interaction and group living.  
Apart from the social development of the residents, the residence hall program should contribute to the intellectual development of the students by fostering an atmosphere conducive to serious study.
  
- B. The University can accommodate only so many students in the residence halls. Accommodation in these halls is clearly a privilege and not a right.

### **SECTION II**

#### **GENERAL GUIDELINES ON ACCOMODATION IN RESIDENCE HALLS**

- A. Residence hall accommodations are exclusively for bonafide students and faculty of the University during the time there are classes in a given semester, trimester and/or summer.
  
- B. Accommodation shall be subject to the following:
  - 1. An undergraduate student resident may be allowed to stay in residence hall/s for not more than the minimum number of years required to finish his/her degree.
  - 2. A graduate student resident may be allowed to stay in residence hall/s for a maximum period of two (2) years for M.A./M.S. students and four (4) years for Ph.D. students.
  - 3. For the purpose of these rules and regulations, Law and second baccalaureate degree students will be classified as M.A./M.S. students.
  - 4. Instructors and Assistant Professors may be allowed to stay in residence halls for a maximum period of five (5) years if enrolled in a master's degree program and for a maximum period of eight (8) years if enrolled in a doctoral program.
  
- C. Admission is for one (1) academic year unless otherwise specified by the Office of Student Housing (OSH) and/or the Dormitory Admissions Committee (DAC). Every semester and summer term (if applicable), students are required to submit a certified true copy of their duly paid Form 5 of the current term to confirm their admission in the residence hall.

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<sup>1</sup> Approved by Chancellor Sergio S. Cao on April 3, 2008. The 2008 Rules and Regulations Governing Residence Halls in UP Diliman was drafted by the Dormitory Oversight Committee, with the assistance of the Office of Student Housing and under the supervision of the Office of the Vice Chancellor for Student Affairs.

- D. The Vice Chancellor for Student Affairs, upon recommendation of the Office of Student Housing (OSH), may designate certain residence halls as exclusively for freshmen, for females, for males, for graduate students, for faculty members or for foreign students as the need arises.
- E. Categories of Applicants who may be given accommodation:
1. Freshman undergraduate applicants
    - a. As much as possible, all freshman undergraduate applicants will be accommodated. Every year, the Office of Student Housing (OSH) shall determine the number of slots that will be reserved for freshman undergraduate applicants in each residence hall.
    - b. Admission of freshman undergraduate applicants shall be subject to the following:
      - i. Place of Origin
      - ii. STFAP bracket or income bracket
      - iii. In case of a tie in the ranking of applicants, the income shall be the basis for breaking the tie.  
(See table 1 for the breakdown of points for freshman undergraduate applicants.)
    - c. An applicant for admission must submit the following documents:
      - i. OSH Form No. 1 (Application Form)
      - ii. UP admission slip
      - iii. STFAP bracket certification from the Office of Scholarships and Student Services (OSSS) or Income Tax Return (ITR) of parents or Bureau of Internal Revenue (BIR) certificate of tax exemption.

**Table1. For freshman undergraduate applicants**

Criteria	Weight	Point Scale
Place of Origin	45%	Visayas and Mindanao Regions = <b>45 pts</b>
		Region 1, 2, 3,4 & 5 = <b>40</b>
		Rizal and Bulacan = <b>35</b>
		Metro Manila = <b>30</b>
STFAP bracket	55%	BRACKET
		A MORE THAN P1 MILLION = 35 pts
		B P500,001 to P1 million = 40
		C P135,001 to P500,000 = 45
		D P80,001 to P135,000 = 50
		E below P80,000 = 55

2. First-time applicants who are not freshmen
  - a. To qualify for residence hall admission, applicants must meet the following requirements:
    - i. Good scholastic standing as defined by the University: A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which

- s/he is registered. <sup>2</sup>
- ii. Academic load of at least fifteen (15) units for undergraduate students or six (6) units for graduate students.
- b. Admission of applicants shall be subject to the following:
    - i. Place of Origin
    - ii. STFAP bracket or income bracket
    - iii. In case of a tie in the ranking of applicants, the income shall be the basis for breaking the tie. In case of a further tie, the General Weighted Average (GWA) of the applicants shall be used as the basis for breaking the tie.  
(See table 2 for the breakdown of points for first time applicants who are not freshmen.)
  - c. An applicant for admission must submit the following documents:
    - i. OSH Form No. 1 (Application Form)
    - ii. True Copy of Grades of the previous two (2) semesters or certified CRS print-out with GWA and/or photocopy of class cards
    - iii. Photocopy of Form 5 of the previous two (2) semesters
    - iv. STFAP Bracket certification from the Office of Scholarships and Student Services (OSSS) for undergraduate applicants
    - v. Income Tax Return (ITR) of parents or Bureau of Internal Revenue (BIR) certificate of tax exemption of parents for undergraduate student applicant or ITR of graduate student applicant
  - d. A student from another campus of the University of the Philippines System who is duly cross-registered as a full-time student at UP Diliman shall be subject to the admission priorities listed in Section II, E (2).

**Table 2. For first-time applicants who are not freshmen**

Criteria	Weight	Point Scale
Place of Origin	45%	Visayas and Mindanao Regions = 45
		Region 1, 2, 3,4 & 5 = 40
		Rizal and Bulacan = 35
		Metro Manila waitlisted

<sup>2</sup> Faculty Manual, University of the Philippines, December 2003, p. 291

STFAP bracket or alternative bracket <sup>3</sup> (for undergraduate students with student number 2006 and lower)	55%	BRACKET 1 =55 2 =55 3 =55 4 =55 5 =50 6 =45 7 =45 8 =45 9 =40
STFAP bracket (for undergraduate students with student number 2007 and higher)		BRACKET A More than P1Million 35 B P500,001 to P1 million 40 C P135,001 to P500,000 45 D P80,001 to P135,000 50 E below P80,000 55
Income bracket (for graduate students)		Php 0 – 100,000.00 55 100,001.00 – 50 200,000.00 45 200,001.00 – 40 300,000.00 35 300,001.00 – 30 400,000.00 25 400,001.00 – 20 500,000.00 500,001.00 – 600,000.00 600,001.00 – 1 M Over 1 M
<b>TOTAL</b>	<b>100 %</b>	

Income Bracket on Income Tax Return (ITR)			
Bracket	Metro Manila	Other Urban Areas	Rural Areas
1	0 – 45,000	0 – 40,500	0 – 38,250
2	45,001 – 55,000	40,501 – 49,500	38,251 – 46,750
3	55,001 – 65,000	49,501 – 58,500	46,751 – 55,250
4	65,001 – 80,000	58,501 – 72,000	55,251 – 68,000
5	80,001 – 130,000	72,001 – 117,000	68,001 – 110,500
6	130,001 – 170,000	117,001- 153,000	110,501 – 144,500
7	170,001 – 210,000	153,001 – 189,000	144,501 – 178,500
8	210,001 – 250,000	189,001 – 225,000	178,501 – 212,500
9	250,001 –	225,001 -	212,501 –

<sup>3</sup> Alternative bracket applies when the student is not bracketed under the STFAP or when the student who is STFAP-bracketed appeals for a lower bracket. The brackets are as follows:

For purposes of this alternative bracket, an urban area is defined as a geographical unit listed as a city by the National Statistical Coordination Board (NSCB). The NSCB list is available at [www.nscb.gov.ph](http://www.nscb.gov.ph). Other areas which are not included in the NSCB List of Philippine Cities are considered rural areas.

