

Dear Students:

Welcome to the University of Mindanao!

It is the aim of this Student Handbook to guide you in your academic journey in the university. It is your handy toolkit and pocket reference to help you navigate in the campus. We hope that you will internalize all the information provided for you, and be duty-bound in following the instructions herein for your own welfare.



The University of Mindanao underwent major reforms in the past 2 decades. Parts of these reforms are the repackaging and re- articulation of the university's altruistic philosophy of open and transformative education (polishing diamonds in the rough and rising from the ranks) as envisioned by the founding father, Atty. Guillermo E. Torres, and enshrined in the university's core values: excellence, honesty and integrity, innovation and team work. The core values are made more meaningful and operational through a package of action values: excellence with character (*magaling at matalino*); excellence through resilience (*kayod para kaya*); excellence in citizenship (*galing at gawi*); and excellence beyond school (*husaysabuhay*). For popular appreciation, when these core values cumulate and put into action, they are demonstrated in 4G – maygaling, gawi, gawa at gana. The 4G is what makes UM students and graduates distinct from the others. The 4G demonstrates the attributes of students, graduates, faculty and staff in the university. Complementing the university's core values are the university's core competencies: quality affordable open education. This is the main forte and focus of the University of Mindanao.

The philosophy of education, core values and core competencies are the foundations by which the University of Mindanao – and this Student Handbook – stands strong and firm, grounded by its historical richness and stirred by current and future opportunities in educating the youth of the country.

The Student Handbook is not just a compilation of rules and regulations; it is more importantly part of our social contract, a covenant of our strong commitment for our students of the present and future generations. May it serve as our compass for making your stay in the University of Mindanao more meaningful, methodical and manifold.

Good luck to all of you!


GUILLERMO P. TORRES, JR.
President



| TABLE OF CONTENTS | PAGE |
|---|------|
| UM President's Message | |
| TABLE OF CONTENTS | i |
| SECTION 1 GENERAL INFORMATION | 1 |
| 1.1. The University of Mindanao, A Brief History | 1 |
| 1.2. The University's Vision, Mission and Core Values | 4 |
| 1.3. Quality Policy and Objectives | 5 |
| 1.4. Philosophy of Education | 5 |
| 1.5. Core Competency | 6 |
| 1.6. The University's Logo | 7 |
| 1.7. The University of Mindanao Seal | 7 |
| SECTION 2 ACADEMIC POLICIES, PROCEDURES AND GUIDELINES | 8 |
| 2.1 Admission and Retention | 8 |
| 2.1.1 Admission Pre-Requisite | 8 |
| 2.1.2 Re-admission and Denial | 8 |
| 2.1.3 Admission Requirements | 9 |
| A. Freshmen | 9 |
| B. Transferees | 9 |
| C. Old Student/Returnee | 9 |
| D. College of Criminal Justice Education | 9 |
| E. College of Health Sciences Education | 10 |
| F. College of Legal Education | 10 |
| G. Professional Schools | 11 |
| H. Foreign Students | 17 |
| 2.1.4 Policy on Retention | 19 |
| A.1 Baccalaureate Programs Without Government Licensure Exam: | 19 |
| A.2. For Board Programs | 19 |
| A.3. College of Legal Education (Law) | 20 |
| A.4. Graduate Studies | 21 |
| 2.2 Registration and Curricular Guidelines | 21 |
| 2.2.1 Registration in a Subject | 21 |
| 2.2.2 Maximum Subject Load | 21 |
| 2.2.3 Pre-Requisite Subject Regulation | 21 |
| 2.2.4 Cross-Enrolment | 22 |
| 2.2.5 Excess Load for Graduating Students | 22 |
| 2.2.6 Adding and Dropping of Subjects | 22 |
| 2.2.7 Attendance | 23 |
| 2.3 Examination and Grading System | 23 |
| 2.3.1 Examination | 23 |
| 2.3.2 Grading System/ Student Assessment | 24 |
| 2.4 Conduct of Periodical Examination | 30 |
| 2.5 -Conduct of the final examination for Board Courses | 31 |
| 2.6 Sanctions | 33 |
| 2.7 Competency Appraisal Program | 34 |
| 2.8 Policy On Completion of Grades | 37 |



| | | |
|---|--|-----------|
| 2.9 | Academic Honors | |
| 2.10 | Graduation Requirements | |
| 2.11 | Fees and Payments/Adjustments | |
| 2.12 | Academic Privileges and Scholarship Programs | |
| 2.13 | Athletic Scholarship | |
| 2.14 | Scholarship for Um Cultural Group | |
| 2.15 | Official Functions of UM Cultural Groups | |
| 2.16 | Termination of Academic Scholarship | |
| 2.17 | UM Honors Society (2nd to 4th/ 5thYear) | |
| SECTION 3 STUDENT SERVICES | | 54 |
| 3.1. | Instructional Support Units | 54 |
| 3.1.1. | Records and Admission Center (RAC) | 54 |
| 3.1.2. | Library Services | 55 |
| 3.1.3. | Research and Publication Center | 57 |
| 3.1.4. | Mini Hotel and Hot/Cold Kitchen | 57 |
| 3.1.5. | Engineering and Science Laboratories | 57 |
| 3.1.6. | Computer Laboratory Centers | 57 |
| 3.1.7. | Audio-Visual/Learning Resource Centers | 58 |
| 3.2. | Services Support Units | 58 |
| 3.2.1. | Guidance Services and Testing Centers | 58 |
| 3.2.2. | Center for Health Services (Medical and Dental Clinic) | 58 |
| 3.2.3. | Office of the Student Affairs | 59 |
| 3.2.4. | Information and Communications Technology Center | 59 |
| 3.2.5. | Sports Center | 59 |
| 3.2.6. | Student Publication | 59 |
| 3.2.7. | Canteen | 60 |
| 3.2.8. | Bookstore Services | 60 |
| 3.3. | Extension Units | 60 |
| 3.3.1. | Community Extension Center | 60 |
| 3.3.2. | External Relations and International Affairs Office (ERIAO) | 60 |
| SECTION 4 STUDENT DEVELOPMENT AND ENGAGEMENT | | 61 |
| 4.1 | Student Organizations and Activities | 61 |
| 4.1.1 | General Policies | 61 |
| 4.1.2 | Required accreditation/re-accreditation | 62 |
| 4.1.3 | Accreditation / Re-Accreditation of Student Organizations/Clubs Specific Guidelines | |
| 4.1.4 | Conduct of Student Activities On-site/Online | |
| 4.1.5 | Formation of Student Alliance | |
| 4.2 | Student Organizations by Category | 63 |
| 4.2.1 | Academic Organizations | 63 |
| 4.2.2 | Civic Organizations | 63 |
| 4.2.3 | Religious Organizations | 63 |
| 4.2.4 | Cultural Organizations | 63 |
| 4.2.5 | Foreign Students Organization | 63 |
| 4.3 | Composition of College Student Government (CSG) | 64 |
| 4.4 | Composition of the Two (2) Councils (UM Main and Branches) | 64 |
| 4.4.1 | Council of College Student Government | 64 |
| 4.4.2 | Council of Student Organizations | 64 |
| 4.4.3 | Formation of Student Alliance | 66 |



| | | |
|-----------|--|----|
| SECTION 5 | STUDENT'S RIGHTS | 69 |
| 5.1 | Freedom of Expression and Opinion | 69 |
| 5.2 | Right to Affordable Education | 69 |
| 5.3 | Right to Information | 69 |
| 5.4 | Right to Due Process in Disciplinary Proceedings | 69 |
| 5.5 | Right Against Undue and Illegal Contribution | 69 |
| 5.6 | Right to Adequate School Facilities | 70 |
| 5.7 | Right to Join Campus Organizations | 70 |
| 5.8 | Right to Co-curricular and Extra-Curricular Activities | 70 |
| 5.9 | Right to Expression | 70 |
| 5.10 | Freedom of Religion | 70 |
| SECTION 6 | STUDENT CONDUCT AND DISCIPLINE | 71 |
| 6.1 | Decorum and Proper Conduct (OPM 18.01 Rev.4) | 71 |
| | Table 1 Sanctions/Penalties | |
| | Table 2 Offense/Violation Category | |
| | Table 3 Community Service Reference Table | |
| 6.2 | On Campus Behavior | 74 |
| 6.2.1 | Campus Cleanliness and Respect for Property | 74 |
| 6.2.2 | Students' Attire Inside the Campus | 75 |
| 6.2.3 | Policy on School ID | 75 |
| 6.2.4 | On Classroom Behavior | |
| 6.2.5 | During Convocations, Programs and Assemblies | 76 |
| 6.2.6 | Policy on "Clean As You Go (CLAYGO)" | 76 |
| 6.2.7 | Outside the Campus Behavior | |
| 6.3 | Disciplinary Measures | |
| SECTION 7 | STUDENT FORUM PROCEEDING | 78 |
| 7.0 | Policies and Guidelines | |
| 7.1 | Composition of Student Conduct Committee (SCC) | 78 |
| 7.2 | Jurisdiction of Student Conduct Committee (SCC) | 80 |
| 7.3 | Composition University Student Conduct Committee (USCC) (for UM Main) | 82 |
| 7.4 | Composition of Branch Student Conduct Committee (BSCC) (for UM Branches) | 82 |
| 7.5 | Functions | |
| 7.6 | Jurisdiction | 84 |
| 7.7 | Disciplinary Penalties | |
| 7.8 | Grounds for Disciplinary Actions and the Corresponding Punishment | 87 |
| | 7.8.1 Punishable by either Immediate Suspension, Exclusion or Expulsion | |
| | 7.8.2. Punishable by other Disciplinary Sanctions | |
| 7.9 | Requirements for Disciplinary Hearing | 87 |
| 7.10 | Guidelines | |
| 7.10.1 | In Receiving Reported Cases | 82 |
| 7.10.2 | In Filing of Complaint | 82 |
| 7.10.3 | Preliminary Inquiry | 83 |
| 7.10.4 | Disciplinary Hearing | 83 |
| 7.10.5 | Committee discretion | |
| 7.10.6 | Student Respondent's response | |
| 7.10.7 | Committee's Decision | 83 |
| 7.11 | Finality of Decision | 84 |



| | | |
|-----------|--|----|
| 7.12 | Accountability for Failure to Submit | 84 |
| 7.13 | Authority of the EXCOM | |
| 7.14 | Flow in Filing a Complaint | |
| | | |
| SECTION 8 | Conduct of Student Development and Social Awareness Programs for Students | 88 |
| 8.1 | In Conducting Programs/Activities | 88 |
| 8.1.1 | Guidelines on Drug Abuse Prevention and Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs) (CMO 18 s2018) | 88 |
| 8.1.2. | R.A. 9165, DDB No. 3 series of 2009, DDB No. 6 series of 2003, and CMO 18 series of 2018 | 88 |
| 8.1.3. | R.A. 11053 - Anti-Hazing Act of 2018 | 90 |
| 8.1.4. | Anti-Violence Against Women and Their Children Act (RA 9262) | 91 |
| 8.1.5. | R.A. 7877 An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for Other Purposes | 92 |
| 8.1.6. | HIV/AIDS Awareness (Republic ACT 8504 the Philippines AIDS Prevention and Control Act of 1998 Philippine National AIDS Council) | 93 |
| 8.1.7. | RA 9442 – An Act Amending Republic Act No. 7277, Otherwise Known As The “Magna Carta For Disabled Persons, And For Other Purposes” | 94 |
| 8.1.8 | RA 9211 An Act Regulating the Packaging, Use, Sale, Distribution And Advertisements Of Tobacco Products And For Other Purposes/ CMO 6 series of 2021 – Polic and Guidelines on Anty-Smoking and Tobacco Control | |
| 8.1.9. | RA 11313 An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor | |
| 8.1.10. | RA 7079 Campus Journalism Act of 1991 | |
| 8.1.11. | RA 7277 Magna Carta for Persons with Disabilities | |
| 8.1.12. | RA 7610 Protection against child abuse, exploitation and discrimination | |
| 8.1.13. | RA 8749 Clean Air Act of 1999 | |
| 8.1.14 | RA 9418 Volunteerism at of 2007 | |
| 8.1.15. | RA 9512 Environmental Awareness and Education Act of 2008 | |
| 8.1.16. | RA 10121 Phil. Disaster Risk Reduction and Management Act of 2010 | |
| | | |
| SECTION 9 | ACADEMIC PROGRAMS | 98 |
| 9.1 | Graduate Programs | 98 |
| 9.2 | Undergraduate Programs (Main & Branches) | 98 |



| | |
|--|-----|
| SECTION 10 UNIVERSITY OFFICIALS | 100 |
| 10.1 Board of Trustees | 100 |
| 10.2 Academic and Administrative Officers | 100 |
| 10.2.1 Academic | 100 |
| 10.2.2 Management | 101 |
| SECTION 11 APPENDICES | 102 |
| SECTION 12 EFFECTIVITY AND SEPARABILITY CLAUSE | 108 |
| UNIVERSITY HYMN/ TANGLAW KA UM | 108 |
| UM LOYALTY MARCH | 108 |
| UM VICTORY MARCH | 108 |



SECTION 1

GENERAL INFORMATION

1.1 The University of Mindanao – A Brief History



The University of Mindanao (UM) then the Mindanao Colleges (MC) was opened in Davao City to the public in July 1946. It was the first school to offer tertiary education in Southern Mindanao primarily to provide learning opportunities to the indigenous natives and pioneers of Mindanao. It is hoped that their children shall attain college education which was then a luxury only few elite families could afford.

It was a dream come true for CPA-Lawyer Guillermo E. Torres, Sr. and his friends, Engr. Brigido Valencia, Atty. Pedro Quitain, Atty. Dominador Zuño, Mr. Pedro Lat, Atty. Jesus Occeña, Dr. Manuel Babao, Mr. Nicasio Torres and Dra. Concepcion de Asis.

During its first year of operation, there were only 13 teachers with 381 students and four (4) rented rooms in Borgaily Building located at San Pedro Street.

The programs which originally operated with permits were:

- Six (6) years complete Elementary Education
- Two (2) years Secondary Education (1st & 2nd years)
- Two (2) years Elementary Teachers Certificate
- Two (2) years Associate in Commercial Sciences
- Two (2) years Associate in Arts

The first commencement exercise was held on April 23, 1948 with 30 and 50 graduating students from college and high school, respectively.

The community witnessed the expansion of Mindanao Colleges from 1949 to 1962. Branches were established to give more educational opportunities to many financially deprived students in the neighboring provinces of Davao City. These are MC Digos and MC Sta. Ana in 1949; MC Peñaplata and MC Tagum in 1950; MC Guianga, MC Tibungco and MC Panabo in 1951; MC Cotabato in 1959 and MC Bansalan in 1962.

Enrolment increased right at the main campus at Bolton Street in the heart of Davao City, which remains to be a fitting symbol of the courage and tenacity of purpose of Atty. Guillermo





E. Torres, Sr., the founder and the first President of MC.

On December 21, 1966, MC was chartered as the University of Mindanao, Inc., the first private, non-sectarian university in Mindanao. The University Charter was signed by the Honorable Pedro Parcasio, then Acting Secretary of Education.

The University status brought on new and greater responsibilities and a new image which left no space for complacency but only one decision- No turning back. Much has been said and written but more has yet to be done to continue the educational heritage envisioned by the late Guillermo E. Torres, Sr.



Today, UM in Davao City have three (3) campuses - the Main Campus along Bolton and Bonifacio Streets, the Matina - Ma-a Campus and the Technical School Campus in Sta. Ana Avenue and in Toril. The bigger Matina- Ma-a campus is turned into a learning center worthy of its vision- with separate buildings for each of the colleges, in the concept of the premier state university. The BE Building houses the College of Accounting Education and College of Engineering Education. DPT and GET Buildings, in which the former houses the College of Architecture and Fine Arts Education, College of Health Sciences Education, College of Computing Education and College of Arts and Sciences Education while the latter, GET Building, is used by the College of Criminal Justice Education and College of Teacher Education. The Professional Schools Building accommodates the seasoned learners pursuing Master's and

Doctorate degrees. The College of Hospitality Education is situated at the C.H.E. building; the Basic Education is at Elementary and High School building, and the College of Business Administration Education is at the Social Science building at the Bolton Campus.

UM continues to improve its facilities. It is committed to construct and develop state of the arts facilities and these include the air-conditioned libraries, audio-visual rooms, auditorium, mini-hotel, engineering and science laboratories, different learning resource centers, computing laboratory centers, e-learning and Interactive English language center.

Furthermore, as of July 2023, UM offers 84 academic programs. UM particularly its Professional Schools recognized by the Commission on Higher Education (CHED) as a Delivering Higher Educational Institution (DHEI) offer academic programs that include Doctor in Business Administration, Doctor of Education, Doctor in Public Administration, Doctor of Philosophy in Criminal Justice, Doctor of Philosophy in Management, Doctor of Philosophy in Applied Linguistics, Doktor ng Filosopiya sa Filipino, Doctor of Philosophy in Economics, Doctor of Philosophy in Social Development, Doctor of Philosophy in Mathematics, and Doctor of Philosophy in Educational Leadership. Also included are Master of Arts in Education (Educational Management, Teaching English, Teaching Elementary Education, Teaching Filipino, Guidance and Counseling, Teaching Mathematics, Teaching Science, Technology and Livelihood Education, Physical Education, and Teaching Social Studies), Master in Engineering (Civil, Chemical, Electrical, Electronics and Communication, Environmental, Mechanical, Waste, Water Resources), Master in Business Administration, Master in Environmental Planning, Master in Information System, Master in Information Technology, Master in



Management, Master in Public Administration, Master of Science in Accountancy, Master of Science in Agricultural Economics, Master of Science in Marketing, Master of Science in Psychology (Clinical and Industrial Psychology), Master of Science in Pure and Applied Mathematics, Master of Science in Social Work (Advanced Social Work Practice, Applied Social Practice), Master in Social Work-Direct Social Work Practice, Master of Science in Criminal Justice, Master in Library and Information Science, Master of Science in Economics, Master of Arts in Communication, Master of Science in International Tourism and Hospitality Management. All these programs are housed in the state-of-the-art PS Building with air-conditioned and auditorium-type classrooms, ICT-assisted mode of instruction, updated facilities, among others.

The delivery of quality education is a vital commitment in the University of Mindanao. This is manifested by the fact that several programs have been granted as Centers of Excellence (COE) and Centers of Development (COD) by the Commission on Higher Education: Business Administration programs, Criminology, Teacher Education programs; Accountancy, Computer Engineering, Information Technology, Electrical Engineering, and Mechanical Engineering.

Moreover, the Electrical Engineering, Computer Engineering, Mechanical Engineering, Civil Engineering, Chemical Engineering and Electronics Engineering programs have been accredited by the Philippine Technological Council (PTC), while the Computer Science and Information Technology programs are also accredited by the Philippine Computing Society-Information and Computing Accreditation Board (PICAB). Both PTC and PICAB are the country's respective platforms for international accreditations in the Washington Accord and Seoul Accord.

At the national accreditation level, the Electrical, Mechanical, and Civil Engineering, Business Administration programs, Liberal Arts programs (English Language, Communication, Political Science, Psychology), Elementary and Secondary Education programs, Computing programs (Computer Science and Information Technology), Criminology, Accountancy, together with Master of Arts in Education, and Master in Business Administration, are granted Level IV PACUCOA Certification.

Granted with Level III PACUCOA Certification are the, Architecture, Chemical, Electronics, and Computer Engineering programs, Hospitality and Tourism Management, Library and Information Science, Nursing, Social Work; Masters in International Tourism Management, Master in Public Administration, Master of Science in Criminal Justice, Master in Engineering, Master in Library Information Science, Master in Environmental Planning, Master in Social Work, Master of Sciences in Social Work, and the Doctor of Education, Doctor in Business Administration as well. UM Digos College's programs, namely: Elementary and Secondary Education, Liberal Arts, Business Administration, as well as the UM Tagum College's Liberal Arts also attained Level III PACUCOA Certification.

Moreover, PACUCOA Level II Certification is granted to Doctor of Philosophy in Criminal Justice at UM Main, and to UM Tagum College's Business Administration, Elementary and Secondary Education programs as well.

As for PACUCOA Level I Certification, this has been granted to the following programs: Entrepreneurship, Real Estate Management, Mathematics, Fine Arts, Multimedia Arts, Information Systems, Biology; Master in Management – Human Resource, Doctor in Public



Administration, Doctor of Philosophy in Management, and Doctor of Philosophy in Applied Linguistics for UM-Main, while the same is given to Criminology and HRM programs at UMTC.

In May 2023, the University of Mindanao received its Philippine Quality Award Level IV status from President Ferdinand Marcos Jr. UM is the only academic institution in the country to accomplish this feat.

The Philippine Quality Award is the country's highest recognition for an applicant organization's performance excellence and is in league with the prestigious Baldrige Performance Excellence Program in the US, and the European Foundation for Quality Management in Europe. The PQA was institutionalized through Republic Act 9013, which was signed by then President Gloria Macapagal Arroyo.

Reaching the PQA Level IV status means that an organizations has complied fully with all the requirements and standards set by the PQA, and has inculcated in their organization a culture of performance excellence. In the country, there are only three recipients of the PQA Level IV status: Unilab Pharmaceuticals, Toyota Philippines, and now, the University of Mindanao.

The accreditation efforts of UM are in keeping with its commitment to deliver quality and affordable education for the people of Mindanao and its neighboring provinces and cities.

The University is also committed to develop its human resource through the Human Resource and Development Center. It has laid a blueprint for the continuing education of its employees. The demand for the upgrading of the knowledge and skills of its faculty as well as its non-teaching staff has been met by providing full scholarship in pursuing higher studies, and the conduct of in-house and outside trainings, seminars and workshops designed to improve the delivery of quality instruction. Faculty members and administrative employees are also immersed in community extension activities.

There is no doubt that today; the University of Mindanao has more than fulfilled the ideals for which the University was founded. It will continue to do so in all the years to come with God's grace, and through the unwavering loyalty and dedication to duty, perseverance and hard work of all the men and women who have contributed to the growth and development of the University during its first 71 years and those who came and will come after them in the coming years.

UM is proud of its contribution to the socio-economic growth and development of Mindanao, and the Philippines in general.

UM vows to continue its vision, mission and values – for God, country and family.



1.2 The University's Vision, Mission, and Core Values

VISION

The University of Mindanao envisions to be a leading globally engaged university creating sustainable impact in society.

The vision is a declaration of global aspiration but without forgetting local context and responding to local needs and local requirements. In essence, it is a “glocal” vision that combines local perspectives toward global engagement.

A vision is a destination, an end-state. It is what the university wants to become in some future period. The university must state what it wants to do to achieve its vision. What one wants to do translates as the mission. For the centennial roadmap and the 4th ISP cycle, the university has re-affirmed and enhanced its mission statement:

MISSION

The University of Mindanao seeks to provide a dynamic learning environment through the highest standard of instruction, research, extension, and production in a private non- sectarian institution committed to democratizing access to education.

The mission of the university – or the condition of what the university wants to do – is aimed at achieving its vision. To further operationalize and achieve the university's mission, it is operationalized in the strategic or institutional goals through the quality policy (QP) and quality objectives (QOs).

CORE VALUES

Core values prescribe the collective attitude and character of an organization. They signify good conduct that guides all the individual and collective behavioral actions of all university administrators, academic executives, faculty, staff, and the entire studentry, even the graduates and alumni. They dictate how the university transacts with all its stakeholders, including parents and guardians, government regulators, industry collaborators, community partners, as well as all its contractors and suppliers. They likewise define the distinctive attributes of graduates and alumni, who are expected to continue to adhere to and live by these core values as good citizens of the country.

Core values help companies determine if they are on the right path in fulfilling their business goals. For the University of Mindanao, core values help in the fulfillment of vision and mission statements and organizational goals, as well as the realization of its philosophy of education – i.e., universal access to education, open admission, diamonds in the rough, and rising from the ranks – as envisioned by its founding father, Dr. Guillermo E. Torres. As part of the university's legacy, core values are properly rooted and manifested in all its academic programs and operational systems.

The University of Mindanao declares five core values as part of its strong foundation since its inception in 1946. These core values are excellence, honesty and integrity, innovation,



and teamwork.

Excellence - All stakeholders in the university are intensively and extensively oriented and trained in the virtue of excellence, which is explicitly manifested in doing more and doing better in their academics and other scholastic activities in the school. As a demonstrable outcome, this virtue is imbued as professional excellence of faculty, staff, and students who excel in their respective fields and undertaking.

Honesty and Integrity – Everyone in the university is earnestly formed in the virtues of honesty and integrity in their quest for academic and professional excellence. These virtues mold the students in propriety, trustworthiness, and uprightness – elements that shape the foundation of stronger character among the university administrators, faculty, staff, students, and graduates.

Innovation – Everybody is essentially drilled in novelty, value-adding, scrutiny and investigation, advancement, modernization, and entrepreneurial spirit as part of doing more and doing better. University administrators, faculty, staff, students, and graduates do not tire of innovating and reinventing themselves in the quest for exploring new frontiers in the field.

Teamwork – All stakeholders in the university are broadly drawn towards working together in diverse teams. Teamwork promotes good citizenship where everyone and all are imbued with coordination, collaboration, and respect as they work with others.

The integration and amalgamation of all these core values shape the distinct attributes of administrators, faculty, staff, students, and graduates of the University of Mindanao. These core values have become the hallmark and beacon since the university's founding in 1946. From thence, the University of Mindanao has become the bedrock of virtue developing character attributes through student formation.

Action Values

Action values are part of core values. They are designed to help in the articulation and operationalization of core values. Action values are simply an operational expression of core values. There are four action values resulting from amalgamating the core values: excellence in stronger character; excellence through resilience; excellence in citizenship; and excellence in lifelong learning (or excellence beyond school). To popularize the core values and action values, the 4G or G-Factor is creatively packaged for better and wider understanding. The 4G means: *May galing, gawi, gawa at gana*.

In response to a continuously changing landscape in education, these core values are made more meaningful and more adaptive by re-articulating them in a set of action values that resonate more dearly with the university's philosophy of education and VMV statements. These action values include:

Excellence in stronger character (*magaling at matino*) – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni exude the amalgamation and accumulation of all the core values. When excellence (*magaling*) is anchored on virtues (*matino*) of honesty, integrity, innovation and teamwork, it becomes excellence with stronger character. Without this foundation, excellence befalls as impunity and undesirable to society.

Excellence through resilience (*kayod para kaya*) – University administrators, academic



executives, faculty, staff, the entire studentry and the graduates/alumni are trained in overcoming obstacles and rising above difficult situation. This is resilience and flexibility to triumph (*kayod*) in pursuit of excellence (*kakayahan*).

Excellence in citizenship (*galing at gawi*) – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni develop good citizenship (*magandang gawi, magandang asal*) by inculcating innovation and teamwork which allow them to be of value to society (contribution; value-added) as an effective demonstration of excellence (*magaling*).

Excellence beyond school (*husay sa buhay*) – While schooling ends upon graduation, learning does not stop as excellence demands continuing quest and cultivation of lifelong learning (*maging mahusay sa buhay*). University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni are oriented towards education as life as they are formed and trained in education beyond school.

The core values and action values are creatively packaged and presented in a more popular catchword of 4G or the G-Factor as a set of summative student outcomes and graduate attributes: **GALING, GAWI, GAWA at GANA**. All must be present together to discover, hone and nurture the potentials of university administrators, academic executives, faculty, staff, the entire studentry, and the graduates/alumni to become the best they can be (*arête*). If one is lacking, the core values and action values are derailed, resulting in imbalance or incoherence of character formation.

May Galing – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni demonstrate excellence, brilliance, skills, competence and craft.

May Gawi – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni exhibit strong character, good conduct, good habit, propriety, attitude, reputation, resilience and the whole gamut of a desirable way of life.

May Gawa – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni show good performance, track record, innovation, contribution, outputs and value-added.

May Gana – University administrators, academic executives, faculty, staff, the entire studentry and the graduates/alumni exude drive, desire, ardour, motivation, aspiration, dedication and commitment, even stamina.



These core values, as fully expressed in action values and 4G, shape the overall gravitas – energy, soul, spirit, dignity, importance, depth, substance – of the University of Mindanao; the gravitas that cultivates and define the distinctive character of the school and all its constitutive stakeholders. This is the gravitas of character that is rooted in the university's legacy and shall the same make the university last and endure long.

1.3 Quality Policy and Objectives



For its quality assurance system in the new ISP cycle with a centennial outlook, the university adheres to this quality policy:

The University of Mindanao is committed to excellence in instruction, research, extension, and production with a global perspective through continuing improvement of the Quality Management System and meeting requirements of stakeholders.

In the service of the quality policy, six quality objectives (QOs) are laid down to serve as strategic institutional goals, to wit:

1. Achieve excellence in governance and management, instruction, research, extension, and production;
2. Provide excellent student services and alumni engagement;
3. Develop strong national and international linkages;
4. Harness a competent and engaged workforce;
5. Provide state-of-the-art facilities for a healthy and safe learning environment; and
6. Improve constantly operational efficiency and effectiveness.

1.4 Philosophy of Education

As a private higher educational institution, the University of Mindanao has a distinct philosophy guiding all its academic programs and educational services. An educational philosophy is a pedagogical belief system, a set of principles that manifest in the way of doing things, making a school stand out from the rest. All schools possess their respective philosophy of education. But each school is made more distinct and bounded through its educational philosophy. Since its inception, the University of Mindanao has adhered to this educational philosophy:

Transformative education through polishing diamonds in the rough.

The natural role of educational institutions is to provide transformative education because education is supposed to transform students from being unschooled to schooled, from being uneducated to educated, from being uninformed to informed, or from being unknowing to learned. There is a transformative education that screens learners and chooses the so-called cream of the crop. This is why some schools require admission screening or entrance examinations. But the University of Mindanao has gone further in its philosophy of education by preserving the founding fathers' vision – i.e., democratizing access to education – since the university's inception in 1946.

The university adheres to polishing diamonds in the rough as its transformative educational philosophy. Because the university adheres to an open education policy, specifically in open admission, it admits without discrimination all types of students regardless of status, class, and capacity. As the founding father's vision is democratizing access to education, the



university is cognizant of the educational philosophy's altruism as well as the attendant risks of accepting students with encumbrances or handicaps (e.g., academic risks; academic unpreparedness).

Diamonds in the rough is a metaphor referring to the original unpolished state of diamond gemstones, which, when polished, turn into high-quality jewels. It has become a figure of speech to mean hidden, untapped, and unpolished potentials, the uncut diamonds, or to persons whose good qualities are hidden by a harsh or unremarkable surface appearance; undiscovered, uncultivated character; and excellence is a work in progress.

For UM, polishing diamonds in the rough is discovering and harnessing practical intellectuals, the native talents and even cultivating rising from the ranks. For the *hoi polloi* (Gr.). Polishing diamonds in the rough is opposed to the educational philosophy of picking out the cream of the crop, the best of the best, the *c crème de la crème*, the so-called intellectual elites, for the *hoi oligoi* (Gr.).

1.5 Core Competency

The explicit articulation of core competencies is not a usual practice among schools in the Philippines. Core competencies are implicitly an assumed manifestation of a school's specialization as demonstrated in the performance of its students and graduates, as well as in the accorded public recognition of its faculty and staff. Such an assumption is a very critical organizational element as it forms part of the school's reputation. Further, the manifestation is also rooted in the declaration of core values, which are very strong among Philippine schools. This is the reason why core values and core competencies are often mixed and interchanged.

A core competency is generally defined as a competitive advantage that distinguishes one organization from others. It is a management concept that was introduced in the 1990s by the Indian management expert C. K. Prahalad (Coimbatore Krishnarao Prahalad, 1941- 2010) and American Harvard professor Gary Hamel.

While core competency is something that an organization is particularly good at, Prahalad and Hamel originally advanced the idea of applying or making good use of the 'collective learning across the corporation.' A core competency is thus a result of pooled and accumulated value of all the knowledge and skills of the people in the organization; it is a value-adding function that defines and secures the niche of the entire company. Further, Prahalad and Hamel taught that core competencies result in the development of core products, which can be further used for more products for end-users.

Core competencies also enable organizations to develop foresight and adapt to future demands. In *Competing for the Future* (1994), Prahalad and Hamel suggested company executives to "adapt to industry changes and discover ways of controlling resources that will enable the company to attain goals despite any constraints, [and that] executives should develop a point of view on which core competencies can be built for the future to revitalize the process of new business creation."

A core competency is a company's unique characteristic or capability that provides a competitive advantage in the marketplace, delivers value to customers, and contributes to



continued organizational growth. Core competencies typically comprise fundamental knowledge, ability, or expertise in a specific subject area or skill set, allow a business to reach a wide range of markets, and cannot be easily replicated by competitors.

Core competencies are the main strengths or strategic advantages of a business. Core competencies are the combination of pooled knowledge and technical capacities that allow a business to be competitive in the marketplace. Theoretically, a core competency should allow a company to expand into new markets as well as provide a significant benefit to customers. It should also be hard for competitors to imitate or replicate.

A core competency is fundamental knowledge, ability, or expertise in a specific subject area or skill set. It is the set of knowledge and skills that make organizations uniquely good for its customers. They give a company one or more competitive advantages, in creating and delivering value to its customers in its chosen field.

A core competency is a unique ability that a company acquires from its founders, or develops and that cannot be easily imitated. Core competencies are what give a company one or more competitive advantages, in creating and delivering value to its customers in its chosen field. They are also called core capabilities or distinctive competencies.

What is the difference between core values and core competencies?

Core values prescribe the collective attitude and character of an organization, while core competencies signify the pooled knowledge and skills of the people in the organization. Simply, core values denote conduct, while core competencies indicate capability. In essence, core values manifest in the core competencies. In reverse, core competencies are guided by core values.

Core values are commonly defined as the “guiding principles that dictate behavior and action; [they can] help people know what is right from wrong; they can help companies to determine if they are on the right path in fulfilling their business goals, and they create an unwavering and unchanging guide.” Further, core values consist of ethical organizational behavior that guides an organization’s internal conduct as well as its relationship with the external environment.

Core values shape the organization’s gravitas (dignity, depth, personality, character), while core competencies manifest its aristos (adroitness, dexterity, craft, knowledge, skills, capability). Core values alone without core competencies can result in mediocrity, while core competencies alone without core values can breed impunity. Either mediocrity or impunity does not bring good repute to the organization in the short and long term.

The concept of uniqueness

Similar to core values, core competencies make an organization unique and distinct from the rest. They make the organization inimitable (difficult to imitate) and unmatched (difficult to compare) with others who are in the same commerce and industry. However, core competencies may appear common or similar with many organizations, but their distinctiveness and uniqueness are properly defined and demarcated in the particular context, application, and outcome. This is the fitness of purpose brought about by the specificity of context. Many organizations belonging to similar practices (e.g., the education sector) naturally tend to claim common competency features. Still, the contextualized application (i.e., way of doing things) and its outcomes make an organization unique or distinctive in the field.



Pralahad and Hamel offered three criteria to establish sufficiency of uniqueness and distinctiveness: relevance, difficulty of imitation, and breadth of application. They defined these criteria accordingly.

- (a) Relevance – The competence must give your customer something that strongly influences him or her to choose your product or service. If it does not, then it has no effect on your competitive position and is not a core competence. *Case study: UM is chosen as the school of choice as evidenced in its consistently high student population rates compared to other schools.*
- (b) Difficulty of imitation – A core competence should be difficult to imitate. This allows you to provide products that are better than those of your competition. And because you continually work to improve these skills means that you can sustain its competitive position. *Case study: UM is the biggest and largest private HEI in the region offering the most affordable tuition while maintaining the highest possible quality standards and services.*
- (c) Breadth of application – It should be something that opens up a good number of potential markets. If it only opens up a few small, niche markets, then success in these markets will not be enough to sustain significant growth. *Case study: UM offers the most diverse academic programs catering to almost all sectors in society; it also offers the highest number of academic degrees in the region.*

Given its historical foundation and growing legacy, the University of Mindanao articulates and declares three core competencies that manifest fitness of purpose and reflect many of its ways of doing things: quality education, affordable education, and open education. These competencies can be summed up in a single declaration – **quality, affordable, and open education**.

The university's core competencies are the university's *aristos* (spirit of excellence) that is complemented and guided by its *gravitas* (substance, depth, soul, dignity) through the core values.

Quality education refers to the primary competency function of the school. It signifies academic excellence and quality education and includes all programs, activities and outcomes pertinent to academic and scholarly undertaking in the university.

Affordable education indicates flexibility and responsiveness of a business model in the service of education. As a result, the university is able to provide economically accessible and reasonably priced tuition fees and other school expenses.

Open education reflects the vision of the university's founding father to provide universal access to education without discrimination to class and capacity. It consists of all the necessary elements and skills of an enabling education that caters to a wider segment of the population and provide transformative education. This is inherent in the university's legacy and legendary vision (One Man's Vision) and educational philosophy (diamonds in the rough; rising from the ranks), with the knack for foresightedness, pre-eminence and prudence of governance.

It is important to appreciate the unique complementarity of the core competencies. When one is lacking, the rest lose their value. This is what makes the University of Mindanao inimitable, unmatched and incomparable.

Quality education without affordable and open education becomes a discriminatory and



elitist education that caters only to the rich. Affordable and open education without quality education results in a mediocre education that produces substandard and unemployable graduates. It is important to note as well that affordable and open education does not mean free education. The University of Mindanao is a private non-sectarian university that operates on a business model necessary for providing good education. It does not receive any subsidy from government or religious organizations. While students are given easy access to education, they are expected to be responsible in meeting their financial obligations of schooling.

1.6 THE UNIVERSITY'S LOGO



1.7 THE UNIVERSITY OF MINDANAO SEAL



The University of Mindanao and the year it was founded, 1946, are inscribed on top and below, respectively inside an outer circle edged with waves. The inner circle has the Latin words, "*Vincit Omnia Veritas*," meaning *Truth Conquers All*. Over it is two (2) laurel leaf branches symbolizing honor and achievement, framing a vinta on a wavy sea, whose giant sail has the initials of UM, with the horizon behind. This conveys the message "*Sail On*" or "*Move On*." In the sky above the horizon are five (5) stars representing the heavenly bodies that influence the destiny of the youth, Hope of the Fatherland.

1.7.1 Seal of Colleges in UM Main and UM Branches





SECTION 2

ACADEMIC POLICIES, PROCEDURES AND GUIDELINES

2.1 Admission and Retention

Admission to the University of Mindanao is a privilege. While the University is committed to democratizing access to quality education, it reserves the right to refuse admission to applicants or to require the withdrawal of enrolment of students when it believes that their presence in the University is inimical to the interest of the entire studentry and the realization of the objectives of the institution.

Once the student applicant is admitted to the University, he/she enter into a contractual relation with the University. He agrees to bind himself to a strict observance and compliance with all the policies, rules and regulations of the University and the law. Failure to do so empowers the University to impose the corresponding sanction in accordance with the law and/or regulations of the school. A student who qualifies for enrolment is qualified to stay for the entire period in which he is expected to complete his course except in cases of academic delinquency, violation of school rules and regulations, the closure of the school itself.

2.1.1 Admission Pre-Requisite

- A. **Senior High School Graduates** – students to be eligible for admission to a tertiary program must be graduates of a Senior High School program taken in a public or a private school having government recognition.
- B. **Transferees** – Admission will be based on the evaluation of subjects taken and passed from the last school attended.
- C. **Foreign Students** – May be admitted after compliance of all requirements determined by the Commission on Higher Education (CHED) and Bureau of Immigration (BI).