### 3. Applicants For Readmission

- a. To qualify for readmission, applicants must meet the following requirements:
  - i. Good scholastic standing as defined by the University: A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered. <sup>4</sup>
  - ii. Academic load of at least fifteen (15) units for undergraduate students or six (6) units for graduate students.
  - jj. Good behavior in the residence hall, defined as having no violation of the norms of conduct prescribed in residence halls.
- b. Readmission of students shall be subject to the following:
 

Place of Origin

  - i. STFAP bracket or income bracket
  - ii. In case of a tie in the ranking of applicants, the income shall be the basis for breaking the tie.
  - iii. In case of a further tie, the GWA of the applicants shall be used as the basis for breaking the tie.

(See table 3 for breakdown of points for readmission.)

**Table 3. For students applying for readmission**

Criteria	Weight	Point Scale
Place of Origin	45%	Visayas and Mindanao Regions = 45
		Region 1, 2, 3,4 & 5 = 40
		Rizal and Bulacan = 35
		Metro Manila (waitlisted) = 30
STFAP bracket or alternative bracket <sup>3</sup> (for undergraduate students with student number 2006 and lower)	55%	BRACKET 1 =55
		2 =55
		3 =55
		4 =55
		5 =50
		6 =45
		7 =45
		8 =45
		9 =40

<sup>4</sup> Faculty Manual, University of the Philippines, December 2003, p. 291

<sup>3</sup> see footnote 3

STFAP bracket (for undergraduate students with student number 2007 and higher)		BRACKET A <i>More than P1 Million</i> 35 B P500,001 to P1 million 40 C P135,001 to P500,000 45 D P80,001 to P135,000 50 E below P80,000 55
Income bracket (for graduate students)		PhP 0 – 100,000.00 55 100,001.00 – 200,000.00 50 200,001.00 – 300,000.00 45 300,001.00 – 400,000.00 40 400,001.00 – 500,000.00 35 500,001.00 – 600,000.00 30 600,001.00 – 1 M 25 <b>Over 1 M</b> 20
<b>TOTAL</b>	<b>100 %</b>	

- c. An applicant for readmission must submit the following documents:
  - i. OSH Form No. 1 (Application Form)
  - ii. True Copy of Grades of the previous two (2) semesters or certified CRS print-out with GWA and/or photocopy of class cards
  - iii. Photocopy of Form 5 of the previous two (2) semesters
  - iv. STFAP Bracket certification from the Office of Scholarships and Student Services (OSSS) for undergraduate applicant
  - v. Income Tax Return (ITR) of parents or Bureau of Internal Revenue (BIR) certificate of tax exemption of parents for undergraduate student applicant or ITR of graduate student applicant
  - vi. Certificate of good behavior from residence hall manager
  
4. Applicants to the International Center (IC)
 

Foreign students shall be given priority in the International Center. The number of residents of the same nationality should not exceed 20% of the total capacity of the International Center.

For purposes of these rules, a Filipino citizen whose permanent residence is outside the Philippines shall be considered a foreign applicant.

  - a. First-time foreign applicants
 

A first time foreign applicant for admission must submit the following documents:

    - i. OSH Form No. 1 (Application Form)
    - ii. U.P. Admission slip

Admission of students shall be based on academic load. Postgraduate students should be enrolled in at least 6 units to qualify for admission. Undergraduate students should be enrolled in at least 15 units to qualify for admission.
  - b. Foreign applicants seeking readmission
 

Readmission of foreign students shall be subject to the following:

- i. Good scholastic standing as defined by the University: A student is in good scholastic standing if at the end of the semester s/he obtains a final grade of "3" or higher in at least 75% of the total number of academic units in which s/he is registered.<sup>6</sup>
- ii. Academic load of at least fifteen (15) units for undergraduate students or six (6) units for graduate students.
- iii. Good behavior in the residence hall, defined as having no violation of the norms of conduct prescribed in residence halls (See table 4 for the criteria in evaluating applicants to the International Center.)

**Table 4. For applicants to the International Center**

Criteria	Weight	Point Scale
No. of units enrolled	100%	Graduate student enrolled in 12 or more units = 100
		Graduate student enrolled in 9-11 units = 92
		Graduate student enrolled in 6-8 units = 84
		Undergraduate enrolled in 21 or more units = 76
		Undergraduate student enrolled in 20 units = 68
		Undergraduate student enrolled in 19 units = 60
		Undergraduate student enrolled in 18 units = 52
		Undergraduate student enrolled in 17 units = 44
		Undergraduate student enrolled in 16 units = 36
		Undergraduate student enrolled in 15 units = 28

- c. A foreign applicant for readmission must submit the following documents:
  - i. OSH Form No. 1 (Application Form)
  - ii. True Copy of Grades of the previous two (2) semesters or certified CRS print-out with GWA and/or photocopy of class cards
  - iii. Photocopy of Form 5 of the previous two (2) semesters
  - iv. Certificate of good behavior from residence hall manager
- d. First-time Filipino applicants – The rules stated in Section II, E (2) shall apply.
- e. Filipino applicants seeking readmission - The rules stated in Section II, E (3) shall apply.
- f. Exchange students  
An exchange student shall be admitted at the International Center anytime, subject to availability of space. He/She must present a certification of status as exchange student from the Office of Institutional Linkages (OIL) and/or the Office of Extension Coordination (OEC).
- 5. U.P. Faculty applicants
  - a. For faculty members, a one-time application for accommodation is required for the entire stay in the residence hall for every program pursued, subject to annual evaluation by the Dormitory Admissions

<sup>6</sup> Faculty Manual, University of the Philippines, December 2003, p. 291