2.1.2 Re-admission and Denial

- A. The University of Mindanao with its open admission policy has the right to impose other rules and regulations for the admission of students aside from the entrance examinations.
- B. In some degrees and programs, particularly in the tertiary level, the admission of students is not only subject to the University standards, requirements and regulations, but also to the requisites imposed by law.
- C. The University has a right to determine which applicants will be accepted for enrollment. It has a right to judge the fitness of students seeking admission and re-admission. A student's failure to satisfy the academic standards set by the University shall be a legal ground for the refusal of the same to readmit him.
- D. Apart from the academic deficiency, the violation of school rules is another ground for denying a student's re-admission including his right to stay in school



until he graduates.

- E. The closure of a program of study, or the closure of the school itself would justify student's denial for re-admission. Failure to meet financial obligation to the University, disease or illness which is prejudicial to the health of the student or the health of other students, are also valid grounds to deny a student re-admission to the University.

2.1.3 Admission Requirements (OPM 7.01 Rev. 4; umindanao.edu.ph)

- A. **Freshmen** – The following credentials are requirements for enrolment:
- A.1 Original copy of the Senior High School Card(F-138A);
 - A.2 Original copy of Certificate of Rating, if ALS graduate
 - A.3 Certificate of Good Moral Character from the last school attended;
 - A.4 Photocopy of PSA Certificate of Live Birth(present original for verification)
 - A.5 Photocopy of PSA Certificate of Marriage, for married woman (present original for verification)
 - A.6 Photocopy of Certificate of Honor, if applicable (present original for verification)
 - A.7 Medical Certificate issued by UM Health Services (for medical courses)
- B. **Transferees** – A student who has earned credits from other colleges and universities of good standing may seek admission to the University provided he/she has not been expelled from previous school and provided further that he/she presents to the Admission Office the following credentials:
- B.1 Original copy of Certificate of Transfer Credentials (CTC) or Certificate of Honorable Dismissal(CHD);
 - B.2 Original copy of the Certificate of Good Moral Character
 - B.3 Informative copy of Transcript of Records (for evaluation purposes);
 - B.4 Original and Photocopy of Certificate of Live Birth (PSA) copy.
 - B.5 Original and Photocopy of Certificate of Marriage (PSA) copy, for married woman.
 - B.6 Original Medical Certificate (for Medical courses only)
 - B.7 Photocopy of Transcript of Records or scholastic record (for evaluation purposes)
 - B.8 Original copy of Certificate of Transfer Credentials (CTC) or Certificate of Honorable Dismissal(CHD);
 - B.9 Certificate of Good Moral Character from the last school attended
 - B.10 Photocopy of PSA Certificate of Live Birth (present original for verification).
 - B.11 Photocopy of PSA Certificate of Marriage, for married women (present original for verification)



B.12 Medical Certificate issued by UM Health Services (for medical courses)

Until the Granted Transcript of Records (GTR) is received, any action on the application is provisional. This becomes a permanent part of the University files.

C. **Old Students /Returnee**

C.1. Medical Certificate from UM Health Services (for medical courses)

D. **College of Legal Education (OPM 10.01 Rev.5)** – Any graduate of a baccalaureate program may be admitted to the College of Legal Education located provided that the applicant has qualified to the following requirements:

D.1 Entering Freshman

D.1.1 PhilSAT results with 55% passing rate or determined by the LEB

D.1.2 PhilSAT Exemption Certificate for the honor graduates

D.2 Transferees

D.2.1 Course taken other school may be credited, provided that he/she obtained a grade of at least passed, subject to pre requisites as prescribed in the prospectus.

D.2.2 LSQT results with 55% passing rate or determined by the LEB.

F.3 Entrance Examination

F.3.1. For Freshmen

- PhilSAT results with 55% passing rate or as determined by LEB
- Essay Exam with Satisfactory evaluation

F.3.2. For Transferees

- PhilSAT results with 55% passing rate or as determined by LEB
- Essay Exam with Satisfactory evaluation

F. 4 Interview

All applicants shall undergo and pass the interview upon completion of the admission requirements.

D.3 Documents Required for Admission

D.3.1 Transcript of Records with certificate of GWA

D.3.2 Certificate of Honorable Dismissal

D.3.3 One (1) photocopy of Birth Certificate (PSA authenticated)

D.3.4 One (1) photocopy of Marriage Certificate (NSO), for married women



- D.3.5 SO School File
- D.3.6 Certificate of Eligibility (C1) for Transferees
- D.3.7 Certificate of Good Moral Character
- D.3.8 Two (2) original copy of PhilSAT Result (copy for LEB and copy for Law School)
- D.3.9 Original copy of PhilSAT Exemption Certificate for the honor graduates

E. Professional Schools (OPM 13.01 Rev 7)

E.1 General Admission Requirements

- E.1.1 Transcript of Records
- E.1.2 Special Order - School File or Certificate of Accreditation
- E.1.3 Honorable Dismissal from the last school attended
- E.1.4 Photocopy of authenticated Birth Certificate from PSA (show original copy)
- E.1.5 Photocopy of authenticated Marriage Contract Certificate from NSO (show original copy), if applicable.
- E.1.6 Must have the Registrar's approval of enrolment based on academic evaluation.
- E.1.7 Must take the Psychological Test administered by the Guidance Services and Testing Center.
- E.1.8 Must pass the interview by the Dean and/or Program Coordinator or designated Person-In-Charge.

E.2 Admission Requirements per program

- E.2.1 Doctor of Philosophy in Management (PhD Management)
 - E.2.1.1 Graduates of management/ administration related master's degree programs (Master in Management, Master in Business Administration, Master in Business Management, Master in Public Administration); or
 - E.2.1.2 Graduates of non-management master's degree programs who are occupying management positions (Supervisory and higher) in government agencies or other organizations for at least three (3) years.
- E.2.2 Doctor of Education in Educational Management (EdD Educational Management)
 - E.2.2.1 Graduates of any Master of Arts in Education programs; or
 - E.2.2.2 Graduates of other non- education master's degree programs who are occupying management positions of educational institutions (school heads or supervisory) for at least three (3) years.



- E.2.3 Doctor in Public Administration (DPA)
- E.2.3.1 Graduates of Master in Public Administration or allied masters' degree program (Master of Arts in Political Science, Sociology, Management and Journalism/Mass Communication); or
- E.2.3.2 Graduates of management related master's degree programs who are currently occupying administrative positions in government agencies for at least three (3) years.
- E.2.4 Doctor in Business Administration (DBA)
- E.2.4.1 Graduates of any business management related master's degree programs; or
- E.2.4.2 Graduates of non-business master's degree programs that are occupying management positions in any business enterprise.
- E.2.5 Doctor of Philosophy in Criminal Justice (Ph.D CrimJustice)
- E.2.5.1 Graduates in MS Criminal Justice with specialization in Criminology; or
- E.2.5.2 Graduates of other disciplines must have completed 21 units of specialization courses in MSCJ specialization in Criminology.
- E.2.6 Doctor of Philosophy in Social Development (Ph.D SocDev)
- E.2.6.1 Graduates in Master of Science in Social Work or Master in Social Work; or
- E.2.6.2 Graduates in any master's degree programs in social sciences, health, behavioral sciences, and other related programs.
- E.2.7 Doctor of Philosophy in Educational Leadership (PhD EL)
- E.2.7.1 Graduates in any education-related master's degree; or
- E.2.7.2 Graduates of non-education master's degrees who are occupying supervisory/administrative positions in any private or public educational institutions for at least three (3) years.
- E.2.8 Doctor of Philosophy in Mathematics
- E.2.8.1 Graduates of Master of Science in Pure and Applied Mathematics or Master of Science in Mathematics; or
- E.2.8.2 Graduates of related degree who have earned nine (9) units in the following preliminary courses
- PM 101 - Advance Statistics (3.0 units)
 - PM 102 - Differential Equations (3.0 units)
 - PM 103 - Linear Algebra (3.0 units)
- E.2.9 Doctor of Philosophy in Economics (PhD Economics)



- E.2.9.1 Graduates of Master's degrees in Economics, Business-related degrees, Mathematics-related programs including Statistics.
- E.2.10 Doctor of Philosophy in Filipino (PhD Filipino)
- E.2.10.1 Graduates of MA in Filipino or MAED in Filipino; or
- E.2.10.2 Graduates of BSED Filipino/AB Filipino but non-Filipino master's degree holders who are teaching Filipino subjects for at least three (3) years and who have earned at least 6.0 units in MAED Filipino courses as identified by the Office of Professional Schools.
- E.2.11 Doctor of Philosophy in Applied Linguistics (PhD AL)
- E.2.11.1 Graduates of language/communication related master's degree programs (Master of Arts in English, Master of Arts in Education Major in Teaching English, Master of English in Applied Linguistics, Master of Communication/Journalism); or
- E.2.11.2 Graduates in any non-language or non-communication master's degree programs who are occupying management positions in any communication-related or language related enterprise
- E.2.12 Master of Science in Accountancy (MSA)
- E.2.12.1 Graduates of Bachelor of Science in Accountancy
- E.2.13 Master in Business Administration (MBA)
- E.2.13.1 Graduates of any business- related baccalaureate degree programs; or
- E.2.13.2 Graduates of non-business baccalaureate degree programs who are currently working in any business enterprises.
- E.2.14 Master in Management major in Human Resource Management (MM-HRM)
- E.2.14.1 Graduates of management/ administration related baccalaureate degree programs; or
- E.2.14.2 Graduates of non-management baccalaureate degree programs who are occupying management positions (Supervisory and higher) in government or other organizations; **or working in the Human Resource Management and Development (HRMD) or Personnel Department or units that deals with HR.**
- E.2.15 Master of Arts in Education (MAED)
- E.2.15.1 Graduates of bachelor's degree in education; or
- E.2.15.2 Graduates of non-education baccalaureate degrees who have earned at least 18 units in education.
- E.2.16 Master in Library and Information Science (MLIS)
- E.2.16.1 Graduates of Bachelor of Library and Information Science



(BLIS);or

E.2.16.2 Graduates of other baccalaureate degrees who are working in library and information centers for at least three (3) years.

E.2.17 Master in Public Administration (MPA)

E.2.17.1 Graduates of BS Public Administration or other allied baccalaureate (Bachelor of Arts in Political Science, Sociology, Management and Journalism/Mass Communication; or

E.2.17.2 Graduates of non-allied baccalaureate degree programs who are currently working in government or non-government agencies for at least one (1) year, or serving in the local government units.

E.2.18 Master of Science in Criminal Justice (MSCJ)

E.2.18.1 Graduates in BS Criminology and other Criminology related baccalaureate degrees; or

E.2.18.2 Non- graduates of BS Criminology must have completed at least 21 units of professional courses as identified by the PSG (CMO 47, s.2006).

E.2.19 Master of Science in Psychology (MS Psych)

E.2.19.1 Graduates in any behavioral- related bachelor's degree programs; or

E.2.19.2 Graduates in any bachelor's degree programs who are working in behavioral-related industries.

E.2.20 Master of Science in Anthropology (MS Anthro)

E.2.20.1 Graduates in any behavioral- related bachelor's degree programs in any social science discipline.

E.2.21 Master of Science in Social Work (MSSW)

E.2.21.1 Graduates of Bachelor of Science in Social Work; or

E.2.21.2 Graduates in any baccalaureate degree programs who have earned nine (9) units in the following preparatory courses:

MSW 301 – Social Work Psychology (3.0 units)

MSW 302 – Integrated Methods of Social Work (6.0 units)

E.2.22. Master of Arts in Communication (MA Communication)

E.2.22.1 Graduates in any communication-related or language-related bachelor's degree programs; or

E.2.22.2 Graduates in any bachelor's degree programs who are working in communication- related or language-related industries.

E.2.23 Master in Engineering(MEng)

E.2.23.1 Graduates in any engineering bachelor's degree programs



with appropriate majors.

E.2.24. Master in Environmental Planning (MEP)

E.2.24.1 Graduates in any environmental-related programs, such as environmental science, forestry, agroforestry, agriculture, architecture, engineering, ecology, biology, economics, geography, public administration, business administration, sociology, social science, law, development management, natural resources planning and development..

E.2.25. Master of Science in Pure and Applied Mathematics (MS Math)

E.2.25.1 Graduates in any mathematics-related bachelor's degree programs; or

E.2.25.2 Graduates of any bachelor's degree programs who are teaching mathematics for at least three (3) years.

E.2.26. Master of Science in Agricultural Economics (MS AgriEcon)

E.2.26.1 Graduates in any agricultural-related bachelor's degree programs; or

E.2.26.2 Graduates of non-agricultural related baccalaureate degree programs who are currently working in agricultural- related industries.

E.2.27 Master of Science in Economics(MSE)

E.2.27.1 Graduates of Bachelor degrees in Economics, Business-related degrees, Mathematics-related programs including Statistics.

E.2.28 Master of Science in Marketing

E.2.28.1 Graduates of business-related bachelor's degree programs; or

E.2.28.2 Non-graduates of business- related bachelor's degree programs who are employed in business-related institutions.

E.2.29 Master in Information Systems (MIS)

E.2.29.1 Applicants must demonstrate proficiency in at least one (1) high-level programming language.

E.2.29.2 Applicants must have general knowledge in Information Systems equivalent to the following:

- Business Process and Analysis of Business Performance
- Network and Internet Technology
- Accounting and Financial Systems
- Systems Analysis and Design
- IT Project Management and Quality Assessment
- Applications Development



E.2.29.3 Unsatisfactory background in any of these courses is considered a deficiency. Conditional admission may be granted to applicants who did not meet the above criteria by taking appropriate courses over and above to what is required by the program.

E.2.30 Master in Information Technology (MIT)

E.2.30.1 Applicants must demonstrate proficiency in at least one (1) high-level programming language.

E.2.30.2 Applicants must have a general knowledge in Information Technology equivalent to the following:

- Computer Organization
- Network Design and Management
- Applied Operating Systems
- Programming Languages
- Database Management Systems
- Software Engineering

E.2.30.3 Unsatisfactory background in any of these courses is considered a deficiency. Conditional admission may be granted to applicants who did not meet the above criteria by taking appropriate courses over and above to what is required by the program.

E.2.31 Master in International Tourism and Hospitality Management (MITHM)

E.2.31.1 Bachelor's Degree in Hotel, Hospitality or Tourism Management with at least one (1) year hospitality/tourism industry/academic experience.

E.2.31.2 Any business-related programs with at least one 1-year hospitality/tourism industry experience

Only graduates with theses are accepted in the doctoral degree programs, however, a graduate of non-thesis program may be admitted to the doctoral program if the applicant has published research otherwise he/she will be required to take additional 3-unit research course.

Foreign students who intend to enroll in the Professional Schools must have proficiency in the English Language as certified by any of the following providers:

- a) IELTS – 6.5 average per sub-test with no score below 6
- b) TOEIC – 600-900
- c) TOEFL – 79-93



E.3 Residence Requirements

- E.3.1 Must have two consecutive semesters or the equivalent of 12 units for the master's degree and 24 units for the doctoral degree (excluding units for thesis or dissertation).
- E.3.2 Must have enrolled in thesis or dissertation writing during the same semester when the oral defense takes place.
- E.3.3 Transferees may be accepted subject to the following conditions:
 - E.3.3.1 the subjects of the school last attended are substantially the same in content in the graduate curriculum of the program;
 - E.3.3.2 the residence requirements shall have been complied with;
 - E.3.3.3 the transfer is with the approval of the Dean upon the recommendation of the Director of Admission.
- E.3.4 If the student fails to finish the degree he/she is taking within five (5) years, he/she shall be required to re-enroll the three (3) basic subjects for him/her to be allowed to continue and take the comprehensive examinations.

F. Foreign Students (OPM 7.12 Rev. 4)

- F.1 The admission of foreign/international students is in conformity with Executive Order No. 188 as amended by Executive Order No. 423 and further amended by Executive Order No. 285. To qualify, one must be:
 - F.1.1 An alien who seeks temporary stay in the Philippines solely for the purpose of taking up a program higher than high school at a university duly authorized to admit foreign students.
 - F.1.2 At least 18 year of age at the time of enrolment. If below 18 years of age, Special Study Permit (SSP) shall be secured.
 - F.1.3 Have the sufficient means to support his/her study/education.
 - F.1.4 Have proficiency in the English Language as certified by any of the following providers:
 - a) IELTS – 6.5 average per sub-test with no score below 6
 - b) TOEIC – 900-600
 - c) TOEFL – 79-93
- F.2 It shall be the responsibility of the Records and Admission Center to admit, monitor the progress, and provide assistance in any way to any foreign/international student of UM.
- F.3 Upon arrival in the Philippines, the student shall appear before the University Registrar and submit the following documentary requirements for applications for CONVERSION TO STUDENT VISA.
- F.4 The applicant shall be accompanied by the accredited Foreign Student Desk Coordinator to the Bureau of Immigration for the application of the student visa;



- F.5 The RAC, in coordination with the ERIAO, shall organize an association for all foreign/international students;
- F.6 The University Registrar, in coordination with the Admission Director, shall conduct an orientation with the Freshman on the following areas of the program enrolled:
 H.6.1 Philosophies and Objectives
 H.6.2 Student Personnel Services
- H.7. The following documentary requirements should be submitted for conversion to student visa:
- A.
1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
 2. Duly accomplished CGAF (BI Form) for Student Visa and Special Study Permit;
 3. Photocopy of passport bio-page and latest admission with valid authorized stay and Bureau of Quarantine Camp;
 4. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
 5. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
 6. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry
 7. Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that applicant is not afflicted with any dangerous, contagious or loathsome disease, and is mentally fit.
 8. CHED endorsement for transfer and shifting of course, if applicable.
 9. National Bureau of Investigation (NBI) clearance for a foreign student enrolling from bachelor's degree to post graduate; it stayed in the Philippines for more than 59 days.
 10. Photocopy of BI school accreditation ID of the registrar or school representative.
 11. BI Clearance Certificate
 12. 2pcs 2x2 ID picture
 13. Letter of Intent to study at the University of Mindanao.
 14. Affidavit of Undertaking (for board course)
 15. Medical Certificate for Medical courses (to be secured from school clinic)
 16. English Proficiency Certificate with passing score (IELTS – 6.5 per sub test with no score below C; TOEIC – 900-960; TOEFL – 79-93)
- B.
1. Red Ribbon / Apostille Scholastic Records - High School Diploma and Transcript of Records
 2. Red Ribbon / Apostille Police Clearance (issued from the country of origin)
 3. Red Ribbon / Apostille Birth Certificate



4. Red Ribbon / Apostille Personal History
5. Red Ribbon/ Apostille Proof of support

Note:

1. Prepare each documents in 3 sets
2. Place each set of requirements in a long brown folder with fastener

C. In the absence of the required pertinent documents, a conditional enrolment form shall be filled-out, except for the following:

1. Informative Transcript of Records with remarks graduated and with SO number, if applicable (for Professional School and College of Legal Education)
2. LSQT Results (for College of Legal Education)
3. All required medical requirements

D. Students Enjoying Educational Benefits - Students who are grantees/beneficiaries of any college plans/ scholarships may be admitted to the University provided they meet the basic admission requirements and provided further that they present duly accomplished and approved scholarship papers upon enrolment.

2.1.4. Policy on Retention (OPM 6.14 Rev. 6.)

The *Open Admission Policy* of the university is in consonance with its mission to democratize access to education primarily catering to the financially challenged students who are intellectually capable of a college education. However, noting of the fast changing developments in the national and international arena as well as sustaining academic excellence, the University deems it proper to implement the *Retention Policy* to ensure that its graduates transform themselves to fit the needs of the community they opt to serve.

A. Retention Requirements

A.1-Baccalaureate Programs Without Government Licensure Exam:

- A.1.1 Passing marks in all subjects can take full semestral curriculum load;
- A.1.2 One (1) failed and/or dropped in the enrolled courses can load up to twenty-one (21) units only, inclusive of the re-enrolled subjects.
- A.1.3 Two (2) failed and/or dropped in the enrolled courses can load up to eighteen (18) units only, inclusive of the re-enrolled subjects;
- A.1.4 Three (3) failed and/or dropped in the enrolled courses can load up to fifteen (15) units only, inclusive of the re-enrolled subjects;
- A.1.5 Failed to pass at least sixty percent (60%) or more of the enrolled courses shall be advised to shift program.