- Committee (DAC).
- b. For faculty on temporary appointment, the admission shall be subject to the renewal of his/her appointment. In the event that the appointment is not renewed, the stated rule in Section II, E(2) or Section II, E(3), whichever is applicable, shall apply.
  - c. Faculty members may continue to stay in the residence hall during semestral/Christmas/summer breaks and shall pay the monthly fee during said breaks instead of the transient fee.
6. Other U.P. Personnel applicants  
The rule for regular graduate students shall apply.
  7. Employed graduate student applicants  
The rule for regular graduate students shall apply but they shall be given last priority.
  8. Transients  
Other applicants who do not fall under the above-stated categories may be admitted as transients, subject to the availability of space and approval of the OSH. The following are allowed as transient residents.
    - a. Residents staying in the residence hall after the last date of check-out.
    - b. Parents or guardians of residents, provided that the transient period shall not exceed five (5) days.
    - c. Student delegates to seminars, conferences, meetings or activities of like nature, sponsored by the University of the Philippines or any of its academic units, for the duration of the seminar or conference attended.

### **SECTION III**

#### **NORMS OF CONDUCT AND RESPONSIBILITY OF STUDENTS**

- A. The resident shall follow all rules and regulations of the University of the Philippines Diliman.
- B. The resident shall observe proper decorum at all times, and shall respect the peace and privacy of his/her co-residents.
- C. The resident shall cooperate with the residence hall management in maintaining the cleanliness and orderliness of the hall and in the adoption of measures to prevent fire, accidents, and theft.
- D. The resident shall be held liable for any damage to the furnishings issued to him/her and to the facilities of the hall in his/her use.

### **SECTION IV**

#### **BUSINESS ACTIVITIES IN RESIDENCE HALLS**

Business contracts related to the operations of the residence halls should be negotiated and approved by the UPD Business Concessions Office with the prior endorsement of the OSH and the OVCSA.

### **SECTION V**

#### **EFFECTIVITY**

The 2008 Rules and Regulations Governing Residence Halls in U.P. Diliman and the 2008 Residence Hall Implementing Guidelines shall be reviewed at least once every five (5) years. Revisions must be approved by the Chancellor upon the recommendation of the Vice Chancellor for Student Affairs.

Any revisions in Section II-IV and the Implementing Guidelines shall be in consonance with the abovestated policy and shall immediately take effect upon the approval of the Chancellor.

Any revision in Section I (Policy Statements) must be submitted to the Board of Regents for approval.

These rules shall take effect upon approval of the Board of Regents and shall supersede all previous rules on student housing.

## IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT ACT OF 1995 \*

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

**Section 1. Affirmation of Policy.** – In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7877, the University of the Philippines System shall establish and maintain an intellectual and moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

**Section 2. Definitions.** – As used in these Rules and Regulations—

- a) "Student" means a person duly enrolled for a degree course or in a short-term training or review in any academic unit or training center of the University;
- b) "Employee" means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees as well as graduate and student assistants; and
- c) "Faculty member" means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainor or training specialist, and extension worker as well as graduate student with teaching responsibilities.

**Section 3. Sexual Harassment Defined.** – (a) Sexual harassment is committed by an officer, faculty member, employee, coach, trainor, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit, office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.

- (b) In a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
  - (1) The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or any other terms, conditions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her or diminish employment opportunities or otherwise adversely affect such faculty member or employee;
  - (2) The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service law, rules or regulations;
  - (3) The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.
- (c) In the academic, teaching or study environment, sexual harassment is committed:
  - (1) Against a student, trainee or one who is under the care, custody, supervision or advisorship of the offender;
  - (2) Against one whose education, training, apprenticeship or tutorship is

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\* As approved by the Board of Regents at its 1122nd meeting on 30 July 1998.

- entrusted to the offender;
- (3) When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
  - (4) When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

**Section 4. Inducement or Cooperation to Commit Sexual Harassment.** — Any person connected with the University as an officer, faculty member, employee or a student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

**Section 5. Policy Standards and Guidelines Concerning Sexual Harassment.** – In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

- (a) These Rules and Regulations cover all officials, faculty members, employees, and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University System, after the application has been received by such unit or campus.
- (b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty-faculty, employee-employee or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.

Sexual harassment is a reprehensible conduct which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and (c) eliminate conditions which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.

- (d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the service, as each may warrant.
- (e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any legal action will be taken by the University authorities, with the consent of the victim and taking into account the integrity and other preponderant interests of the University.
- (f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- (g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
- (h) Retaliation against parties directly or indirectly involved in any incident case or report concerning sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

**Section 6. Procedures.** –

- (a) Each campus of the University, or where appropriate its constituent institution, shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.
- (b) Informal procedure refers to University action through appropriate officials or

committees which does not involve formal investigation nor filing of formal charges. It may consist of counseling, providing information, or other means of support. However, incidents of sexual harassment dealt with in this manner will be documented to determine whether patterns of sexual harassment are present.

The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 8 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.

- (c) If the case or situation requires resort to formal charge of sexual harassment, the procedure set out in Annex "A", together with the definition of penalties therein, shall be complied with.

**Section 7. Responsible Officials.** – (a) Under the general supervision of the President of the University, Chancellors shall be directly responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

**Section 8. Sexual Harassment Office.**

- (a) A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows:
- (1) As Chairperson on a rotating basis, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Administration, the Vice-Chancellor for Student Affairs and other Vice-Chancellor, or equivalent officials: Provided, however, that the Vice-Chancellor for Academic Affairs, or equivalent official, shall, under the direction of the Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;
  - (2) One representative each from the faculty, employees and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of two-years each;
  - (3) The Director of the Women's Studies Center, or Chairperson of the Women's Desk of the Chancellor's Office; and
  - (4) The Coordinator of the Office, who shall be a non-voting member.
- (b) The Office shall:
- (1) Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture.
  - (2) Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
  - (3) Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
  - (4) In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in Annex "A" hereof.
- (c) The Coordinator shall be appointed by the Chancellor to serve on full-time basis for a term of three years, which may be renewed. He or she shall be the executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and the Chancellor involving sexual harassment cases.
- (d) The Office shall every year constitute a pool of such number of students, faculty members, and officers or employees as may be necessary, from which shall be drawn the members of a Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, regulations, and procedures concerning sexual harassment.

- (e) Within sixty days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the Office and shall by appropriate public notice inform the academic community of the date it becomes thereby operational.

**Section 9. Annual Report.** – The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis the implementation of the University policy, rules and regulations contained herein, together with his recommendations.

**Section 10. Effectivity.** – These Rules and Regulations shall take effect seven days from the publication in the Philippine Collegian or its counterpart University student publication of the autonomous university.\*

### Annex “A”

#### FORMAL PROCEDURES FOR SEXUAL HARASSMENT CASES

##### 1. Complaint

- 1.1 A formal complaint requires that the complainant be willing to identify the respondent so that a thorough investigation and hearing of the charge shall be conducted. A formal charge of sexual harassment will be filed only on a subscribed sworn complaint. Complaint procedures must conform to the principles of due process.
- 1.2 The complainant shall file a written complaint with the Sexual Harassment Office which shall, upon receipt of the complaint, determine whether probable cause exists before giving due course to the complaint. Upon finding of probable cause, a Hearing Committee shall be constituted with members drawn from a pool as established under Section 8(d) of the Rules and Regulations.
- 1.3 The complaint shall forthwith be referred to the Committee.
- 1.4 No particular form is required for the complaint, but it must be in writing, signed and sworn to by the complainant. It must contain the following:
  - (1) the full name and address of the complainant;
  - (2) the full name and address of the respondent;
  - (3) a specification of the charge or charges;
  - (4) a brief statement of the relevant and material facts;Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations in the complaint.
- 1.5 In support of the complaint, the complainant may submit any evidence he or she has, including affidavits of witnesses, if any, together with the complaint.
- 1.6 A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.
- 1.7 The Committee shall notify the respondent in writing of the sexual harassment charge.

##### 2. Answer

- 2.1 Unless a different period is indicated in the notice issued by the Committee, the respondent shall be given not less than seventy-two hours after receipt of the complaint to answer the charges.
- 2.2 The answer shall be in writing, signed and sworn to by the respondent, and copy furnished the complainant. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.
- 2.3 The respondent shall indicate in his answer whether or not he elects a formal

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\* Published in the Philippine Collegian, 18 August 1988

investigation.

- 2.4 In support of the answer, the respondent shall submit any evidence he or she has, including affidavits of witnesses, if any, together with the answer.
- 2.5 Unless otherwise directed by the Committee, failure of the respondent to file an answer or to appear in the investigation shall be construed as a waiver to present evidence in his or her behalf.

### **3. Hearing**

- 3.1 After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply, if any, and shall as far as possible conclude the hearing or investigation within thirty (30) days from the filing of the charges.
- 3.2 The Committee shall prepare a report within fifteen days after the conclusion of the investigation or hearing and submit the report and its recommendations to the Sexual Harassment Office.

### **4. Preventive Suspension**

- 4.1 On the recommendation of the Sexual Harassment Office, the Chancellor may suspend any subordinate officer, faculty member or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from the service.
- 4.2 If the case against the officer, faculty member or employee under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension, respondent shall be automatically reinstated in the service: *Provided*; That if the delay in the disposition of the case is due to the fault, negligence or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

### **5. Decision**

- 5.1 Within fifteen (15) days from receipt of the Committee report and recommendation, the Chancellor shall render the decision.
- 5.2 The decision of the Chancellor shall be final and executory ten (10) days after the receipt of the copy thereof by the parties.
- 5.3 Any appeal of the decision shall be filed in accordance with the University rules and regulations regarding administrative cases.

### **6. Penalties**

Sexual harassment is punishable as follows:

- 6.1 As Simple Misconduct
  - First offense:* Suspension for one (1) month and one (1) day to six (6) months.
  - Second offense:* Suspension for one (1) year.
  - Third offense:* Dismissal.
- 6.2 As Conduct Prejudicial to the Best Interest of the Service or Disgraceful and Immoral Conduct
  - First offense:* Suspension for six (6) months and one (1) day to one (1) year.
  - Second offense:* Dismissal.
- 6.3 As Grave Misconduct
  - First offense:* Dismissal and permanent disqualification from government employment within the University System.
- 6.4 A student found guilty of simple misconduct involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than thirty (30) calendar days, provided that should the student be found guilty for the third time, the penalty shall be expulsion. Grave misconduct involving sexual harassment shall be punishable by expulsion.

13 September 2007

TO: All Chancellors of Constituent Universities

RE: **Posting of the University's Notice to the Public on Trademark Licensing**

Please help us disseminate the University's policy on Trademark Licensing by posting the attached Notice to the Public in conspicuous places in your campuses. This Notice has been referred to you earlier for your comment and approval.

We would appreciate your cooperation and immediate action on this matter.

**RUPERTO P. ALONZO (Sgd)**

Vice President for Development  
And Chair, IPR Management Committee

### **NOTICE TO THE PUBLIC**

NOTICE IS HEREBY GIVEN THAT THE MANUFACTURE, SALE, OR DISTRIBUTION OF GOODS AND MERCHANDISE BEARING THE NAME, SYMBOLS, AND LOGOS OF THE UNIVERSITY OF THE PHILIPPINES (U.P.) WITHOUT PROPER LICENSING AGREEMENT WITH OR CONSENT FROM U.P. IS A VIOLATION OF R.A. 8293 OR THE INTELLECTUAL PROPERTY CODE AND RELATED LAWS, RULES AND REGULATIONS.

THE PUBLIC IS WARNED THAT U.P. SHALL INSTITUTE ALL POSSIBLE CRIMINAL, CIVIL, AND ADMINISTRATIVE ACTIONS AGAINST ANY PERSON OR ESTABLISHMENT MANUFACTURING, SELLING, OR DISTRIBUTING ANY UNAUTHORIZED GOODS AND MERCHANDISE BEARING THE NAME, SYMBOLS, AND LOGOS OF U.P. OR ANY MARK, SYMBOL, OR NAME CONFUSINGLY SIMILAR TO THOSE OF U.P.

PLEASE REPORT ANY UNAUTHORIZED MANUFACTURE, SALE, OR DISTRIBUTION OF GOODS AND MERCHANDISE BEARING THE NAME, SYMBOLS, AND LOGOS OF U.P. OR ANY MARK, SYMBOLS OR NAME CONFUSINGLY SIMILAR TO THOSE OF U.P. TO:

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT  
ATTENTION: TECHNOLOGY LICENSING OFFICE  
3RD FLOOR, QUEZON HALL  
UNIVERSITY OF THE PHILIPPINES  
DILIMAN, QUEZON CITY 1101  
TELEFAX NO. 9282888

FOR INFORMATION ON HOW TO ENTER INTO A LICENSING AGREEMENT WITH U.P. ON THE USE OF THE U.P. NAME, SYMBOLS, AND LOGOS, PLEASE GET IN TOUCH WITH THE U.P. TECHNOLOGY LICENSING OFFICE AT THE ABOVE ADDRESS.