A.2 For Board Programs, students who obtained:

- A.2.1 One (1) failed and/or dropped in the enrolled courses can load twenty-one (21) units only in the next semester, inclusive of the failed/dropped subject.
- A.2.2 Two (2) failed and/or dropped in the enrolled courses can load eighteen



(18) units only in the next semester, inclusive of the failed/dropped subjects.;

A.2.3 Three (3) failed and/or dropped in the enrolled courses shall be advised to shift to another program.

A.3 College of Legal Education(Law)

A.3.1 Student who failed in any course for the first time shall be under probation. However, they shall still be allowed to take full curriculum load the next semester. Failing mark-on the same subject upon re-enrolment/re-take however, shall be a ground for the University to refuse admission in the following semester.

A.3.2 The student must maintain the following GWA to warrant admission to the next semester and/or year level:

- First Year – 78%
- Second Year – 79%
- Third Year – 80%
- Fourth Year – 80%

A.3.3 Student who obtained an average grade below than what is stated in A4.2 in the previous semester shall be under probation, however, if that their GWA is still below what is required in A4.2 for two (2) consecutive semesters, this shall be a ground for the University to refuse continued admission to the program.

A.3.4 There will be an Evaluation Committee headed by the Dean of the College, with the Assistant Dean/Deputy to the Dean and the Year Level Adviser as members. The Evaluation Committee may recommend the retention of students in good standing who were not able to maintain the required GWA in A4.2 for two (2) consecutive semesters, under reasonable and justifiable circumstances such as:

- Serious Illness
- Accident
- Financial Distress
- Death in the Family
- Other Humanitarian Consideration

A.4 Graduate Studies

A.4.1 Doctoral Programs

A.4.1.1 A grade below 2.0 in a course is considered a failing grade. If the student obtains an overall GPA of 1.8 or below during the semester, excluding No Grade (NG) and Dropped (9.0) courses, he/she will only be allowed to take a maximum of 6.0 units the following semester. However, if the student still gets an overall GPA of 1.8 in any of the following semesters, he/she will be advised not to pursue Diss A and Diss B but will be given Certificate of Completed Academic Requirements upon



completion of academic requirements and may enroll in any short term certificate programs offered by the university.

A.4.2 Master's Programs

A.4.2.1 A grade below 2.5 in a course is considered a failing grade. If the student obtains an overall GPA of 2.0 or below during the semester, excluding No Grade (NG) and Dropped (9.0) courses, he/she will only be allowed to take a maximum of 6.0 units the following semester. However, if the student still gets an overall GPA of 2.0 in any of the following semesters, he/she will be advised not to pursue GS 200 and GS 300 but will be given Certificate of Completed Academic Requirements upon completion of academic requirements and may enroll in any short term certificate programs offered by the university.

2.2 Registration and Curricular Guidelines

2.2.1 Registration in a Subject

Any student who enrolls and pays the corresponding fees shall report and attend the enrolled subjects from the start until the end of the term/semester. Failure to do so shall mean a grade of "9.0" (dropped) unless all subjects shall be officially dropped through the Student Accounting Office and subjects shall be truncated.

2.2.2 Maximum Subject Load

The subject load of students is based on the approved curriculum of each program of study.

2.2.3 Pre-Requisite Subject Regulation

Pre-requisite subjects are those that must be completed for the students to qualify for enrolment in subsequent (and usually related) subjects. Students are not allowed to take advanced subjects without finishing the pre-requisite. If they do so, the advanced subjects shall not be credited to them regardless of their performance in it.

2.2.4 Cross Enrolment

A. The University allows cross-enrolment to other schools for the following reasons:

The desired subjects are not offered in the University during the term of the student's enrollment; or the student intends to spend the summer term in his/her home or region and wishes to enroll in subjects while he/she is in the same.

B. Subjects taken in other schools by a regularly enrolled student in the University are not credited unless the student has secured in advance, a written permission from the Dean, which shall be the basis for the issuance of a cross-enrolment permit by the Registrar.



2.2.5 Excess Load for Graduating Students

- A. A graduating student of non-board program may be permitted an additional load of not more than six (6) units in excess of the normal load specified in the curriculum but not to exceed 30 units.
- B. A graduating student of board program (with licensure examination) is not permitted to have an overload.
- C. A graduating student may, on a case to case basis, be allowed to take simultaneously two (2) PE subjects. In the request, the student should indicate the following information:
 - C.1 Reasons justifying their failure to take PE in the preceding semesters;
 - C.2 His/her class schedule and the schedule of the requested classes; and
 - C.3 The endorsement of the Registrar with statement “graduation upon completion of load.”

The approval of such request depends on the University. The University is committed to take all steps to ensure a careful evaluation of the students’ record to guarantee that they are graduating with the proposed load

2.2.6 Adding and Dropping of Subjects (OPM 7.05 Rev. 2)

A student who wishes to change their subject load may do so within the prescribed period. Failure to revise/change within the prescribed period shall mean payment of fees for dropped subjects.

- A. Adding and dropping of subjects shall only be allowed until the first week after the start of the regular class.
- B. No student shall be allowed to add or to drop subjects to their current load after the prescribed period.
- C. The student shall accomplish the Change of Matriculation Form 2 (COMF2) in two (2) copies for distribution to the ff:
 - Records Center
 - Student/File copy
- D. Approval and/or revision of student enrolment through adding and/or dropping of subjects should not violate the following:
 - D.1 The pre-requisite subject regulation;
 - D.2 Dropping of PE, NSTP or back subjects; and
 - D.3 The paired lecture and laboratory subject.

2.2.7 Attendance

- A. Under the term system which the University observes, the school calendar requires nine (9) weeks of classes from Mondays to Saturdays (Saturdays for library works, research and group activities) except for the College of Legal Education, Graduate School and courses with semestral subjects, which requires eighteen (18) weeks



of classes.

- B. Students are expected to attend classes regularly. Attendance is counted from the first regular class meeting. Students who incur absences equivalent to more than 20% of the course hours required shall be dropped from the roll.

2.3 Examination and Grading System

2.3.1 Examination

- 2.3.1.1 Students take four (4) examinations every term and eight (8) examinations for semestral courses, and three (3) examinations during summer classes. Examination shall be taken only on scheduled dates except in the College of Legal Education and in the Graduate School which have their own examination schedule. Only students with valid permits for the specific examination are allowed to take the examination.
- 2.3.1.2 Taking the examination after the scheduled examination missed by the student may be allowed upon approval by the Dean after the student presents a valid reason and examination permit within ten (10) days on or before the succeeding periodical examination.
- 2.3.1.3 The procedures/methods used for assessing and evaluating student performance should be compatible with the identified learning outcomes.
- 2.3.1.4 No students shall be allowed to leave the classroom while taking the examinations. Restroom breaks shall be done before the start of the examination.
- 2.3.1.5 Students with no examination permit shall be allowed to take a special examination upon presentation of valid reason/s and the examination permit not later than ten (10) days after the scheduled examination.
- 2.3.1.6 Missing all three (3) examinations shall be given a failing grade of 5.0.
- 2.3.1.7 In the undergraduate programs, Comprehensive Exam/Cumulative test takes the place of the final examination.

2.3.2 Grading System / Student Assessment (OPM 6.04 Rev. 11)

Student assessment is one of the many modes for monitoring and evaluating student performance, and the quality of teaching and learning. The university maintains the practice of administering standard assessment tools/tasks to ensure valid and reliable interpretations of assessment data.

An assessment task is defined as the one that is administered to the student in order



to systematically determine the extent to which the student has achieved the intended learning outcomes. It is either:

- a) Traditional assessment such as but not limited to written exam/quiz, short response, true or false, short essay test format(s)
- b) Performance assessment such as but not limited to design project, oral presentation, and thesis

2.3.2.1. General Policy. The faculty shall keep a class record of all courses handled using the approved format.

2.3.2.2 Assessment of grades shall be, as follows:

- 1) “Base-15” for the incoming undergraduate freshmen students
 - 1st Year – effective SY 2014-15 (and thereafter) until graduation
- 2) “Base-0” for Legal Education, Graduate School, Competency Appraisal courses [refer to OPM 6.08]) using the following formula:
 - For Base-15: ([raw score/total number of items]) x 85 + 15 = equivalent points
 - For Base-0: [raw score/total number of items]= equivalent points

2.3.2.3. The bases for student rating on lecture courses shall be as follows, except for courses with specific rating as reflected in the syllabus:

A) Undergraduate Program

| | Term | Semestral | Summer |
|--|-------------|-------------|-------------|
| a) Class Participation | 40% | 40% | 40% |
| <i>a.1 Assignments</i> | 5% | | |
| <i>a.2 Quizzes</i> | 10% | | |
| <i>a.3 Class Recitation</i> | 10% | | |
| <i>a.4 Research and/or Practice/Problem Sets</i> | 15% | | |
| b) 1st to 3rd exam (@ 10% per exam)... | 30% | | |
| 1st to 7th exam (@5% per exam) | 35% | | |
| Prelim and Midterm (@ 15% per exam) | 30% | | |
| c) Final examination | <u>30%</u> | <u>25%</u> | <u>30%</u> |
| TOTAL | 100% | 100% | 100% |

For freshmen undergraduate students, effective SY 2020-2021 (and thereafter) until graduation, the generic grading system will be as follows:

| | Term | Semestral | Summer |
|--|------|-----------|--------|
| a) Class Activities/ Requirements | 30% | 30% | 30% |
| b) 1st to 3rd exam (@ 10% per exam) | 30% | | |
| 1st to 7th exam (@5% per exam) | 35% | | |
| Prelim and Midterm (@ 15% per exam) | 30% | | |



| | | | |
|----------------------------|-------------|-------------|-------------|
| c) Final examination | 40% | 35% | 40% |
| TOTAL | 100% | 100% | 100% |

B. College of Legal Education

| | |
|--------------------------------------|-------------|
| | Semestral |
| a. Oral and Written Evaluation | 20% |
| b. Major Examination | 80% |
| <i>Preliminary Examination</i> | 25% |
| <i>Midterm Examination</i> .. | 25% |
| <i>Final Examination</i> | 30% |
| TOTAL | 100% |

C. Graduate Program/s

| | |
|--------------------------------------|-------------|
| | Semestral |
| a. Oral Evaluation | 25% |
| <i>Content</i> | 15% |
| <i>Oral Language Skills</i> | 10% |
| b. Written Evaluation | 25% |
| <i>Content</i> | 15% |
| <i>Written Language Skills</i> | 10% |
| c. Research | 20% |
| d. Major Examination | 30% |
| TOTAL | 100% |

Student who failed to submit final requirement and/or failed to take the final exam shall be given a grade of 7.2 (incomplete). If after submission of requirement and/or taking the final exam, his/her grade will not reach a total of at least 85 (for master's) and 90 (for doctoral), the student shall be given a grade of 5.0. Completion of grade shall be done within 30 days from the scheduled final exam.

2.3.2.4. For Master's Program, a grade of 4.0 (Passed) shall be given only to students enrolled in GS 300/MBA 112/BM 200/MEPCC 215/MAC 107 who have submitted their book bound thesis and one (1) paper publication published in a peer reviewed international journal effective on 1st Semester 2018-2019 (June 2018).

2.3.2.5. For Doctorate Program, a grade of 4.0 (Passed) shall be given only to students enrolled in Diss B who have submitted their book bound dissertation and one (1) paper publication published in a peer reviewed international journal.

2.3.2.6 Other Courses

A. NSTP-Literacy Training Service (LTS)

Literacy Training Service 1

| | |
|------------------------------|-----|
| a) Class Participation | 30% |
| Oral Recitation | 10% |
| Attendance | 10% |



| | | |
|---|--------------|-------------|
| Department | 10% | |
| b) Class Report | 30% | |
| Team Presentation | 15% | |
| Project Narrative | 15% | |
| c) Major examination (1st to 4th Exam @ 10% per exam) | 40% | |
| | TOTAL | 100% |

Literacy Training Service 2

| | | |
|---------------------------------|--------------|-------------|
| a) Class Participation | 40% | |
| Oral Recitation | 15% | |
| Attendance | 15% | |
| Department | 10% | |
| b) Project Formulation | 30% | |
| c) Project Implementation | 30% | |
| | TOTAL | 100% |

B. NSTP-Civic Welfare and Training Service (CWTS)

Civic Welfare and Training Service 1

| | | |
|---|--------------|-------------|
| a) Class Participation | 10% | |
| Oral Recitation | 5% | |
| Quizzes | 5% | |
| b) Personal Basic Requirements | 15% | |
| Attendance | 5% | |
| Punctuality | 5% | |
| Grooming | 5% | |
| c) Attitude: Team Presentation | 10% | |
| d) Project Activity: Narrative | 25% | |
| e) Major examination (1st to 4th Exam @ 10% per exam) | 40% | |
| | TOTAL | 100% |

Civic Welfare and Training Service 2

| | | |
|--|--------------|-------------|
| a) Attendance | 10% | |
| b) Written Examination | 10% | |
| c) Attitude/Behavior | 10% | |
| d) CPNA | 10% | |
| e) PFIM | 30% | |
| f) Project Evaluation/Recommendation | 15% | |
| g) Final Narrative | 15% | |
| | TOTAL | 100% |

C. Reserved Officer Training Course

| | | |
|----------------------------|--------------|-------------|
| a) Attendance | 30% | |
| b) Aptitude | 30% | |
| c) Subject Professor | 40% | |
| | TOTAL | 100% |

2.3.2.7. Conversion Table

| | | | |
|--|----------------|----------|----------|
| | Undergraduate/ | Masteral | Doctoral |
|--|----------------|----------|----------|



| Equivalent Points | Law | | Equivalent Grade |
|-------------------------------------|------------------|------------------|------------------|
| | Equivalent Grade | Equivalent Grade | |
| 100 | 1.0 | 1.0 | 1.0 |
| 99 | 1.1 | 1.1 | 1.1 |
| 98 | 1.2 | 1.2 | 1.2 |
| 97 | 1.3 | 1.3 | 1.3 |
| 96 | 1.4 | 1.4 | 1.4 |
| 95 | 1.5 | 1.5 | 1.5 |
| 94 | 1.6 | 1.6 | 1.6 |
| 93 | 1.7 | 1.7 | 1.7 |
| 92 | 1.8 | 1.8 | 1.8 |
| 91 | 1.8 | 1.8 | 1.8 |
| 90 | 2.0 | 2.0 | 2.0 |
| 89 | 2.1 | 2.1 | |
| 88 | 2.2 | 2.2 | |
| 87 | 2.3 | 2.3 | |
| 86 | 2.4 | 2.4 | |
| 85 | 2.5 | 2.5 | |
| 84 | 2.6 | 5.0 | |
| 83 | 2.7 | | |
| 82 | 2.8 | | |
| 81 | 2.9 | | |
| 80 | 3.0 | | |
| 79 | 3.1 | | |
| 78 | 3.2 | | |
| 77 | 3.3 | | |
| 76 | 3.4 | | |
| 75 | 3.5 | | |
| * Passed | 4.0 | 4.0 | 4.0 |
| 74 and below | 5.0 | 84 and below | 89 and below |
| Dropped | 9.0 | 9.0 | 9.0 |
| LR-Lacking Requirement | 7.2 | 7.2 | 7.2 |
| NFP-No Final Permit | 7.1 | 7.1 | 7.1 |
| TWE – Total Withdrawal of Enrolment | 6.0 | 6.0 | 6.0 |

* Passed (4.0) – remarks use for thesis (master’s), dissertation (doctoral) and competency appraisal courses

2.3.2.8. For freshmen undergraduate students, effective SY 2020-2021 (and thereafter) until graduation, the following conversion will be applied.

| Total Grade | Conversion | Grade Description | |
|-------------|------------|-------------------|------------------|
| 96-100 | 4.0 | A | High Distinction |
| 90-95 | 3.5 | B+ | Distinction |
| 85-89 | 3.0 | B- | Very Good |
| 80-84 | 2.5 | C+ | Good |
| 75-79 | 2.0 | C- | Average |
| <75 | 1.0 | F | Fail |



A grade of 8.0 (passed) or 1.0 (failed) will be reflected for courses that require only a pass or fail grades unless if the student lacks requirement/final exam (7.2), no final exam permit but with a passing grade (7.1) or dropped (9.0).

- 2.3.2.9. The computation of final grade for courses with laboratory component, including technical programs, shall be 30% for lecture and 70% for laboratory, except for courses with specific rating as reflected in the syllabus. The laboratory grade shall be computed based on the Traditional and Rubric Assessment matrices developed by each program.
- 2.3.2.10. A student shall receive a failing grade if he/she incurred any of the following cases:
- Case 1 – Missed all three (3) periodical exams (1st to 3rd) for courses with four (4) exams
 - Case 2 – Missed six (6) periodical exams (1st to 6th) for courses with eight (8) exams
 - Case 3 – Missed two (2) periodical exams for courses with three (3) exams (summer offering)
 - Case 4 – Had taken one (1) periodical exam for courses with four (4) exams/summer courses and decided not to attend classes anymore.
 - Case 5 – Had taken two (2) periodical exam for courses with eight (8) exams and decided not to attend classes anymore
 - Case 6 – Committed plagiarism in outsourcing of major paper requirements or final requirements, and the same is convicted under the penalties with grave offenses (suspension, expulsion, exclusion)
 - Case 7 – Committed plagiarism in outsourcing of theses and dissertations, and the same is convicted under the penalties with grave offenses (suspension, expulsion, exclusion)
- 2.3.2.11. A student who obtained a failing grade shall be required to re-enroll the course and cannot proceed/enroll on any pre-requisite courses until such time that a “final passing grade” can be submitted.
- 2.3.2.12. The grade of 7.2 shall be completed within the period stipulated in OPM 6.29. Student cannot enroll on any pre-requisite courses unless such time a “final passing grade” can be presented.
- 2.3.2.13. A student shall receive a grade of 9.0 (dropped) in the course if the student incurred 10 unexcused absences in a particular course except as provided by 1.6.
- 2.3.2.14. No changes in the grades shall be entertained after the submission of gradesheets to Records and Admission Center, except for the conditional requirements stated in OPM 7.08 (Correction of Grades)
- 2.3.2.15. Examination paper or any other exam task outputs should be returned to the students within seven (7) days after each exam/task.
- 2.3.2.16. A fine of P100 per subject per day shall be imposed on the faculty who submits the grades after the deadline:



First term – ten (10) working days after scheduled final exam

Second term – five (5) working days after scheduled final exam

2.3.2.17. Request for extension in the submission of gradesheet shall apply only to any of the following courses (up to 5 days extension only):

- 1) Research
- 2) Practicum/On-the-Job Training
- 3) Design
- 4) Synthesis
- 5) Courses in the 1st term that are included in the Comprehensive Exam usually given during the 2nd term
- 6) Graduate School Offsite Courses

2.3.2.18. Grade sheets showing a grade of 7.2 for all students shall not be accepted by RAC except for courses stated in 1.13.

2.4. Conduct of Periodical Examination

- 2.4.1 Periodical Examination shall be based on the coverage of the course syllabus and/or the desired laboratory skills, if applicable.
- 2.4.2 Test questionnaires given during the periodical examination must be taken from the Test Banking System.
- 2.4.3 Periodical examinations shall be given only on officially scheduled dates. The Dean shall secure approval from the EXCOM and/or IPAC for any deviations from the official schedule.
- 2.4.4 Every traditional examination shall be based on the Table of Specifications (TOS), except for College of Legal Education and Graduate School while performance-based examination should have an appropriate assessment instrument/s (e.g. scoring rubric, rating scale, semantic differential, checklist).
- 2.4.5 The procedures/methods used for assessing and evaluating student performance should be compatible with the identified learning outcomes.
- 2.4.6 No students shall be allowed to leave the classroom while taking the examinations. Restroom breaks shall be done before the start of the examination.
- 2.4.7 Only students with valid examination permit shall be allowed to take the periodical examination except on the final exam.
- 2.4.8 Students with no examination permit shall be allowed to take a special examination upon presentation of valid reason/s and the examination permit not later than ten (10) days after the scheduled examination.