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## LAWS PERTINENT TO STUDENTS

### **REPUBLIC ACT 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES**

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

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

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

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

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
2. The above acts would impair the employee's rights or privileges under existing labor laws; or
3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

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

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender.
3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

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

(a) Promulgate appropriate rules and regulations in consultation with and jointly

approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

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

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

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

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

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

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

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

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

**SECTION 7. Penalties** – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten Thousand pesos (P 10,000.00) nor more than Twenty Thousand pesos (P 20,000.00), or both such fine and imprisonment at the discretion of the court.

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

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

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

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

[This Act which is a consolidation of House Bill No. 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.]

Approved, February 14, 1995

### **REPUBLIC ACT NO. 7079**

### **AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

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

**SECTION 1. Title** – *This Act shall be known and referred to as the “Campus Journalism Act of 1991.”*

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

**SECTION 3. Definition of Terms.**

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 11. Appropriations** – For the initial year of implementation, the sum of Five million pesos ( P 5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

Approved, July 5, 1991

**REPUBLIC ACT NO. 8049**  
**AN ACT REGULATING HAZING AND OTHER FORMS OF**  
**INITIATION RITES IN FRATERNITIES, SORORITIES, AND**  
**ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR**

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

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

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

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

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

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

- a) The penalty of reclusion perpetua if death, rape, sodomy or mutilation results therefrom.
- b) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c) The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
- d) The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed, or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he has habitually engaged for a period of more than ninety (90) days.
- e) The penalty of prison mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.

- f) *The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.*
- g) *The penalty of prison mayor in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.*
- h) *The penalty of prison correccional in its maximum period if in consequence of the hazing the victim shall have sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.*

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

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

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

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

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

*The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser which is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.*

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

*Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong ....*

*This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.*

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

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

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

**JOSE DE VENECIA, JR. (sgd)**

*Speaker of the House of Representatives*

**EDGARDO J. ANGARA (sgd)**

*President of the Senate*

*This Act, which is a consolidation of Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1995.*

**CAMILO L. SABIO (sgd)**

*Secretary General*

*House of Representatives*

**EDGARDO E. TUMANGAN (sgd)**

*Secretary of the Senate*

*House of Representatives*

*Approved: June 7, 1995*

**FIDEL V. RAMOS (sgd)**

*President of the Philippines*

### **UNIVERSITY GUIDELINES**

#### **CONDITIONS ON THE USE OF THE DILIMAN UNIVERSITY PREMISES FOR SPONSORED SPORTS EVENTS COMPETITIVE OR OTHERWISE, OR ANY OTHER SIMILAR EVENTS OR ACTIVITIES**

*AO #96-16 January 31, 1996 Office of the Chancellor*

Before any of the streets, facilities, equipment and premises of the U.P. Diliman are used for any sports event, competitive or otherwise, or any other similar event or activity, that is not sponsored by the University itself but by any of its colleges, institutes, departments and students organizations or associations in their separate and individual capacity or by entities outside the university, prior approval by the Vice-Chancellor for Community Affairs must be obtained by the sponsoring entity. The sponsoring entity is also obliged to require the participants of the competition, celebration, seminar or other activity to sign a waiver. The signing of waiver shall be required whether the participants are members of the U.P. community or third persons or outsiders. For this purpose, the third persons or third persons or outsiders shall be defined as those persons who are not officials, faculty members, administrative personnel, staff, employees, or currently enrolled students, of the University.

#### **POLICY ON THE USE OF MAIN THOROUGHFARES OF THE UP DILIMAN CAMPUS**

*OVCCA Memo No. 95-181 August 11, 1995*

All requests for the use of University roads requiring the closure of main thoroughfares or any portion thereof shall henceforth be disallowed. The term "main thoroughfares" includes the entire Academic Oval and all roads covered by public utility vehicle routes. This however, does not include official University activities such as the traditional Lantern Parade, commencement exercises, and the like.

#### **USE OF THE SUNKEN GARDEN**

*OVCCA Memo No. 96-046 March 15, 1996*

The Chancellor's Executive Staff decided to disallow the use of Sunken Garden for programs and activities which disturb the academic atmosphere of the campus such as those that require the use of big sound system and /or fence. The decision was made in response to many complaints received by the Office of the Chancellor regarding the noise and unsightly temporary improvements that characterize such activities. Aside from being eyesores, temporary fences require the excavation of numerous holes in the ground. The use of heavy equipment in the transport of props and the great volume of audiences of these program also result in the destruction of vegetation in the area.

### **REGULATING THE USE OF U.P. DILIMAN FACILITIES FOR RELIGIOUS ACTIVITIES**

A.O. No. 94-123 September 19, 1994

*Office of the Chancellor*

No religious services, masses, rites or other such collective religious activities may be conducted inside academic and office buildings, dormitories and hostels, and other facilities of UP Diliman except under the following conditions:

1. The dean (in the case of buildings within the administrative supervision of a college) or the Chancellor (in case of all other buildings of UP Diliman) grants the collective religious activity an official written permit for a very special occasion on highly justifiable grounds and on case to case basis;
2. The collective religious activity shall be held only within a specific area of the building which shall be enclosed or secluded, as much as possible, and which shall be set aside by the dean or the Chancellor, as the case may be, subject to the availability of space for such purpose within the building;
3. Any such specific area, designated by the dean or the Chancellor as a venue for occasional religious activities, shall be open to both religious and non religious groups, without discrimination, and shall not be used exclusively by any one group, nor labeled as the venue or center of any group's activities;
4. Any such specific area shall be available on a single-use arrangement and a first come/first served basis, subject to prior reservation with the office of the dean or of the unit head, advance payment of the prescribed rental fees, and compliance with the rules and regulations on the use of the specific area;
5. Any such specific area, which happens to be adjacent to a classroom or office, shall not be used for religious and other extracurricular activities during class or office hours in order to avoid the disturbance of academic and administrative activities; and
6. Corridors, passageways, hallways, lobbies, atria, and other such common public areas of buildings shall not be used as venues for collective religious activities so as to prevent the latter from obstructing the free flow of people within the building or chafing other people's sensibilities.

All deans, managers of dormitories and hostels and heads of other units are hereby directed to determine if a secluded or enclosed area within their buildings is available for nonexclusive use by a religious and other nonreligious groups.

### **GUIDELINES ON FILMSHOOTING ACTIVITIES AT UP DILIMAN**

#### **A. Requests**

1. Requests for filmshooting activities shall be addressed to the OVCCA.
2. Requests for filmshooting activities within the buildings or within the premises of a unit shall be subject to the prior consent of the head of unit concerned.
3. Requests should be submitted at least one week before the scheduled activity. Requests submitted less than one week before the scheduled activity will not be entertained.
4. Requests should contain the following information:
  - a. Specific date

- b. Specific time and approximate duration of filmshooting
- c. Specific area(s) to be used
- d. Number of personnel involved
- e. Brief description of the scenes to be taken

### **B. Prohibitions**

1. Filmshooting in the Arboretum, in the vicinity of Quezon Hall and in residences inside the UP Diliman Campus is prohibited.
2. No violent scenes such as the use of explosives and guns, kidnapping, rape scenes and the like shall be allowed.
3. No filmshooting will be allowed on weekdays from 7:00 a.m. to 7:00 p.m.

### **C. Fees**

1. The requesting party shall be charged for the use of the university grounds according to the schedule of fees as indicated in EO No. 181 dated 10 January 1991 from the Office of the University President.
2. The requesting party shall also be required to pay for the services of the police and the utility personnel to be assigned by the OVCCA. The assignment of personnel and the fees for personnel services shall be subject to the GUIDELINES FOR ASSIGNMENT OF POLICE PERSONNEL / UTILITY WORKERS AND SCHEDULE OF FEES FOR PERSONNEL SERVICES.
3. A P 5,000.00 refundable deposit will be requested for the filmshootings in the lagoon or other areas with plants. The appropriate amount for any damage to vegetation as determined by the OVCCA will be deducted from the deposit.

## **RULES ON PUTTING UP OF STREAMERS AND OTHER PROMOTIONAL MATERIALS AT THE UNIVERSITY AVENUE**

*OVCCA Memo No. 97-119 June 17, 1997*

- 1) No promotional materials, whether streamers, banners, posters, etc. should be displayed inside the campus without prior written approval of the OVCCA.
- 2) Installation of billboards and similar promotional materials is prohibited.
- 3) No streamers/banners should be hung anywhere in the campus, except at designated areas at the corner of Jacinto Street & University Avenue and in front of Vinzons Hall;
- 4) No promotional materials like posters, flaglets, buntings and the like should be posted or hung from street signs or any other place for that matter. Instead, bulletin boards at waiting sheds should be used for this purpose;
- 5) The hanging of streamers/banners will be regulated and all these will be removed by our Campus Maintenance Office personnel, according to the approved time frame for their display;
- 6) Our police personnel will preempt any unauthorized attempt to hang streamers or post any promotional materials on non-designated areas. All promotional materials in the possession of apprehended persons will be confiscated and violators dealt with accordingly.

OVCCA Memo No.008-98, 5 February 1998

- 1) No promotional materials, whether streamers, banners, posters, etc. should be posted/ displayed without the prior approval of the OVCCA;
- 2) Size of streamer should only be 3 ft. x 9 ft. to accommodate as many requests as possible;
- 3) It should have holes (eyelets) in four corners for easy installation;
- 4) It should be perforated to avoid damage/.tearing of streamer when blown by strong wind;
- 5) Request for installation should be forwarded to the Building Maintenance, Campus Maintenance Office three days before the required time for proper scheduling;
- 6) Only personnel of the Building Maintenance Division, Campus Maintenance Office are authorized to install streamers and to remove the same according to the approved timeframe for their display.

### **BAN ON MOTORCADES**

Memo Blg. 94-15 February 11, 1994

Office of the Vice-Chancellor for Student Affairs

*Ipinaalam ko po sa lahat ng mga Dekano at kinaukulan na napagpasyahan ng U.P. Diliman Executive Committee sa pulong noong Pebrero 9, 1994 naipagbawal ang motorcade sa U.P. Diliman kampus upang maiwasan ang paggagambala sa mga klase.*

### **MORATORIUM ON FOOD SALE**

Memorandum No. SSC- 09-029, June 15, 2009

Office of the Chancellor

FOR : Student Organizations

SUBJECT : Moratorium on Food Sale

Due to the health risks and sanitation problems that may be brought about by food sale activities sponsored by various organizations for fund- raising, the conduct of such activities is hereby temporarily suspended. The Business Concessions Office and the Food Service Regulatory Committee shall be directed to conduct study on the safety and health impact of such food sales activities.

Meanwhile, student organizations are enjoined to explore other creative means of fund raising.

For your compliance.

Sgd  
SERGIO S. CAO  
Chancellor

**ROSTER OF ADMINISTRATORS OF STUDENT AFFAIRS**

**DEAN OF STUDENT AFFAIRS**

Dr. Arturo Guerero  
1959-63

Dr. Crisolito Pascual  
1963-69

Dr. Abraham Felipe  
1969-70

Prof. Armando J. Malay  
1970-77

Prof. Oscar L. Evangelista  
1978-83

**VICE CHANCELLORS FOR STUDENT AFFAIRS**

Prof. Luis D. Beltran  
April 18-July 15, 1985

[OIC's Oscar L. Evangelista & Cristy Hernandez]  
July 16, 1985 – February 28, 1986

Prof. Salvador T. Carlota  
March 1, 1986-December 31, 1989

Dr. Olivia C. Caoli  
January 1, 1990-August 31, 1992

Dr. Leticia Peñano-Ho  
September 1, 1992- November 30, 1993

Dr. Rosario Torres-Yu  
December 1, 1993-October 31, 1996

Dr. Barbara Wong-Fernandez  
November 1, 1996 – October 31, 1999

Prof. Ma. Theresa M. Jazmines  
November 1, 1999 – May 31, 2005

Dr. Elizabeth L. Enriquez  
June 1, 2005 -*present*

### UNIVERSITY HEALTH SERVICE DIRECTOR

Dr. Alberto Tupas

1930 - 1933

Dr. Jose V. delos Santos

1933 - 1947

Dr. Tomas M. Gan

1947 - 1950

Dr. Victor Valenzuela

1950 - 1951

Dr. David Garcia

1951

Dr. Josefina R. Ayuyao

1951 - 1971

Dr. Nestor M. Santiago

1971 - 1980

Dr. Alejandro de Leon

1981 - 1984

Dr. Juana G. Cruz

May 1, 1985 – February 28, 1986 *(OIC)*

March 1, 1986 – June 30, 1990

Dr. Hector L. Edrosa

July 1, 1990 – November 30, 1996

Dr. Maximo D. Saenz

July 1, 1993 – November 30, 1996

Dr. Marcia E. Macaliniao

December 1, 1996 – October 2005

Dr. Olga M. Formoso

November 2005 - May 6, 2006 *(OIC)*

Dr. Claro R. Baluis

May 7, 2006 - January 31, 2007 *(OIC)*

Dr. Melendre V. Araos

February 1, 2007 - October 12, 2009

Dr. Claro R. Baluis

October 13, 2009 - *present*

**OFFICE OF SCHOLARSHIPS AND STUDENT SERVICES CHIEF**

Dr. Bella M. Villanueva

December 1, 1969 – September 2008

Jocelyn N. Aberin

September 15, 2008 - February 28, 2009 (OIC)