2.5. Conduct of the final examination for Board Courses

- 2.5.1. A comprehensive examination shall be given during the final periodical examination on all board courses. It is comprehensive in the sense that it includes certain number of test questions coming from the courses of lower-year which is part of the board exam-subject cluster.
- 2.5.2. Every test questions shall be outcomes-based; i.e., it should measure a topic-level or possibly a course-level learning outcome stated in the course syllabus.
- 2.5.3. The teachers under the supervision of the Program Head and/or Dean, shall construct the TOS which outlines the following main information:
 - 3.3.1 present and previous board courses covered and their corresponding topic areas



- 3.3.2 specific learning outcomes and corresponding cognitive process category
- 3.3.3 distribution of items and corresponding point values

For performance-based tasks/assessment, RUBRICS must be prepared.

2.5.4. The college with board program/s may design its own format for Competency Appraisal courses in a way that it will become compatible with its licensure exam structure/components, as might be seen from the board program's PRC TOS or syllabus. At the minimum, the following main elements are expected to appear in a customized TOS:

- topics to be covered in the test
- percentage weights for the topics
- number of test questions

The TOS shall serve as basis for constructing the test questions, thus, should be prepared prior to the test construction.

2.5.5. The following are prohibited during the conduct of the examination and inside the examination room:

- accepting or receiving anything including food from any person
- giving money, food, or any favor and other considerations to the proctor
- loitering, talking, or discussing answers inside the room or along the corridor
- writing down marks on the answer sheet, such as but not limited to, name, seat number, unnecessary words or phrases, strokes and dots

2.6. Sanctions

The following are the sanctions that shall be imposed on the students who committed corresponding violations:

| | |
|--|---|
| 2.6.1. Multiple markings on the answer sheet | Minus ten (10) points from the examinee's total raw score |
| 2.6.2. Copying or referring to any solution; answer or work of another examinee; or allowing anyone to copy or refer to one's work; helping or asking help from any person; or communicate with anyone by means of words, signs, gestures, codes and other similar acts which enable the exchange, conveyance and acquisition of relevant information. | <ul style="list-style-type: none"> • Suspension from taking the examination; • Assigning a score of zero (0.0) point to the test taken; and • Appropriate disciplinary action. |
| 2.6.3. Intentional or unintentional opening of books, notes, review materials, and other printed materials containing principles or excerpts thereof; coded data/information which are relevant to or connected with the exam; programmable calculators; cellular | <ul style="list-style-type: none"> • Suspension from taking the examination; • Assigning a score of zero (0.0) point to the test taken; and • Appropriate disciplinary action |



| | |
|--|---|
| phones; beeper; portable personal computers; or other similar devices. | |
| 2.6.4. Taking the used test questionnaires or pages thereof out of the examination room; copying and/or divulging or making known the nature and content of any examination question or answer to any individual or entity | <ul style="list-style-type: none"> • 1st Offense: A failed final grade in the course and disciplinary actions; • 2nd Offense: Exclusion from the university (Student handbook, 2008) |
| 2.6.5. Examinee's misconduct, irregularity, or any violation of the examination rules, regulations and instructions. | <ul style="list-style-type: none"> • Suspension from taking the examination; • Assigning a score of zero (0.0) point to the test taken; and Appropriate disciplinary action |
| 2.6.6. Serious academic dishonesty such as plagiarism and outsourcing of major requirements, final requirements, theses, capstones, and other similar requirements | <ul style="list-style-type: none"> • Automatic elevation to OSA/SCC/USCC for a formal investigation. While waiting for OSA/SCC/USCC results, the requirement under question may not be acted upon by the teacher, pending the formal results of the OSA/SCC/USCC. The OSA /SCC shall give advise to the teacher, through the Dean for the final student assessment before the classes end. If the allegation is found true and valid as a grave academic offense, a failing grade shall be given to the student/s and he/she/they shall be meted out the corresponding penalties of suspension, expulsion and exclusion. |

Note: Much of the guidelines above are adapted from PRC licensure exam guidelines

2.7. Competency Appraisal Program (OPM 6.08 Rev. 8)

All students graduating under a board program shall take and pass the Competency Appraisal Course in accordance with the subject cluster of the actual board exam.

2.7.1. Base-0 Grading System

- A. The Base-0 Score Equivalent (SE) of a raw score in an assessment task is defined and computed as follows:

$$\text{SE} = \text{raw score} / \text{total possible point} \times 100$$

- B. The student's final overall grade in the course shall be composed of the following assessment tasks and corresponding weights:

| | |
|---|-------------|
| Proficiency Test | 10% |
| Reading Comprehension (Optional)* | 10% |
| Major examinations, quizzes, etc | 20% |
| Achievement Test | 60% |
| TOTAL | 100% |



*If requested only. If there's no request from the college, then the 10% shall be incorporated to component Major examinations, quizzes, etc.

2.7.2. The passing rate for each cluster in the Competency Appraisal Course shall be at least 75% equivalent to 4.0 (PSD).

A. Revalidation

If a student earns a grade of 71-74 in a subject cluster, he/she will be allowed to retake the exam in the failed subject/s. Revalidation shall only be allowed once.

B. Fees for the re-takers:

- 2nd time - 100% tuition fee +energy fee
- succeeding - all fees waived except for the energy fee

These fees are only applicable to students enrolled in CA subjects.

C. Attendance of Student/Teacher

The following shall apply to all students enrolled in the Competency Appraisal Course who incur absences from the scheduled classes:

- Five (5) absences – first warning
- Eight (8) absences – second warning
- Ten (10) absences - dropped from the class (a grade of 9.0)

D. Handling of Complaints (for CA course)

D.1. A formal letter or complaint can be filed with regard to the delivery of instruction and/or the computation of final grades. This must be addressed to the Dean, copy furnished the Head-IPAC.

D.2. The complaint shall be acted within three (3) days upon receipt of the letter by convening the College Management Council and the Competency Appraisal Course coordinator (CACC), with the presence of the Head-Academic Assessment as observer only.

D.3. The proceedings and resolution shall be submitted to the Head-IPAC, copy furnish the QMO, for validation and guidance before releasing the complainant.

D.4 No complaint shall be entertained if this is filed a week after the gradesheet has been submitted to the records and admission center.

2.8. Policy On Completion of Grades (OPM 6.29)

2.8.1. Guidelines

The grade of 7.1.and 7.2 shall be given to students due to the following reasons:



- 1) 7.1 for non-presentation of valid Final Examination Permit
- 2) 7.2 for lack of course requirements provided that the student has a chance to pass (at least 75 total grades upon submission of requirements) based on class record's partial grade.
- 3) 7.2 for lack of final examination provided that the student has a chance to pass (at least 75 total grade upon taking the final examination and re-computation) based on the partial grade in the class record.

2.8.2. For "No Final Exam Permit" (NFEP)

- 1) The faculty shall allow the student to take the final exam even without the Final Exam Permit. The final grade of the student shall be computed but a 7.1 grade shall be posted on the GRADE section and the corresponding passing grade obtained by the student on the REMARKS section of the grading sheet that will be submitted to the Records and Admission Center.
- 2) The completion of 7.1 rating shall be done within the immediate succeeding semester. Upon payment of the outstanding account, either in full or partial, the corresponding grade shall be automatically posted by the system. Failure to pay within the prescribed period, the grade shall remain at 7.1 but considered as No Grade.
- 3) If the student failed to enroll in the succeeding semester, he/she will be given a chance to settle the outstanding account upon re-admission but should not be beyond the semester he/she was re-admitted.

2.8.3. For Lack of Requirements

1. A rating of 7.2 shall be reflected in the grading sheet if the student failed to submit the course requirement in a given schedule.
2. The completion of 7.2 rating shall be done within the following period:

| Period | For Regular Subjects | For Special Subjects |
|--|----------------------|---------------------------------------|
| 1 st Semester (Aug-Dec.) | End of May | End of December of the following year |
| 2 nd Semester (Jan.-May) | End of October | End of May of the following year |
| Summer (June-July) | End of December | End of July of the following year |

3. Failure to comply within the completion period, the rating shall remain as 7.2 but considered as No Grade. The said course should then be re-enrolled.

2.8.4. A period of one (1) year shall be given to the following courses if a student fails to comply in one or more of the grading components reflected in the class record:

- Professional School courses
- Architectural and Engineering Design courses
- Research Proper/Thesis/ Capstone courses
- Practicum/OJT/RLE – Nursing courses



- 2.8.5. Failure to comply after one (1) year, the 7.2 shall remain but considered as No Grade, hence, the course should be re-enrolled.

2.9. Academic Honors (OPM 6.12, Rev. 5)

2.9.1. For Undergraduate Students

- 1) The award shall be given every May of each year covering the following semesters:
 - a. Freshmen –1st semester and 1st term of 2nd semester
 - b. 2nd year, 3rd year, 4th year, and 5th year – 2nd semester of the preceding semester, summer (if applicable) and 1st semester of current school year
- 2) The list of awardees shall be based on the students' final weighted average covering the period stated in A.2 and will be generated every end of March.
- 3) In the case of transferee and shiftee students, they will be given the Academic Excellence Award if the weighted average grade met the requirements (see also OPM 4.04).
- 4) The candidate for progression with honor should have at least twenty-one (21) units of academic load per semester, or depending on the load requirements of the current curriculum.
- 5) The students who obtained the grades corresponding to each Honors shall be awarded the Certificate of Progression with Honors, to wit:

| HONORS | GENERAL EQUIVALENT | AVERAGE RATING |
|--------------|-----------------------|-------------------|
| First Honor | 1.00 - 1.59 | 95.0 - 100 |
| Second Honor | 1.60 - 1.85 | 92.5 - 94.9 |
| Third Honor | 1.86 - 2.09 | 90.0 - 92.4 |

- 6) For the incoming freshmen students of SY 2020-2021, in alignment with the new grading system, the following grades will be the basis for the award:

| HONORS | GENERAL EQUIVALENT |
|--------------|-----------------------|
| First Honor | 3.51 - 4.00 |
| Second Honor | 3.27 - 3.50 |
| Third Honor | 3.01 - 3.26 |

- 7) The formula for computing the general average per semester shall be as follows:



$$\frac{\text{Academic Subject Grades x No. of Units}}{\text{Total No. of Units per semester}} = \text{General Weighted Average}$$

A candidate should have no grade below 3.0 in any subjects enrolled per semester (that is considered in the computation). While for the new grading system, a candidate should have no grade below 2.5

2.9.2 For Graduating Students

- 1) The basis in considering the awardees should be the cumulative Grade Weighted Average (GWA) of the candidates (from 1st year to the last semester of the curriculum) and shall be conferred the following honors, to wit:

| HONORS | GENERAL AVERAGE |
|-----------------|-----------------|
| Summa Cum Laude | 1.00 - 1.50 |
| Magna Cum Laude | 1.51 - 1.80 |
| Cum Laude | 1.81 - 2.00 |

- 2) Effective SY 2023-2024 (4-year program) and SY 2024-2025 (5-year program) the following cumulative weighted average grades will serve as a reference:

| HONORS | GENERAL AVERAGE |
|-----------------|-----------------|
| Summa Cum Laude | 3.51 – 4.00 |
| Magna Cum Laude | 3.27 – 3.50 |
| Cum Laude | 3.01 – 3.26 |

- 3) A candidate should have no grade below 3.0 in any subject enrolled, although the following subjects are not included in the computation of the GWA: PE, NSTP and CAED 500. For the new grading system, a candidate should have no grade below 2.5. (80).

2.10 Graduation Requirements (OPM 7.13 Rev. 2)

2.10.1 General Policies

- A. Upon fulfilling all the requirements prescribed in the curriculum, the student may be recommended for graduation by the Dean of the College subject to the following:
1. The candidate must be of good moral character;
 2. He/ She must have completed the prescribed program, provided that the last academic year was spent in the University; and
 3. The candidate must have been cleared of all financial obligations in the University.

2.10.2 Academic Costumes

- A. In order to secure uniformity in the costumes for academic procession and commencement exercises, academic costumes are hereby prescribed.



1) Doctorate Degree – Professional Schools

- The gown shall be red silk with long, loose, bottom pointed sleeves. Bottom hem shall extend to six (6) inches from the floor. The front, outer part shall have two wide stripes, in the color of the college or department, extending down the length of the gown. The sleeves shall have three (3) bars in the color of the college or department.
- The cap should be made from board cut in a circular shape, and covered in soft, red material. At the top is a cord and tassel in the color of college or department.
- The hood must be in red and in the customary triangular shape, with a “V” design on the upper part in the color of the college or department of the graduate. The inner part shall be lined in equal parts with red and the color of the college or department. The hood must also be trimmed in gold.

2) Master’s Degree – Professional Schools

- The gown shall be red silk with long, loose bottom pointed sleeves. The sleeves have two (2) bars in the color of the graduate’s college or department. A strip of cloth worn over the gown shall have the following design specifications: It shall be in the color of the graduate’s college or department, embroidered with the PS logo on the right, and the UM logo in the left. The bottom part shall be bordered red. Finally, the hem of the gown shall extend to six (6) inches from the floor
- The cap should be square type board in soft, red material, and trimmed with tassel in the color of department or college.

3) Baccalaureate Degree

- The gown shall be black with long loose, bottom pointed sleeves. Bottom hem shall extend six (6) inches from the floor.
- The cap shall be standard four cornered Oxford type of tag board, with a thick tassel of cotton yarn. The color of the tassel shall correspond with that of the program or college’s color.
- The hood shall be a triangular hood of similar shape. There should be a black line with maroon and gold trim at the edge of the neckline with silk, the color of which shall conform to the program or college where the student belongs. The tip of the hood shall extend to the level of the buttocks.

4) The following are the Program/College Colors (UM Main and Branches):

DEPARTMENT
COLOR

OFFICIAL

Doctorate



| | |
|--|---------------|
| <input type="checkbox"/> PhD Mgt, DBA | Drab |
| <input type="checkbox"/> Phd Fil, PhD SD, PhD Math, Phd Econ | Midnight Blue |
| <input type="checkbox"/> EDD | Light Blue |
| <input type="checkbox"/> PhD AL | White |
| <input type="checkbox"/> PhD Crim | Science Gold |
| <input type="checkbox"/> DPA | Peacock Blue |

Master's

| | |
|--|-------------------------|
| <input type="checkbox"/> MBA, MM, MKTG, MSA, MITHM | Drab |
| <input type="checkbox"/> MAED | Light Blue |
| <input type="checkbox"/> MAC | White |
| <input type="checkbox"/> MSCJ, MSP, MSPAM, MEP | Science Gold |
| <input type="checkbox"/> MPA | Peacock Blue |
| <input type="checkbox"/> MEngg | Orange |
| <input type="checkbox"/> MSE, MSAE | Copper |
| <input type="checkbox"/> MSSW | Citron |
| <input type="checkbox"/> MIT, MIS, MLIS | Gold with white outline |

Legal Education

Accountancy Education

Architecture & Fine Arts Education

Arts and Sciences Education

Business Administration Education

Computing Education

Criminal Justice Education

Engineering Education

Forestry and

Environmental Sciences Education

Health Sciences Education

Hospitality Education

Teacher Education

| |
|--------------|
| Purple |
| Red/Blue |
| Light Gray |
| Olive Green |
| Gold |
| Lemon Yellow |
| Red |
| Orange |
| Apple Green |
| White |
| Violet |
| Light Blue |

- 5) Non-baccalaureate Degree - No hood needed for Technical School candidates for graduation.

2.11 Fees and Payments/Adjustments

It is necessary for the student to pay the required down payment of the program upon enrolment so he/she can be considered officially enrolled.

2.11.1 Full and Installment Payments

Under the term system, total assessment may be paid in full or in eight (8) equal installments except in the College of Legal Education and in the Professional Schools. In case of full payment, the student is entitled to a discount of ten percent (10%) if paid on or before the first examination.

2.11.2 Official Dropping of Subjects



1. In the event of total withdrawal from enrollment or when some subjects are dropped due to valid reasons, the following policies shall be observed:

• **Total Withdrawal of Enrolment(TWE) (OPM 7.04 Rev. 6)**

- A.1. The application for Total Withdrawal of Enrolment (TWE) shall be duly signed by the parent of the student attesting the truthfulness of the dropping of matriculation, when applicable.
- A.2. The Dean must investigate/secure the real reason for the total withdrawal.
- A.3. If the student withdraws due to fortuitous event and medical reason, charges will be based on the submitted supporting evidences.
- A.4. Corresponding fee(s) shall be charged to the total withdrawal based on the date of filing of the application, to wit:

| Period of Dropping | Charges |
|--|--|
| Semester and Summer: | |
| Within the enrolment period | Registration fee only |
| After the enrolment period up to the first week of classes | Down payment |
| Semester: | |
| <i>Second week of classes:</i> | |
| Up to the first exam | 50% of Fixed Charges + 1 exam |
| Up to second exam | 75% of Fixed Charges + 2 exams |
| Up to third exam | Fixed Charges + 3 exams |
| Up to fourth exam | Whole first term assessment |
| Up to fifth exam | Whole first term + 5th exam |
| After the fifth exam | Total assessment |
| Summer: | |
| <i>Second week of classes:</i> | |
| up to preliminary exam | Downpayment + 1 exam |
| up to midterm exam | Fixed Charges + 2 exams |
| After midterm exam | Total assessment |
| Basic Education and Senior High School | |
| <i>Second week of classes:</i> | |
| Up to first month of classes | 1 monthly installment (TF/10 x 1 mo.) |
| Up to second month of classes | 2 monthly installments (TF/10x2 mos.) |
| Up to third month of classes | 3 monthly installments (TF/10x3 mos.) |
| Up to fourth month of classes | 4 monthly installments (TF/10x4 mos.) |
| Up to fifth month of classes | 5 monthly installments (TF/10x5 mos.) |
| After the fifth month of classes | Total assessment (net of ESC where applicable) |
| Professional Schools (Semester): | |
| Up to first exam | 50% of Fixed Charges + 1 exam |
| Up to second exam | 75% of Fixed Charges + 2 exams |
| After the second exam | Total Assessment |
| College of Legal Education (Semester): | |



| | |
|--------------------------------|--------------------------------|
| <i>Second week of classes:</i> | |
| Up to preliminary exam | 50% of Fixed Charges + 1 exam |
| Up to midterm exam | 75% of Fixed Charges + 2 exams |
| After midterm exam | Total Assessment |

- A.5. Tuition fee should be divided into (10) months for Junior High School and Senior High School.
- A.6. Only the total assessment charges will be collected in situations where the total withdrawal charges are higher than the student's total assessment.
- A.7. If the student withdraws within the enrolment period, he/she can automatically get the credentials submitted and the subjects enrolled shall then be truncated.
- A.6. If the student withdraws after the enrolment period, he/she is required to request for a Certificate of Honorable Dismissal (CHD) if he/she desires to transfer to another school, but his/her subjects cannot be truncated anymore.
- Adding and Dropping of Subjects (**OPM 7.05 Rev. 2**)
 - B.1. Adding and dropping of subjects shall only be allowed until the first week after the start of the regular class.
 - B.2. The student shall accomplish the Change of Matriculation Form 2 (COMF2) in two (2) copies for distribution to the following:
 - B.2.1. Records Center
 - B.2.2. Student/file copy
 - B.3. Approval and/or revision of student enrolment through adding and/or dropping of subjects should not violate the following:
 - B.3.1. Pre-requisite subject regulation;
 - B.3.2. Dropping of PE, NSTP or of back subjects; and
 - B.3.3. paired lecture and laboratory subjects.
 - B.4. The filled-out COMF2 is routed to the Dean of the College for recommendation of approval of request.
 - B.4.1. Upon the Dean's recommendation, the student shall submit the COMF2 to SAO 1 for approval and computation of charges.
 - B.4.2. The approved COMF2 shall be submitted to the University Registrar.
 - B.5. If the student withdraws before the first exam, he/ she can automatically get the credentials submitted and the subjects enrolled shall then be truncated, provided he/she has no



outstanding account.