Dr. Christine C. Hernandez

March 1, 2009 - present (OIC)

**STUDENT DISCIPLINARY TRIBUNAL CHAIR**

Atty. Andres I. Fernandez

November 1976 - October 1981

Atty. Fedor E. Santos

November 1981 – June 1993

Atty. Vyva Victoria M. Aguirre

August 1993 – August 1996

Atty. Dan Reynald R. Magat

November 1996 – June 2006

Atty Jonathan P. Sale

July 2006- present

**UNIVERSITY FOOD SERVICES SUPERVISOR**

Ms. Adela C. Fernando

1948 – April 1959

Mrs. Teresita S. Binaday

May 1959 – December 1978

Ms. Editha B. Bachoco

January 1979 – June 1987

Mrs. Teresita S. Binaday

July 1987 – December 1987

Ms. Thelma C. Castillejos

January 1988 – December 1994

Mrs. Elenita A. de Guzman

January 1995 – October 1997 (OIC)

Ms. Thelma C. Castillejos

November 1997 - December 2005

Ms. Lillie C. Rivera

January 2006 - present

**OFFICE OF COUNSELING AND GUIDANCE DIRECTOR**

Dr. Esperanza Limcaco

1956 – 1983

Dr. Lilia A. Torres

1983 – 1991

Dr. Ligaya de Guzman

1991 – 1993

Dr. Lilia A. Torres

1993 – 1996

Dr. Benedicta O. Lascano

1996 - 2002

Dr. Oscar M. Gomez

January 2003 - December 2005

Dr. Rosalinda C. de Mesa

January - December 2006

Prof. Antonietta S. Rosel

January 2007 - December 2009

Dr. Ma. Lyra C. del Castillo

January 2010 - *present*

**OFFICE OF STUDENT ACTIVITIES COORDINATOR**

Dr. Rosalinda de Mesa

1994 - 1996

Alma G. Tirona

1997 - 2000

Dr. Rosalinda C. de Mesa

2001 - 2005

Dr. Belina Cuevas

January - December 2006

Dr. Oscar P. Ferrer

February 2007 - *present*

**OFFICE OF STUDENT HOUSING COLLEGE BUSINESS MANAGER**

Quintin R. Resurrecion

January 1, 1990 - December 30, 1990 *(OIC)*

January 1, 1991- July 30, 1998

Dr. Aida Asprec

August 3, 1998 - May 14, 1999 *(OIC)*

Alma Yadao

May 17, 1999 - December 31, 1999 *(OIC)*

Quintin Resurrecion

January 2000 - January 31, 2007

Dr. Ruby G. Alcantara

February 1, 2007 - May 31, 2010 *(OIC)*

**DILIMAN LEARNING RESOURCE CENTER DIRECTOR**

Mildred S. Ganaden

1997 - May 31, 2000

Dr. Lydia R. Arcellana

June 1, 2000 - December 31, 2004

Prof. Eligia Clemente

January 1- February 28, 2005 *(OIC)*

Dr. Andre S. Publico

March 1, 2005 - December 31, 2006

Prof. Eligia Clemente

January 1- 31, 2007 *(OIC)*

Prof. Ma.I Vanessa Lusung-Oyzon

February 1, 2007 - *present*

**DOST CORE GROUP DIRECTOR**

Dr. Barbara Wong-Fernandez

1997 - 2000

Prof. Gerardo F. Parco

2000 - 2005

Prof. Eligia Clemente

2005 - *present*

## UNIVERSITY OF THE PHILIPPINES STUDENT COUNCIL (Founded 1924)

### ***ROSTER OF COUNCIL CHAIRPERSONS\****

1925-26	Eduardo R. Alvarado	1966-67	Enrique Voltaire Garcia II
1926-27	Juan Chuidian	1967-68	Delfin Lazaro
1927-28	Ramon Nolasco	1968-69	Antonio Pastelero
1928-29	Lorenzo Sumulong	1969-70	Fernando Barican
1929-30	Gregorio Lantin	1970-71	Ericson M. Baculinao
1930-31	Enrique J. Corpus	1971-72	Manuel L. Ortega
1931-32	Manuel Sevilla	1972	Jaime G. Tan
1932-33	Wenceslao Q. Vinzons	1980-81	Maria Lourdes C. Mangahas
1933-34	1. Ramon Enriquez 2. Alberto Leynes	1981-82	Jose Fernando Alcantara
1934-35	Avelino Pascual	1982-83	Jesse John Gimenez
1935-36	1. Potenciano Ilusorio 2. Jose B. Laurel, Jr.	1983-84	Leandro Alejandro
1936-37	S. Angeles	1984-85	Maria Lourdes Almazan
1937-38	Roberto S. Benedicto	1985-86	Jose Luis Martin Gascon
1938-39	Sotero Laurel	1986-87	Francis Pangillinan
1939-40	Florante Roque	1987-88	David Celdran
1940-41	Hermogenes Concepcion, Jr.	1988-89	Gonzalo Bongolan
1941-42	Antonio Azores	1989-90	Amante Jimenez, Jr.
1943	Quintin Gomez	1990-91	Rex Varona
1944	Troadio T. Quiazon, Jr.	1991-92	Angelo A. Jimenez
1946-47	Troadio T. Quiazon, Jr.	1992-93	Rhoneil Fajardo
1947-48	Delfin Villanueva	1993-94	Teddy Rigoroso
1948-49	Emilio Espinosa, Jr.	1994-95	Paul Roderick Ismael
1949-50	Antonio M. Meer	1995-96	Oliver San Antonio
1950-51	Teodoro Padilla	1996-97	Ibarra Gutierrez
1951-52	Marcelo B. Fernan	1997-98	Percival V. Cendaña
1952-53	Rafael M. Salas	1998-99	Giancarlo Sambalido
1953-54	Jose Palanca, Jr.	1999-2000	Ma. Cielo D. Magno
1954-55	Elias B. Lopez	2000-01	Raymond Palatino
1955-56	Fernando C. Campos	2001-02	Nova Z. Navo
1956-57	Fernando A. Laguna	2002-03	Rommel A. Romato
		2003-04	J. Paul Manzanilla
		2004-05	Kristian R. Ablan
		2005-06	Marco Dominic De los Reyes
		2006-07	Juan Paolo Alfonso
		2007-08	Shahana Abdulwahid E.
		2008-09	Herminio Bagro III
		2009-10	Titus CK Tan
		2010-11	Rainier Astin R. Sindayen
		<b>2011-12</b>	<b>Jemimah Grace Garcia</b>