2. Financial Delinquencies

The University reserves the right to withhold release or issuance of Transfer Credentials or Report of Grades, Transcript of Records and Diploma of students who have not fully paid their accounts. Students with outstanding accounts at the close of the semester will not be permitted to register in the succeeding semester unless previous accounts are settled, in full or partially.

2.12 Academic Privileges and Scholarship Programs

2.12.1 UM Scholarship Grants

The University offers various kinds of scholarship grants to students who excel in both academic and non-academic fields, as well as those who are poor but deserving ones.

1. Admission Process and Requirements

Upon enrolment, an applicant shall present the following credentials to the Scholarship Coordinator at Students Accounting Office (SAO):

- Accomplished APPLICATION FOR TUITION FEE CREDIT FORM;
- Senior High School Card (Form 138)
- Certification form from the Principal/School Head that the applicant is an Honor Student and stating therein the number of graduates of the batch; requirement should be 150 and above.;
- Certificate of Good Moral Character issued by the Principal/School Head and/or Guidance Counselor of the school
- The grant is subject to renewal in the next semester provided that the grantee shall not obtain a grade below 2.5 on his/her first semester courses
- Qualified scholars who failed to apply for the first semester can still avail the scholarship grant on the following semester.

2. Maintaining and Sustaining the Scholarship

- All academic scholars are required to be enrolled in a degree program (4 or 5-year program) and must take regular load as specified in the curriculum or must not have less than 21 units. Grantees shall be given one semester extension in case he/she cannot finish as per curriculum requirement.
- Taking of underload or overload units shall be treated on a case to case basis. An official written request should be made addressed to the Chairman of the Scholarship Committee.
- For continuance of the privileges and benefits, the scholars must maintain the grade required.
- All scholars must abide with all the rules and regulations as stipulated in the



Student Handbook. Violation/s incurred will automatically forfeit the scholarship and corresponding privileges. Erring scholars shall be dealt with accordingly with due process by the Scholarship Committee and/or proper office handling the case.

- All scholars must be present in all meetings and activities programmed by the Scholarship Committee, which includes but not limited to the following:
 - Attending regular meetings;
 - Attending summer academic and co- curricular enhancement trainings, seminars and workshops;
 - Rendering assistance/duty to the College they belong under the supervision of the Dean, if needed;
 - Rendering assistance to the University Career Guidance Team;
 - Render assistance during enrolment period; and
 - Attending special follow-up session/ performance evaluation session conducted by the Scholarship Committee to monitor academic and organization performance and to assist scholars in problems related to and/or affect their scholarship standing.
- Absences incurred during prescribed activities without valid reasons shall be considered as demerit to a scholar and may be taken as a ground for giving warning and/or termination of the scholarship and other privileges; and,
- Any condition and/or privileges that are necessary will be implemented in accordance to the discretion of the school. Any special consideration as ordered and endorsed by the University President shall take effect and be implemented regardless of the existing rules anent to this program.

3. Special Provisions/Addendum

- Admissions of High School Honor Graduates to the scholarship program are allowed at any time provided he/she has not enrolled in any colleges or vocational courses after having graduated from high school regardless of the year of graduation. Applicant who has enrolled in non-credit programs could still be admitted.
- All scholars must apply and renew their scholarship at the Student Accounting Office (SAO) every semester. Renewal shall be done on or before the opening of classes during First Term. Applications must be approved by the Scholarship Committee.
- Academic, Honor Society and College Scholars are not allowed to shift to other programs.
- Scholars who have down slide to a lower rank would get the corresponding privileges and benefits enjoyed by the scholars of the same category.
- Scholars who cannot maintain the grade requirements as benchmarked in categories in the section on Sustaining and Maintaining Scholarship” shall automatically lose the scholarship slot and its privileges and benefits but may transfer/ apply to another kind of scholarships provided they will follow the



procedures/ requirements governing the scholarship applied for.

- Scholars who shall opt to stop schooling in the middle of the semester due to a very valid reason may still be admitted, provided that the reason/ situation warrant a consideration as determined by the Scholarship Committee.
- Scholars who have maintained good standing but are unable to continue their studies in the succeeding semester due to very valid reasons as determined by the Scholarship Committee may apply for a leave of absence and shall re-assume the scholarship and benefits(Returnee).
- Scholars shall enjoy only one scholarship grant at a time offered by the University. The scholar may choose a grant that offers higher privileges.
- Applicant/s who have earned With Highest Honors or With High Honors enjoying scholarship from other sponsors which would grant full tuition privileges may still be able to avail of the other privileges and benefits offered by the University.
- Tuition benefits and privileges are non-transferable and non-convertible to cash.
- Any payment in excess of the amount transferred shall be forwarded to the next school year to the respective grantees.

2.12.2 Scholarships and Discounts (OPM 24.08 Rev. 7)

1. **Policy on Scholarship Grants.** This policy applies to all internal scholarship and discounts given to students.
 - Grantees shall be given one semester extension in case one cannot finish as per curriculum requirement. No more extension or reconsideration after the one semester extension except for Varisity Players who are given one-year extension. Grant is up to 21.0 units only.
 - Grantees, other than those under academic grants and those granted special privilege by the President, shall be given one probationary status if incurring a failed, incomplete and/or dropped courses. No more reconsideration for the second failure/incomplete/dropped course, except for employee dependents and Land Donor.
 - Grantees who failed to submit their scholarship application/renewal on or before the first day of classes will have the following sanctions:

| Frequency | Sanction |
|----------------------|--|
| 1 st Time | - On probation |
| 2 nd Time | - Non-renewal of scholarship grant for that semester |
| 3 rd Time | - Termination of the scholarship grant |
 - The applicant shall submit the documents to the SAO Scholarship Coordinator on or before the first day of classes, except for Family discount who can submit until scheduled first exam (for new and renewal).
 - Applicant who enrolled below the units required as per curriculum shall submit a



Certificate of Under Units stating the reason for the under units.

- Applicant with incomplete grade (7.1/7.2) must be updated at the end of the first term from the current semester except for those who have incomplete grade (7.2) from their research subjects who are given one semester extension.
- Grantees can only avail one scholarship grant per semester. In case the student is qualified with two (2) scholarship grants, the higher grant will be credited to his/her account.

2. Grants/Privileges/Discounts

A. Academic Scholarship (Entering Freshmen) - This grant is given in recognition of the outstanding achievement or above average academic performance of high school graduates specifically those who belong to the top ten (with highest honors, with high honors, with honors) of the 150 or more graduating students in their Senior High School).

A.1. Benefits and Privileges:

With Highest Honor (98-100)

- Free total assessment (net of cost of personal items)
- Book allowance (up to P1,000 only for the entire semester for board courses)

With High Honor (95-97)

- 75% of the total assessment (**net of cost of personal items**)
- Book allowance (up to P1,000.00 only for the entire semester for board courses)

With Honors (90-94)

- 50% of Tuition Fee only

B. Honor Society and College Scholarship – 2nd to 4th/5th year

B.1. Category A- For students who obtained a cumulative between 1.00 to 1.50 with no grade below 3.0. For Freshmen students of 2020-2021, in alignment with the new grading system, student grantee must obtain a cumulative GWA between 3.51 to 4.0 with no grade below 2.5:

- 100% Total Assessment (net of cost of personal items);
- P1,000.00 worth of textbooks (for board courses only)

B. 2. Honor Society Category B - For students who obtained a cumulative GWA between 1.60 to 1.85 with no grade below 3. For Freshmen students of 2020-2021, in alignment with the new grading system, student grantee must obtain a cumulative GWA between 3.27 to 3.50 with no grade below 2.5:

- 75% of Total Assessment (net of cost of personal items);
- P1,000.00 worth of textbooks (for board courses only)



B.3. College Scholarship Category C - For students who obtained a cumulative GWA between 1.86 to 2.00 with no grade below 3.0. For Freshmen students of 2020-2021, in alignment with the new grading system, student grantee must obtain a cumulative GWA between 3.01 to 3.26 with no grade below 2.5:

- 50% of Total Assessment (net of cost of personal items).

B.4. College Scholarship Category D - For students who obtained a cumulative GWA between 2.1 to 2.5 with no grade below 3.0. For Freshmen students of 2020-2021, in alignment with the new grading system, student grantee must obtain a cumulative GWA between 3.0 with no grade below 2.5:

- 50% of Tuition only.

For those taking up Nursing

- Same privileges as above excluding RLE and Affiliation fees.

C. G.E. Torres Scholarship

C.1. Full Scholarship – 100% free tuition fee as per curriculum offering

D. Athletics

D.1. The UM Sports Team may consist of the following:

1. Team Sports

| | Men | Women |
|--------------|-----|-------|
| Baseball | 12 | 0 |
| Basketball | 25 | 18 |
| Sepak Takraw | 18 | 0 |
| Softball | 12 | 15 |
| Volleyball | 15 | 15 |
| Soccer | 25 | 0 |

2. Individual Sports

| | Men | Women |
|-------------------------------|-----|-------|
| Athletics/Track and Field | 15 | 15 |
| Badminton | 4 | 4 |
| Boxing | 10 | 0 |
| Chess | 5 | 6 |
| Cycling | 4 | 1 |
| Judo | 8 | 8 |
| Lawn Tennis | 6 | 6 |
| Swimming | 12 | 12 |
| Table Tennis | 5 | 5 |
| Taekwondo | 8 | 8 |
| Karatedo | 6 | 6 |
| Track and Field (Senior High) | 3 | - |



D.2. Classification of Membership

- a) Class `A` scholar – one who enjoys free 100% of the total assessment (less retake and take home). To qualify, one must have qualified for the National competition.
- b) Class `B` scholar – one who enjoys free 100% of tuition fee privilege (less retake). To qualify, one must have qualified for the Regional competition before entry to UM or passed the screening and recommended by the Coach for acceptance.
- c) Scholars under athletics who had graduated with remaining semester left on his/her scholarship contract and would still qualify to play will be allowed to enroll/earn for at least 12.0 units from other preferred/related course and can still enjoy the privileges accorded to an athlete scholar.

E. Cultural Scholarships

E.1. Slots

| | |
|--------------------|------|
| Choir | - 25 |
| Makabayan/Rondalla | - 45 |
| Band/Majorette | - 80 |

E.2. Classification of Membership/Scholarship Grants

- a) Full Scholar – one who enjoys free 100 % tuition fee (less retake) privilege. To qualify, one must undergo training for at least one (1) semester, and has to get performance rating of “Very Good” during the audition. In addition, there are five (5) members who can be given a total assessment privilege if their performance is par excellence.
- b) Half Scholar – one who enjoys 50 % free tuition fee (less retake) privilege. To qualify, one must undergo training for at least one (1) semester, and has to get a rating of “GOOD” or “SATISFACTORY” during the audition. This may be promoted to “FULL Scholar” if one demonstrates a very good performance in rehearsals and engagements in the previous semester. It shall also be understood that a full scholar may be “DEMOTED” to a “HALF SCHOLAR” for fair or unsatisfactory performance or violation of the UM Choir Code of Discipline as provided herein.
- c) A new eligible member, who is recommended to avail either full or half scholarship, can only enjoy such privilege if there is an existing vacancy for the purpose. A member who has already enjoyed this privilege, but stopped schooling, may choose to re-avail the scholarship. However, he/she shall be considered as new member and must therefore observe the preceding provisions.



F. Student Training Assistance Program (STAP)

- F.1. Slots - depending on the number of approved slots needed
- F.2. 100% free tuition fee as per curriculum offering for a four-hour duty
- F.3. 100% free total assessment (less retake and take home) for an 8-hour duty

G. PD 451/RA 6728/ PWD/:

G.1. Slots

- Indigenous People – 80
- Person with Disability - 10
- Dependents of KIA-AFP: 15
- Dependents of PNP –20
- Indigents – case to case basis
- Dependents of AFP Reservist (UM Tagum College) – 10

G.2. Free tuition fee up to 21 units for PNP and Indigents

G.3. Free tuition fee for IP, PWD, AFP as per curriculum offering

H. PD 577

- One (1) grantee for every 2,000 students in every program as endorsed by AFP
- Free tuition fee up to 21 units only

I. Indigent Assistance Program

- 35 slots; free total assessment (less retake and take home)
- 25 – Caddie Dependents and Umbrella Girls
- 08 - Rogationist
- 02 - Carmelite Sisters

J. University Student Government/ Mutya Ng UM/ ROTC

J.1. CSG Presidents – free tuition fee up to 21 units only

J.2. CCSG Chair – curriculum units only;

J.3. Mutya ng UM – free tuition fee up to 21 units only

- 1st and 2nd Runner up – free tuition fee up to 75% of 21 units
- 3rd and 4th Runner-up – free tuition fee up to 50% of 21 units

J.4. Reserve Officer Training Cadets – free tuition fee up to 21 units of enrolled courses only

- 1st Class Officer – free tuition fee up to 21 units only
- 2nd Class Officer – free tuition fee up to 25% of 21 units only

K. Employees' Dependents

- K.1. Dependents of regular/full time employees – free 100% of tuition fee (less retake)
- K.2. Dependents of part time employees with three (3) to four (4) loads – free 66.50% of tuition fee (less retake)
- K.3. Dependents of part time employees with one (1) to two (2) loads – free



- 33.25% of tuition fee (less retake)
- K.3. For Senior High School – tuition fee subsidy (net ESC)
- L. Dolores P. Torres - IP Scholarship (DPT –IP)
- L.1. 100% free of tuition and other miscellaneous fees (less take-home)
- L.2. Slots – 50 per semester
- M. Family Discounts
- M.1. At least three (3) members of the family are currently enrolled - 30% discount on the tuition of the highest account.
- M.2. At least four (4) members of the family are currently enrolled - 30% discount on the tuition of the highest and 2nd sibling account.
- N. Cash Discount – 10% discount on tuition (after evening session and advance enrolment discount, if applicable) if total assessment is paid in full on or before the scheduled 1st exam.
- O. Early Enrollment Discount - 5% discount on tuition fee (freshmen only, Technical program not included) if enrolled during advance enrollment schedule
- P. Evening Session Enrollees Discount - 5% discount on tuition if enrolled in the evening session class schedules except PE, NSTP and ROTC (for Main campus only).
- Q. Enrollment Aiders – Php 20.00/hour on services rendered endorsed by the Director of Admission/Bookstore-Head and approved by the Chief Operating Officer.
- R. Armed Forces of the Philippines (AFP) – free 20% discount on tuition fee only.
- S. Others – as approved by the President and/or Chief Operating Officer.
- T. Land Donor – 100% free tuition fee and other fees (less take home)
- U. The scholarship grant for grantees who filed a Total Withdrawal of Enrolment will be terminated or cancelled.

2.13. Athletic Scholarship

The University of Mindanao supports the government’s objective of building a strong republic through excellence in sports as mandated by the Constitution of the Philippines which provides that: 1) the state shall promote physical education and encourage sports program, league competition and amateur sports including training for international competition to foster self-discipline, teamwork and excellence for the development of a healthy and alert citizenry; and 2) all educational institutions shall undertake regular sports activities throughout the country in coordination with athletic clubs and other sectors.

On this basis the University of Mindanao shall establish and maintain a UM Sports Team that shall invite talented men and women as members and who shall be granted scholarship as incentive.



Scope and Coverage

The UM Sports Team shall primarily consist of young men and women who have passed the criteria of membership and screening and who have favorably maintained their academic standing throughout their stay with the UM Sports Team and in the University.

Qualification for Membership

To qualify as a member of the UM Sports Team, he/she must:

- be a Filipino Citizen;
- a bona fide student of UM;
- possess potential/prowess in a specific sports and able to play in a team;
- carry a minimum academic load of 18 units in a semester and/or what is stated in the curriculum;
- be able to pass medical and drug test; and
- not been charged with violation of the Student Code of Conduct.

After acceptance as a member of the UM Sports Team, the member should comply with the following conditions to retain membership:

- a) Attend trainings as scheduled by respective coaches;
- b) Be prompt and punctual during trainings and competitions;
- c) Manifest proper attitude and decorum inside and outside of the University; and
- d) Assist during the annual University Intramurals as maybe required.

Trainings and Participation in Athletic Competitions

- a) All varsity players, from Category A to B, shall hold practices at least thrice a week and/or as necessary.
- b) Coaches shall submit their schedules of practice to the Sports Director; copy furnished the Athletic Board Secretary. Coaches must be present during practices. Attendance shall be checked by the Administrative Assistant during practices.
- c) Any coaches and/or players who will miss practices shall be sanctioned accordingly (as stipulated in the Athletic Scholarship Agreement).
- d) Any events that will not qualify in the regional/national competitions shall be observed and evaluated rigidly during practices.
- e) The Sports Director shall see to it that varsity players shall be exposed to local and regional competitions (besides from PRISAA and PALARONG PAMBANSA elimination rounds) in order to improve performance
- f) Coaches and players shall observe proper attitude and decorum during competitions. Anyone who will conduct themselves improperly shall be dealt with accordingly.



- g) Attendance to any competitions should be approved by the Athletic Board.
- h) Coaches shall seek the approval of the Athletic Board if doing some coaching outside of the University, likewise with the varsity players.
- i) Coaches are not allowed to coach other school's varsity team regardless of educational level. Any coaches or players caught playing outside the University Team without the approval of the Athletic Board shall be dealt with accordingly.

Code of Discipline

- a) The members of the UM Sports Team shall be governed by the following Code of Conduct. Any violation from the said code may be a ground for termination or demotion of the scholarship grant. Due process shall however be observed. The Scholarship Committee shall hear and decide on such cases as follows:
 - b) habitual absences of at least three (3) absences from meetings, practices and engagements;
 - c) habitual tardiness of at least six (6) occasions of tardiness in meetings, practices and engagements;
 - d) misconduct during practices or engagements;
 - e) not wearing the prescribed uniform during engagements;
 - f) reporting under the influence of liquor during practices or engagements;
 - g) discourtesy to Coach/es, Sports Director, and other UM Officials
 - h) fighting with fellow athletes;
 - i) using prohibited drugs; and
 - j) destroying UM owned sports equipment.

2.14. Scholarship for Um Cultural Group (OPM 5.06)

The University of Mindanao supports the preservation and promotion of the rich Filipino cultural heritage through music, performing arts, band music, and other related activities, maintaining a tradition of inculcating love of culture and the arts among students. UM therefore establish and maintains a Performance Guild, namely: UM Chorale, Makabayan Artists Ensemble (**UMMAE**) for UM-Main, UMTC Dance Company (**UMTC-DC**) for UM Tagum, and UM Band/Majorettes. UM further invites talented young men and women as members who shall be awarded scholarship as incentive.

A. UM Chorale

Purposes and Objectives

- To promote the Filipino culture among the students of the University of Mindanao through choral singing.
- To present fine performance of a variety of choir repertoire



- To exert a positive influence on choir performance standards in the region
- To conduct continuing researches in the promotion, preservation and propagation of the Filipino culture through music
- To actualize the commitment of the University in democratizing access to quality education and the development of a well-rounded personality of its students

Scope and Coverage

The UM Choir shall primarily consist of young men and women who have passed the criteria for membership and screening, and who have favorably maintained their membership in good standing throughout their stay with the UM Choir and in the University. The UM Choir shall serve the campuses during official functions. However, upon request and after due approval by the University, the UM Choir may perform for other branches and outside of the University. The UM Choir shall consist of 25 singers

Qualification for Membership (OPM 5.06)

To qualify as a member of the UM Chorale, he/she must:

- A bona fide student of UM
- Has an ear and heart for music
- Possesses a good singing voice
- Has no record of any violation of the Student Code of Conduct

B. UM Performance Guild (UMMAE/UMTC-DC)

Purposes and Objectives

- To promote the image of the University through excellent artistic performances and promotional programs
- To develop and train performing artists with extensive awareness and understanding of the Filipino as well as world arts and culture
- To exert a positive influence on performing arts repertoire standards in the region
- To provide an alternative venue to cultivate better relations with the local, national and international communities and contribute to the world of culture and arts through the efficient and comprehensive implementation of international cultural exchange activities
- To conduct continuing researches in the promotion, preservation and propagation of the Filipino as well as world arts and culture
- To actualize the commitment of the University of Mindanao in



democratizing access to quality education

Scope and Coverage

The UM Performance Guild primarily consist of young men and women who have passed the criteria for membership and screening and who have favorably maintained their membership in good standing throughout their stay in the University. The UM Performance Guild shall serve the campuses during official functions. However, upon request and after due approval by the University, the said dance troupes may perform for other branches and outside of the University. The number of members shall be upon the recommendation of its head and the approval of the University.

Qualification for Membership (OPM 5.06)

To qualify as a member of the UMMAE / UMTC-DC, he/she must:

- A bona fide student of UM
- Has no record of any violation of the Student Code of Conduct
- Pass the mental/medical check-up and performing arts competencies
- Possesses basic knowledge in theater, dance or able to play string or other musical

C. **UM Band/UMDC Band/ UMTC Band**

Purposes and Objectives

- To help develop and train homegrown musicians in the city
- To present fine performances with wide repertoire of band literature
- To exert a positive influence on band performance standards in the region
- To serve as marching band for ROTC functions and concert band for other official functions of the University and the community
- To actualize the commitment of the University in democratizing access to quality education

Scope and Coverage

The UM Band shall primarily consist of young men and women who have passed the criteria for membership and screening and who have favorably maintained their membership in good standing throughout their stay with the UM Band and in the University. The UM Band shall serve the campus they belong to only during official functions. However, upon request and after due approval, the UM Band may be asked to play for other branches and functions outside of UM. The number of band members shall be upon the recommendation of its head and the approval



of the University.

Qualification for Membership (OPM 5.06)

To qualify as a member of the UM Band, he/she must:

- A bona fide student of UM
 - Owns a musical instrument
 - Able to read musical notes
 - Has no record of any violation of the Student Code of Conduct
 - Demonstrate proficiency in playing a musical instrument in a band
 - Maintain the instrument in top and good condition
 - Memorize assigned marches and concert pieces
- D. The Choir Chief/ Ensemble Chief/ Dance Company/ Band Master shall recommend to the UM Scholarship Committee the qualified scholars for approval. Term of scholarship grant may be enjoyed in accordance to the program that the student chooses which may be extended only to one (1) year.
- E. After acceptance as a member, he/she shall comply with the following conditions to retain membership:
- Must have a course load of not less than 18 units in a semester
 - Must observe the Retention Policy of the University
 - Must attend regular rehearsals and trainings/seminars/workshops. Attendance is checked ten (10) minutes before the “call time”.
 - Must not be tardy during rehearsals and presentations
 - Must manifest proper attitude and decorum in and out of the University
 - Must promote awareness and understanding of the Filipino Arts and Culture
 - Must be available on any official engagements, provided one is notified ahead of time

F. Code of Discipline

The members shall be governed by the following Code of Conduct. The Scholarship Committee is responsible for the conduct of due process in the event of any violation against the Code, policies and regulations. The following shall constitute the grounds for demotion and/or termination of privileges:

- Habitual absences which consist of three (3) absences during rehearsals, meetings and engagements;
- Habitual tardiness consisting of six (6) occasions of tardiness during rehearsals, meetings and engagements;



- Misconduct during practices and presentations;
- Failure to wear the prescribed costumes/uniforms during engagements;
- Reporting under the influence of liquor during practices and engagements;
- Discourtesy to the Choir Master, Assistant Conductor, Officers and Peers;
- Fighting with fellow members;
- Using prohibited drugs; and
- Destroying UM-owned paraphernalia or any UM-owned property.

2.15. Official Functions of UM Cultural Groups (OPM 5.07)

These guidelines direct the UM Cultural Groups in responding to the request/s for performance for a University function(s) and/or invitation by external agencies.

The UM Cultural Group is composed of the following:

- UM Makabayan Dance Artists Ensemble
- UM Chorale
- UM Band

The Group shall be on-call for official university functions and events, such as but not limited to the following:

- Baccalaureate Program and Graduation Ceremony
- Foundation Anniversary
- ROTC presentations

The Group may also be invited by external organizations/institutions but on a limited basis only in order not to hamper their studies.

The External Relations and International Affairs Office (ERIAO) Head shall be responsible as to how much shall be charged to an invitation in coordination with the coaches but should not be less than P5, 000.00 per function. The fee shall be paid in full at the Main Cashier two (2) days before the scheduled performance.

The performers shall be given a talent fee amounting to 40% of the fee which shall be distributed equally among the members.

If the performance is more than an hour, their snacks and/or meal shall be for the account of the external organization/institution.

For internal invitation, the Coaches shall be responsible to request for their snacks and/or meals during preparation and actual performance, duly endorsed



by the ERIAO Head.

All internal and/or external invitations shall be approved by the designated approving officer, and duly endorsed by the ERIAO Head.

2.16. Termination of Academic Scholarship

2.16.1. The following shall be the grounds for termination of scholarship and privileges:

- 1) failing grades, dropped and withdrawal of subject;
- 2) continuous absences in the programmed activities without valid reasons;
- 3) failure to render services as required; and

2.16.2. Conduct unbecoming of a scholar which includes but not limited to the following:

- use of prohibited drunkenness, drugs, misrepresentation, sexual harassment;
- acts of disobedience, insubordination and disrespect to superiors and peers;
- dishonesty, theft, falsification of official documents;
- intentional destruction and wastage of school properties;
- putting the name/reputation of the individual, organization, and institution in ill and bad light; and
- failure to renew scholarship as scheduled - twice in a row.

2.17. UM Honors Society (2nd to 4th/ 5thYear) (OPM 18.13)

2.17.1. Rationale

UM Students are among the best in the region, as they work their way through the most demanding program curricula in the nation. It is only fitting that they be acknowledged for their performance. Organizing the honor society is the way the university accords recognition for their excellent academic performance.

2.17.2. Scholarship

The UM Honors Society is an exclusive honor society, established and recognized by the University of Mindanao that is committed to help provide a dynamic and supportive academic environment in the University. Members are academic scholars who are committed to contribute to the development of their field/s of study and who seek to ensure and sustain excellence in their field.

2.17.3. Leadership

The UM Honors Society is comprised of scholars who take personal responsibility for their programs and their academic field and sustain the scholarship requirements expected from them. The UM Honor Society member are the embodiment of the ideals of their respective colleges/branches. They not only represent the mission of the university but they also demonstrate remarkable leadership in their chosen fields.



2.17.4. Character

A member should possess a distinctive scholarly attitude of willingness to help students' academically and uphold the values of honesty, integrity, and self-discipline.

2.17.5. Service

Each member should actively contribute to the well-being of the university by giving, sharing of personal gifts and talents to other students voluntarily exhibiting a commitment of service for others.

2.17.6. Advocacy

Each member should actively support and promote academic excellence within his/her college/branch. Activities include concerns of diverse students, serving as a mentor, helping to address the academic needs of other students, and educate others on the importance of quality and excellence.

2.17.7 Membership

UM Honors Society is an exclusive honor society of the University of Mindanao campuses. Students who garner a cumulative GPA of 1.75 or above with no grade lower than 2.0/2.5 in any subject, and likewise maintained good conduct and moral standing, shall automatically become members. Automatic disqualification from membership is caused by not being able to maintain the 1.75 GPA minimum grade requirements and/or after obtaining a grade lower than 2.0/2.5 in any of the subjects taken.



SECTION 3

STUDENT SERVICES (Main and Branches)

3.1 Instructional Support Units

3.1.1 Records and Admission Center (RAC)

The RAC is the keeper of the student's records (from the time the documents are submitted during admission until the student graduates from the program), and is headed by the University Registrar.

A. Request for Student Credentials (Transcript of Records, Special Order, Diploma and Honorable Dismissal)

A.1 Procedures/Requirements

A.1.1 Fill out request form (available at the RAC Office).

A.1.2 Pay the necessary fees at the Cashier's Office.

A.1.3 Submit duly accomplished request form, OR, and documentary stamps. For PRC purposes submit passport size picture.

A.1.4 Letter of Authorization to transact and receive documents (with valid photocopy of ID), in case students cannot claim/transact personally.

B. Request for Authentication of Credentials (Diploma, Special Order, Transcript of Records, and Certificate of Authentication and Verification for CHED).

B.1 Requirements

B.1.1 Original credential/s.

B.1.2 Payment of necessary fees.

B.1.3 Certificate of Enrolment (for undergraduate only).

B.1.4 Letter of Authorization to transact and receive documents, in case students cannot claim/transact personally.

C. Request for Transfer Credentials

C.1 A student, undergraduate or graduate, who is transferring to other schools and/or pursuing higher degree in other schools, shall request for Transfer Credentials (otherwise known as Honorable Dismissal).

C.2 Upon request, a student may also apply for the following:

C.2.1 Certification of good moral character– (to be requested at OSA);

C.2.2 Certified true copy of grades, course description, Form 137 and Form 138; and

C.2.3 Certification of units earned.

**For request of Good Moral Certificate, please log in at <http://crms.umin.edu.ph/gmc>*

D. Request for Correction of Names/Date or Place of Birth



D.1 Requirements

- D.1.1 Certified true copy of Birth Certificate from the National Statistics Office (NSO) or Alien Certificate of Registration (NCR).
- D.1.2 Personal affidavit, if of legal age or affidavit of parents.
- D.1.3 Joint affidavit of two (2) disinterested parties.

3.1.2 Library Services

- A. The Learning and Information Center (LIC) is a place in the university (UM-Main and Branches) that provides access to information in many formats and in many sources such as books, theses and dissertations, periodicals, multimedia materials, electronic resources and online databases.
- B. The LIC uses the Follett Destiny Library Manager and/or Koha Library System (UM Bansalan, Digos, Panabo, & Peñaplata) to organize and provides access to the library collection anytime and anywhere through its Web Online Public Access Catalog (WebOPAC).
- C. Campuses (in Main and Branches) offer Audio Visual Room for viewing of instructional media materials such as DVDs and VCDs
- D. Discussion rooms are also provided for the group study related to their project, research paper, problem solving, feasibility studies, and other related topics.
- E. E-resources section is provided for accessing information from the internet and the Subscribed Online Databases such as ProQuest, E-book Central, Gale Reference Complete, ACM Digital Library, Philippine E-journals, Sage journals, Oxford Reference, Wiley Online Library, ePlatform, CDAsia Online, eSCRA and ProQuest Dissertations and Theses (PQDT-Offline). Proquest and E-book Central are also accessed by all UM Branch Libraries.
- F. Special collections are also maintained by the LIC such as the UN/ADB/WB Collections, Memorabilia and Mindanaoan.
- G. UM-Main is one of the Depository Libraries of UN publications and these are housed at the Matina LIC. UN Digital Library is accessed thru <https://digital.library.un.org>
- H. Memorabilia section houses the legacy of the UM founder and includes UMiana materials, which consists of the writings, yearbooks and other publications of the University of Mindanao. Mindanaoan corner also houses materials about the history, culture and heritage of Mindanao.
- I. The LIC has its Online Entrance Monitoring System that captures data of users entering the library premises for the purpose of efficient, accurate and expeditious recording of library attendance.
- J. The Center is provided with Closed-Circuit Television (CCTV) surveillance cameras and Library Security System to detect books that are brought outside



for home use.

- K. Library instruction are provided to users to introduce the collection, facilities, services, organization and programs of the UM LIC as well as teach them to become effective users of information.
- L. Online Research and Reference Assistance (ORRA) is available to answer questions about student's research, assignment, request for the online databases' remote access, or any library-related queries via chat or email through: library website (<http://library.umindanao.edu.ph/>), email address(library@umindanao.edu.ph), Facebook page, and hotline number.

3.1.2.1 Circulation Policies:

- A. The following are allowed to borrow books at a given period:
 - a.1 Undergraduate students - three (3) books at a time for a period of two (2) days.
 - a.2 Professional schools and College of Law students – three (3) books at a time for a period of one (1) week.

These are renewable twice if not needed by other users.
- B. Fiction books are allowed for home reading for a period of five (5) days.
- C. Reserve books are generally for in-house reading only. However, these can be checked-out for overnight and should be returned not later than 10:00AM in the following day.
- D. General reference, Filipiniana books, UN and ADB publications and periodical materials are likewise for room use only, but these can be checked-out for one hour for photocopying purposes.
- E. Theses, dissertations, institutional researches and undergraduate theses shall be used only at the LIC area.
- F. A fine/penalty charge of **P25.00 per day**, excluding Sundays and Holidays and unprecedented suspension of classes per item shall be meted to the patron with overdue Circulation books and **P10.00 per hour** per item for book from the Reserve Section.
- G. The patron shall be notified for the overdue through letter of notification or email.
- H. When a book/material is lost, the borrower is given a grace period of one (1) week to exhaust all means in locating the lost book/material. After the grace period, the borrower shall replace the book with the same title or related title in current edition or pay the equivalent current cost of the book. An additional **fine of P200.00** shall be charged as a processing fee.



- I. Borrowing of additional books shall not be allowed if there are still books not returned and/or fines are not yet settled.
- J. All fines/penalty charges shall be settled immediately at the Cashiering Office.

3.1.3 Research and Publication Center

The center is responsible for assuring quality education by inculcating a culture inclined towards significant and productive research in a conducive environment by providing good facilities and technical and professional assistance both to faculty and to the students.

3.1.4 Mini-Hotel and Hot/Cold Kitchen

- A. The University has a mini-hotel complete with hotel amenities. An adjoining well-equipped Hot and Cold Kitchen, as well as Bar and Restaurant in UMTC, provides opportunities for students to actually prepare well-balanced meals, proper table settings, cake and pastries preparation and serve meals.
- B. The Mini-Hotel and Hot and Cold Kitchen have become the training grounds for students enrolled in Hotel and Restaurant Management, for them to become entrepreneurs, caterers, food and beverages experts that contribute the country.

3.1.5. Engineering and Science Laboratories

Well-equipped laboratories for engineering and other programs are provided for students to perform their experiments and other laboratory exercises. These laboratories have been inspected by government agencies to ensure that the quality of education obtained through exposure to the machines and equipment inside is excellent. It is in these laboratories that the theories found in books gain practical use before the eyes of the students as they test each machine and equipment's function.

3.1.6. Computer Laboratory Centers

- A. To meet information technology needs, the University has computing laboratory centers that provide hands-on-training to engage students for meaningful learning.
- B. In the center, the student learns the rudiments of hands-on-requirements in their computing subjects so that their actual exposure to it enhances their chance of landing a possible career in information technology.

3.1.7. Audio-Visual/Learning Resource Centers

- A. The center is equipped with projectors (multimedia, LCD, overhead and slide), video cameras, editing machines, sound mixers and projection rooms. It has a production section that produces instructional films and slide presentations (at UM-Main only).



B. The University has three (3) audio-visual centers, e-learning and Instructional English Language center and the colleges have their own learning resource centers. They fully support the requirements and needs of the academic classes where both the students and faculty members can use.

C. **Guidelines for the Use of the Audio-Visual Rooms and Other Facilities**

The students and employees can use these facilities for events that will require multi-media services.

C.1. No one is allowed to use the facilities without the required permits.

C.2. Students shall not be allowed to enter the facility without an accompanying faculty member.

C.3. Users of the facility are expected to observe total cleanliness and orderliness. The instructor concerned shall be responsible for the conduct of the students.

C.4. Food and drinks are not allowed inside the facility/ centers.

C.5. Any damage and/or loss of property shall be the responsibility of the requesting party.

C.6. Bringing of office furniture and equipment must have prior approval from the Head, Operations/ Branch Head.

C.7. Students shall observe the proper use of the air- conditioned rooms. Rooms must not be left open. Users must refrain from frequent switching of temperature control.

3.2 Services Support Units

3.2.1 Guidance Services and Testing Centers

A. The University maintains a Guidance Services and Testing Center ready to meet the needs of every student. It is generally concerned about student welfare, helping and assisting students to actualize their potentials in order to become mature and responsible members of society. In addition, Guidance Counselors/ Facilitators are designated in all colleges to make themselves available for consultation, conference and counseling and other needs of the students where they can be of help.

A.1. Service

A.1.1. Orientation Service

A.1.2. Counseling Service

A.1.3. Psychological Assessment/Testing Service

A.1.4. Career Services

A.1.5. Individual Inventory Services

A.1.6. Enrichment Services

A.1.7. Administer aptitude, achievement and other psychometric tests

A.1.8. Recommend appropriate measures for better student performance

3.2.2 Center Health Services (Medical and Dental Clinic)

A. The Center for Health Services (medical and dental clinic) is maintained to promote the health and well- being of the University community. The clinics are manned by full-time and part-time physicians, dentists and nurses. Students



may avail of free consultations, first aid, and initial dosage of medication for common ailments.

A.1.Services

- A.1.1. Medical services include consultation, blood pressure taking, dispensing of over the counter medicines, parenteral medications, wound care, physical examination, Family Welfare Program.
- A.1.2. Dental services include consultation, dispensing of medicines, annual oral examination (elementary and high school) and simple tooth extraction.

3.2.3 Office of Student Affairs

- A. This is the central body which oversees the student affairs of the University. It helps implement student discipline, instill values in the students and foster camaraderie while preparing the students for competitions.
- B. It also encourages students to develop social and interpersonal relationship as well as leadership skills through membership in various campus organizations which are being supervised by faculty and non-faculty advisers. Among these are the College Student Government, and all the accredited academic, religious, civic and social Student Organizations.
- C. The Office provides spiritual individual/group counseling, and spiritual upliftment through the Campus Ministry both for Catholics, other Christian Sects and Muslims.
- D. Programs and Services:
 - D.1. Student Services
 - D.2. Student Awareness and Conduct
 - D.3. Student Development
 - D.4. Student Engagement

3.2.4 Information and Communications Technology Center

The department facilitates the enrolment of the University and handles the computerized system of all departments including the operations of the Internet and Computing Laboratory Centers.

3.2.5 Sports Center

- A. The University promotes the physical and skills development of the students through various sports activities designed to inculcate the values of fair play, teamwork, and sportsmanship notably through the annual intramurals and participation in the various local and national competitions.
- B. The University has two (2) gymnasias, an oval, an outdoor/indoor basketball courts, a tennis court, and volleyball court, and an Open Track and Field.

3.2.6. Student Publication

The *PRIMUM* is the official student publication





for UM- Main as well as *COLLEGIUM* for UM Tagum College and The *INQUISITIVE EYE* for UM Bansalan College. *The NEW EXPOSE* is the student publication for UM Digos College, and *LUMINA* for UMPanabo College, and *LUMINOUS* for UM Peñaplata College. The student publication for UM Ilang and UM Guianga are the *MAROON INK and MOMENT* respectively. It is in these student publications where they can express their views on issues affecting them in accordance to the Journalistic Code of Ethics. These can be avenues for training of future writers, journalists, columnists, and editors towards responsible journalism.



3.2.7. Canteen

Canteens (eg. PX-Canteen and Food Courts) are available at accessible places in all campuses to provide affordable and fast food services to students and offer comfortable venues where they exchange pleasantries with their classmates and friends while partaking of their meals. Nutritious meals are served at different times of the day catering to the needs of the students and employees alike. Everyone availing of the services of the canteens food court must observe “Clean As You Go” policy.

3.2.8. Bookstore Services

The bookstore provides some books needed by the students. The updated books are sold at affordable cost.

3.3 Extension Units

3.3.1 Community Extension Center

- A. The Community Extension Center serves as the benchmark for the academic programs where students, faculty and staff are provided with enriching opportunities to engage with and help the communities through the different extension projects.
- B. Community Extension is viewed as an essential part in educating the students and in enhancing the academic performance of the faculty. Community extension activities are geared towards not only helping communities but more so developing within students the values of service and community involvement essential in nation-building.