#### **U.P. Student Union**

1961-62	Enrique Voltaire Garcia II
1962-63	Eric O. de Guia

#### **U.P. Student Council**

1963-64	Leonardo A. Quisumbing
1964-65	Benjamin N. Muego
1965-66	Tristan A. Catindig

\* Sources: Alfonso, Oscar Ed. (1985). UP: The First 75 Years (1908-1983). A Diamond Jubilee Publication, UP Press  
**Student Guide 1998**

### **EDITORS OF UNIVERSITY STUDENT PUBLICATIONS \***

## COLLEGE FOLIO

Victoriano Yamzon  
*October 1910 – April 1911*  
 Maximo Kalaw  
*August & October 1911*  
 Andres Rañola  
*December 1911 – April 1912*  
 Proceso E. Sebastian  
*August & October 1912*  
 Fernando Maramag  
*November 1912 – April 1913*

## VARSITY NEWS

1917-19 Carlos P. Romulo  
 1919-20 Vicente N. Villamorel  
 1921-22 Juan S. Reyes  
 1922-23 Narciso Ramos

## PHILIPPINE COLLEGIAN

1922-23 1. Jose Delgado  
 2. Paulino Ybañez  
 1923-24 Francisco Capistrano  
 1924-25 Rafael Dinglasan  
 1925-26 1. Francisco Icasiano  
 2. Cipriano D. Cid  
 1926-27 Celedonio P. Gloria  
 1927-28 Jacinto C. Borja  
 1928-29 1. Fortunato de Leon  
 2. Francisco Icasiano  
 1929-30 Teodoro Evangelista  
 1930-31 Emerito Ramos  
 1931-32 Wenceslao Q. Vinzon  
 1932-33 Ambrosio Padilla  
 1933-34 Arturo M. Tolentino  
 1934-35 Armando J. Malay  
 1935-36 Fred Ruiz Castro  
 1936-37 1. Sinai C. Hamada  
 2. Carlos Faustino  
 1937-38 Romeo S. Busuego  
 1938-39 Alexander Sycip  
 1939-40 Renato Constantino  
 1940-41 Angel G. Baking  
 1941-42 Delfin Garcia  
 1942-43 Quintin Gomez  
 1943-44 none  
 1944-45 none  
 1945-46 Troadio T. Quiazon, Jr.  
 1946-47 Juan M. Hagad  
 1947-48 Mariano V. Ampil, Jr.  
 1948-49 Leandro B. Perez  
 1949-50 Augusto Caesar Espiritu

1950-51 Elmer A. Ordoñez  
 1951-52 Francisco Villanueva  
 1952-53 Ignacio Debuque  
 1953-54 Crispulo J. Icban, Jr.  
 1954-55 Luis Q.U. Uranza, Jr.  
 1955-56 Sabino Padilla, Jr.  
 1956-57 Jose H. Y. Masakayan  
 1957-58 Homobono A. Adaza  
 1958-59 1. Caesar I. Agnir  
 2. Pacifico Agabin  
*(Acting Ed)*  
 1959-60 Andres Gatmaitan  
 1960-61 Angel Sto. Tomas  
 1961-62 1. Leandro Quisumbing  
 2. Luis V. Teodoro, Jr.  
 1962-63 Angelito Imperio  
 1963-64 Tristan Catindig  
 1964-65 Salvador T. Carlota  
 1965-66 1. Enrique Voltaire Garcia II  
 2. Ancheta K. Tan  
 1966-67 Agustin V. Que  
 1967-68 1. Agustin V. Que  
 2. Jaime J. Yambao  
 3. Temario Rivera  
 1968-69 1. Nelson A. Navarro  
 2. Miriam P. Defensor  
 1969-70 Victor H. Madarang  
 1970-71 1. Ernesto M. Valencia  
 2. Antonio S. Tagamolila  
 1971-72 1. Reynaldo B. Vea  
 2. Eduardo T. Gonzales  
 3. Teodoro D. Yabut, Jr.  
 1972-73 Oscar G. Yabes  
 1973-74 Oscar G. Yabes  
 1974-75 Emmanuel F. Esguerra  
 1975-76 1. Diwa C. Ginigundo  
 2. Abraham P. Sarmiento, Jr.  
 1976-77 Cosme D. Rosell  
 1977-78 Alexander J. Poblador  
 1978-79 Diwata A. Reyes  
 1979-80 Ma. Lourdes C. Mangahas  
 1980-81 Roberto Z. Coloma  
 1981-82 Roan I. Libarios  
 1982-83 Napoleon J. Poblador  
 1983-84 Raphael Perpetuo M. Lotilla  
 1984-85 Benjamin I. Pimentel, Jr.

\* Sources: Teodoro, Luis V. (1996). The Collegian Tradition. University of the Philippines  
 Alfonso, Oscar Ed. (1985). UP: The First 75 Years (1908-1983). A Diamond Jubilee Publication,  
 UP Press  
**Student Guide 1998**

1987-88	Ma. Christina A. Godinez	2000-01	Herbert V. Ducena
1988-89	Jude H. Esguerra III	2001-02	Duke Bajenting
1989-90	Ruben Carranza	2002-03	Ellaine Beronio
1990-91	Francis Ronald R. Perez	2003-04	Sherwin Mapanoo
1991-92	Alexander Pabico	2004-05	Jayson Fajarda
1992-93	Pablo John Garcia, Jr.	2005-06	Juan Paolo Colet
1993-94	Bernard Cobarrubias	2006-07	Karl Castro
1994-95	Michael John C. Ac-ac	2007-08	Jerrie M. Abella
1995-96	Ibarra Gutierrez	2008-09	Larissa Mae Suarez
1996-97	Voltaire Veneracion	2009-10	Om Narayan Velasco
1997-98	Lourdes Gordolan	2010-11	Pauline Gidget R. Estrella
1998-99	Jeanie Rose A. Bacong	<b>2011-12</b>	<b>Marjohara Tuca</b>
1999-2000	Seymour Sanchez		