3.3.2 External Relations and International Affairs Office (ERIAO)

- A. This office coordinates the academic linkage programs of the different colleges and departments to continuously strengthen UM’s relationship with its external environment.
- B. It covers the promotion, facilitation and assessment of local, national, and international linkages which are beneficial to the University in terms of improved resources, academic enrichment and the adherence to global standards of the curricula and faculty expertise.



SECTION 4

STUDENT DEVELOPMENT AND ENGAGEMENT

4.1 Student Organizations and Activities

Students are encouraged to participate and join in curricular and non-curricular activities which provide them with the opportunities to increase their understanding of contemporary social problems. These activities are likewise offered to students to develop leadership, teamwork, sportsmanship, social dynamism, community involvement, and to inculcate the value of loyalty and responsibility.

Campus clubs/organizations are classified as academic, religious, civic, cultural and foreign student organization. As a general rule, only bona fide students can organize/join student or campus organizations and are entitled access to the University and avail of its services.

4.1.1 General Policies (18.04 Rev. 6)

The following policies govern student involvement in organizations and activities to wit:

- A. Qualifications of officers in a student organization
 - A.1. A student must be currently enrolled in at least 18 units, and has no, failed, dropped or incomplete grades in the previous semester immediately preceding the election.
 - A.2. Must not have any record of misconduct (minor and major offense) and must be cleared of any accountability of funds in any of his/her previous organization.
 - A.3. Failure in any academic subject in the current semester/term shall disqualify the officer from continuously discharging his/her function in the organization.
 - A.4. For graduating students, the 18-unit requirement may be reduced based on the actual load certified by the Registrar. The Certificate of Under Units shall be submitted.
- B. All student campus organizations must be duly accredited by the Office of Student Affairs (OSA). All accredited/re-accredited student organizations shall comply with the requirements imposed by OSA. This includes the participation of OSA-initiated activities (e.g. Leadership webinar/training), representation as delegates of the University in events organized by external partners/stakeholders.
- C. The (OSA) has the authority to grant recognition to any student organization that has complied with all the requirements set by the University. However, the OSA reserves the right to disapprove any application, withdraw or cancel the recognition granted for any of the grounds enumerated in the OPM 18.04 and Student Handbook



- D. Every organization must have a Constitution and By-Laws which should be anchored on the objectives of the Philippine Constitution, the Vision, Mission and Values of the University, Commission on Higher Education (CHED) Orders, and other laws issued by duly constituted authorities.
 - E. Every organization must have a UM faculty adviser or non-teaching moderator who is allowed only with one advisory commitment. Attendance of the respective Adviser/Moderator during the orientation seminar on campus advising is required.
 - F. Recruitment of members shall be open to all college levels for Academic Organizations only. Civic, Religious and other student clubs/organizations' membership (except Academic Organization) shall be limited to upper classmen, since Freshmen students are still in a period of adjustment.
 - G. Aside from the class organization, a student is not allowed to join more than two (2) organizations. A student who is a President/Chair, Vice President/Chair a Secretary, or Treasurer of one (1) organization can only become a member in the second organization.
 - H. Hazing in any form is strictly prohibited in the organization (see RA 11053 in Sec. 8 of this Student Handbook).
 - I. All student officers and their advisers are collectively held responsible for the commission of acts inimical to the best interest and well-being of the members and the University in general.
 - J. Should students collect membership fee from the organization members, Financial Due Diligence should be complied. The student organization/club has to submit liquidation reports and shall subject its financial reports to audit by the duly assigned auditor.
 - K. For conduct of student activities, approval shall be secured prior to the conduct of any activity, project, or use of any school facility and/or collection of contributions from its members. As part of documentation purposes, the Narrative Report shall be submitted to OSA before the approval of the next activity.
 - L. All of the officers of the student organizations must be cleared from any accountability at OSA. Failure to comply with the necessary requirements/documents may lead to non-recognition of the said student organization and/or withholding of credentials of the identified student officers/leaders.
- 4.1.2.** Required accreditation/re-accreditation documents of the student organization/club shall be submitted to the OSA Director/OSA Head, duly signed by the required signatories following prescribed format
- A. Documents for Re-accreditation:
 - 1) Application Letter for Re-accreditation
 - 2) Approved Constitution and By-Laws
 - 3) AOP Mid-Year Accomplishment Report/Year-End Accomplishment Report (previous school year)



- 4) Financial Report (previous school year)
- 5) Annual Operational Plan (current school year)
- 6) Advisorship Letter of Acceptance and Agreement
- 7) List of Officers and List of Members
- 8) Latest Student Permanent Record/Student Evaluation Form and Matriculation Form of all elected Officers

B. Documents for Accreditation:

- 1) Application Letter for Accreditation
- 2) Approved Constitution and By-Laws
- 3) Annual Operation Plan (current school year)
- 4) Advisorship Letter of Acceptance and Agreement
- 5) List of Officers and List of Members
- 6) Latest Student Permanent Record/Student Evaluation Form and Matriculation Form of all elected Officers

4.1.3. Accreditation / Re-Accreditation of Student Organizations/Clubs Specific Guidelines

The following requirements shall be submitted following the sequence below using prescribed format.

4.1.3.1. Letter of intent for accreditation / re-accreditation of the student organization addressed to OSA Director/OSA Head/Coordinator of the Branches, contains the following:

- a. name and its trade name
- b. category and nature of the organization
- c. main purpose of instituting the organization
- d. list of officers

For Academic Organization, letter must be signed by its president, and adviser (a faculty of the program where the organization is based), noted by the Program Head and Dean of College.

For Civic, Religious and other non-academic organization, the letter is signed by the student organization president, and noted by the student organization's adviser.

4.1.3.2 Approved constitution and by-laws (CBL) with anti-hazing provision

- a. The CBL must state a provision that no hazing in any form is allowed in any initiation as a requirement to become a member in the organization.
- b. All officers and adviser/s must have their signatures on the said CBL.



- c. If membership fees are to be collected, the amount must be stated with its breakdown.

4.1.3.3 List of names of elected officers

- a. The list of elected officers shall be presented with corresponding name of program, year level, and signature, and with recent photo of each officer.
- b. Attached latest FORM 1 and updated SPR and Evaluation of all officers.
- c. For graduating students, the 18- unit requirement may be reduced based on the actual load certified by the Registrar. The Certificate of Under Units shall be submitted.

4.1.3.4 List of names of members

- a. Indicate at least 20 members with corresponding name of program, year level and signature of each member as initial number of members. List of members shall be updated (if applicable) before the school year ends.

4.1.3.5 Name of Adviser

- a. Submit Letter of Acceptance (with photo of adviser) and Agreement signed by the chosen Adviser for the student organization.
- b. For Academic organization, the adviser must be a teacher of the College/Program where the organization is based and must be recommended by the Program Head and/or the Dean of College.
- c. For Civic, Cultural, Religious and other organizations belonging to other categories, the adviser must be active and have undergone trainings/seminars in relation to the advocacy of the organization. Certificates or any proof must be attached for qualifications.

Note: In cases that the need to have more than one (1) adviser for any student organization/club (including CSG) arise, a letter of request shall be initiated by the college/program concerned, noted by the Dean of College, and shall be addressed to UM COO/QMR for approval.

4.1.3.6 Annual Operational Plan

- a. Activities to implement should be in line with the nature and purpose of the organization.

4.1.3.7 Adopt-A-Spot Letter

- a. Letter should be addressed to the OSA Director/OSA Head/Coordinator, signed by the organization's president and the adviser.
- b. It should state the advocacy of the student organization, and be treated as campus based project as stated in the AOP.



4.1.3.8 AOP Year-End Accomplishment Report

- a. It shall be submitted at the end of the school year, and shall be used as one of the bases in the re-accreditation in the next school year.

4.1.3.9 Financial Report

- a. Liquidation report shall be submitted by the student organization/club after each conduct of the activity with official receipts. Financial Due Diligence (see OPM 18.10) should be followed.
- b. Failure to submit may be subject to non-reaccreditation in the next year's accreditation of the student organization, and/or may resort to filing a letter of complaint to RAC thus holding the transcript of records, Good Moral Certificate at OSA, and other credentials of the student officers.

4.1.4. Conduct of Student Activities On-site/Online

In the conduct of activities for students the following shall be followed:

4.1.4.1 For In-Campus Activities

Pre-activity requirements for approval:

- a. Cover Letter (with funding – request addressed to COO; no funding needed – addressed to OSA)
- b. Activity Proposal
- c. Minutes of Meeting
- d. Program

After-activity documents to be submitted after every event conducted:

- a. Narrative Report
- b. Documentation
- c. Attendance Sheet
- d. Evaluation Report
- e. Liquidation Report (if applicable)

4.1.4.2 For Off-Campus Activities:

4.1.4.2.1. Curricular/Disciplinal. Follow Due Diligence requirements. Submit the following:

- Cover Letter. Appropriate signatories shall be indicated. Follow Financial Due
- Diligence for funding the activity/ies.



- Activity Proposal including Destination/Itinerary and Personnel/Faculty In-charge
- Minutes of Orientation to Students, with Safety and Emergency Preparedness Plan for activity with rigorous activity, medical certificate is required.
- Consent of the parents/guardian.
- Financial Due Diligence (activity with registration)

The level of authority for approval is the COO/QMR of the University. OSA shall be recommending approval of the proposal.

4.1.4.2.2. Non-curricular/non-disciplinal. For activities that do not have curricular/disciplinal nature and purpose, organized by Student Organization/Club/Student Government, please refer to the chart as checklist of Due Diligence requirements.

4.1.5 Formation of Student Alliance

- A. University of Mindanao adheres to the principle of student empowerment. Students are trained to maximize their potentials and consequently nourish themselves by experiential lifts that promote leadership abilities. Corollary to this, student organizations are categorized according to their nature and are organized into two (2) Councils, namely the Council of College Student Government and Council of Student Organizations. The organization of these two (2) councils is governed by UM existing rules and regulations.
- B. The University of Mindanao Council of College Student Government (UMCCSG) and the campus organizations shall have their Constitution and By- Laws (CBL) within the framework of these rules and regulations which shall be approved by the Director of the Student Affairs for UM Main, and Branch Directors for UM Branches. Nothing in the constitution and by-laws shall conflict, be contrary to, or circumvent the rules and regulations of the University, or pertinent CHED rules and regulations and the laws of the land.

4.2 Student Organizations by Category

4.2.1 Academic Organizations

The academic organizations consist of those student associations that are organized for the academic development of the members thereof. Most of the activities shall help the members understand their course and subsequently their career options. Activities must include those which permit interactions with companies and organizations, and encourage direct working relations with the companies and work settings.



4.2.2. Civic Organizations

The civic organizations cater to the social needs of the members. Its concern revolves on the development of the interactive personality of the students and their creative potentials. The activities are more on community services and the conduct of seminars and symposia enhancing personality development and the individual's sense of social responsibility to the members and the community they are serving. Their activities are mostly focused on community outreach and services which awaken and develop their members' social awareness.

4.2.3. Religious Organizations

The religious organizations focus on activities that mold and nourish the spiritual life of the students. Their aim is to bring the students to the fold of spirituality in their actions and words. Consequently, they engage in formation, worship and service programs.

4.2.4. Cultural Organizations

Cultural organizations are organized to promote preservation and appreciation of Filipino culture and arts especially that of Mindanao. These organizations are encouraged to go into music, theatre, film, dance and other performing arts, visual arts as well as literature.

4.2.5. Foreign Students Organization

This is an organization composed of foreign students aimed at helping them adjust socially and academically. The organization will provide avenues for sharing common concerns, helping and encouraging one another to make their campus life meaningful, fruitful and happy.

4.3. COMPOSITION OF COLLEGE STUDENT GOVERNMENT (CSG) (UM Main and Branches)

The College Student Government (CSG) refers to the student body duly organized and elected with due recognition and authority from the University as the students' official representative in matters affecting them. This body shall consist of student leaders elected from all Year-Level Officers to fill the following positions:

- | | |
|------------------|--------------------|
| - President | - Auditor |
| - Vice President | - P.I.O. |
| - Secretary | - Business Manager |
| - Treasurer | |

4.4. COMPOSITION OF THE TWO (2) COUNCILS (UM Main and Branches)

The creation of the two (2) councils and their constitution and bylaws shall be governed by the existing rules and regulations embodied in this handbook and approved by the OSA after the same has been ratified by its members thereof called for that purpose. The composition of the Councils varies according to its category:



4.4.1. Council of College Student Government/Council of Department Student Government

- A. The Council of College Student Government/ Council of Department Student Government (CCSG/CDSG) consists of student leaders who are the Presidents of the College Student Governments/Department Student Government of the University (Main and Branches) who assume their posts by virtue of an election done in their respective colleges. They are authorized to represent and advocate on behalf of the student body.
- B. This Council of student leaders is primarily responsible for providing students with the opportunity to participate in the decision making processes of the University. They do so by initiating action on behalf of their constituents and by ensuring student representation in the meeting with the administration on matters affecting the students. The CCSG/CDSG coordinates with the OSA in overseeing all student activities, projects and programs that benefit the students of the colleges/departments.

B.1. Composition

The following officers shall be elected from among the Presidents of the College Student Government to constitute the Council of College Student Government (CCSG). To wit:

- | | |
|---------------------------------------|-----------------------|
| • President | • Treasurer |
| • Vice President for Internal Affairs | • Assistant Treasurer |
| • Vice President for External Affairs | • Auditor |
| • Secretary | • Business Manager |
| • Assistant Secretary | • PIO |

- B.2. In the event that the incumbent officers feel the need to add or reduce or change any of the positions herein identified, other positions may be created for as long as the same do not result to duplicity of functions and do not run contrary to the rules set forth by the University.

4.4.2 Council of Student Organizations

- A. Students are part of our university community consequently the school shall provide opportunities for their personal and intellectual growth and development.
- B. Clubs and organizations are integral part of student life. College experience of the student becomes more enriching because of the student involvement. Co-curricular and extra-curricular activities support students' holistic development. Consequently, the University allows and encourages the creation of the Council of Students Organizations to promote the formation of student organizations and encourages students to take advantage of the opportunity to gain experience in activities that enhance their education.



C. Composition

- President
- Vice President
- Secretary
- Treasurer
- Assistant Treasurer
- Auditor
- Public Information Officer (per campus)

D. Having been elected by the Student Organization Presidents, the CSO shall submit the Annual Operational Plan for the said school year. Pertinent documents in the conduct of their activities shall be submitted following the procedures in OPM 18.04

4.4.3. Guidelines for Student Government/Student Organization Election (OPM 18.03 Rev. 5)

The annual regular schedule of the student government election shall be within the specified date approved by EXCOM. The two (2) councils can only proceed with the election after the officers of the student organizations, and college/department student government shall have been elected.

Election at large is strictly prohibited. CSG/DSG election shall be conducted online, wherein the conduct of the election shall be by College in UM Main; by Department in UM Branches. The voting population shall be the students enrolled in the said college for UM Main, enrolled students under the Department for UM Branches.

A. COMELEC Composition

- The current CSG/DSG adviser
- The current CSG/DSG President
- OSA

C. Qualifications of a CSG/DSG Officer

- Must be currently enrolled in at least 18 units;
- Has no failed grades, dropped or incomplete (7.2-NG) grades in the previous semester and term immediately preceding the period of election;
- Must not have any record of misconduct (minor or major offense) and cleared of any accountability of funds in any organization of which he/she has been an officer or member;
- For graduating students, the 18-unit requirement may be reduced based on the actual load needed for graduation as certified by the Registrar;
- Must not be an officer of any student organization in the university.

D. Requirements for a CSG/DSG position to be filed at OSA:

- Certificate of Candidacy
- Certificate of Matriculation (Form 1)
- Student Permanent Record (SPR)



- Student Evaluation Form
- Certification from OSA that student has not committed any violation/misconduct from the time he/she enrolled and within the whole duration of his/her stay in UM.

E. Election Procedure for CSG/DSG

1. The Director of OSA/OSA Head shall propose to the Administration the schedule of the student government election. The approved schedule shall be disseminated to all colleges/departments
2. For UM Main:
COC filed at OSA shall be checked and validated. COC shall be sent to the Program Head/Dean of College for their endorsement/recommendation. Election for CSG officers shall be voted only by students under the said college.
3. For UM Branches:
Election shall be conducted in two levels. First level: election within the department only. Second Level: election for DSG to be voted by the elected officers in the department level. This ensures that each program in the college shall be well represented.
4. For Filing of COC:
With the use of online platforms, the election process to be conducted online is most feasible and plausible. Announcement shall then follow.

5. Election Procedure for Student Organization (SO) and Council of Student Organization (CSO)

1. Election of officers for Student Organizations shall be based on the nature and purpose of their organization. The election procedure must be stated in the constitution and by-laws of the said organization. However, there shall be a minimum of seven (7) to a maximum of fifteen (15) elected officers representing the members of a student organization.
2. Conduct and manner of election shall be determined and shall be stated in the constitution and by-laws of the organization. Data Privacy Act must be followed in the conduct of the election, as this shall uphold the rights, privacy, and dignity of the candidates.
3. Each Student Organization President shall attend the Orientation for Student Organizations and shall automatically be the representative of the said organization in the election for Council of Student Organizations (CSO)
4. The election of the officers of the Council of Student Organizations shall be done on a separate date called by the Office of the Student Affairs for the said purpose.
5. In no case shall a student be an officer of the council unless he/ she is elected president of his/her organization for the school year for which he or she is serving as such.



SECTION 5

STUDENT'S RIGHTS

5.1 FREEDOM OF EXPRESSION AND OPINION

- 5.1.1 To freely express one's opinion with responsibility and accountability
- 5.1.2 To relay their academic and non-academic concerns as students of the University
- 5.1.3 To dress according to their preference (except cross-dressing) provided the University's dress code is duly observed
- 5.1.4 To inform the school authority regarding any complaint against any employee or fellow student in accordance with the guidelines embodied in the student handbook
- 5.1.5 To have a peaceful assembly in order to discuss matters affecting their welfare
- 5.1.6 The right to free speech in the school premises subject to the limitations set by the school and by law
- 5.1.7 Freedom of the press in the campus subject to the rules on responsible journalism

5.2 RIGHT TO AFFORDABLE EDUCATION

- 5.2.1 The student shall have the right to acquire a quality education notwithstanding poverty through various scholarship programs offered by the University provided he/she has met the requirements set by the same. Likewise, it is the right of the student to avail of other means of help accorded to poor but deserving students offered by the University and other agencies of the Government Organizations (GO) and Non-Government Organizations (NGO).

5.3 RIGHT TO INFORMATION

- 5.3.1 The students shall have access to school records, documents and other vital information that concern them. This right includes proper disclosure of the students' full transaction with the University provided necessary safeguards are properly observed.

5.4 RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS

- 5.4.1 The students have the right to be informed in writing of the nature and cause of any accusation against them.
- 5.4.2 They shall have the right to answer the charges against them with the assistance of counsel, if desired.
- 5.4.3 They shall be informed of the evidence against them.
- 5.4.4 They shall have the right to adduce evidence in their own behalf.
- 5.4.5 The evidence must be considered by the investigating committee as designated by the school authorities to hear the case.

5.5. RIGHT AGAINST UNDUE AND ILLEGAL CONTRIBUTION

- 5.5.1 The student shall have the right not to be unduly burdened by additional contributions and solicitations in cash or in kind from students and the faculty without proper authorization from the school administration.



5.6 RIGHT TO ADEQUATE SCHOOL FACILITIES

- 5.6.1 The students shall have the right to enjoy and use the school facilities of the University.
- 5.6.2 They shall have the right to be provided with clean and sanitary rest rooms.
- 5.6.3 They shall have the right to be provided with clean and safe drinking water inside the campus.
- 5.6.4 They shall have the right to be given good classrooms with proper ventilation equipped with safety devices, fire escapes and fire extinguishers.

5.7 RIGHT TO JOIN CAMPUS ORGANIZATIONS

- 5.7.1 The students shall have the right to form and join a student organization, and consequently to engage in activities permissible by the school as long as it is within the ambit of the law. This is to widen the sphere of the students' exposure and help them develop a good human relationship. Consequently, the students have the right to form, establish, join and participate in organizations or societies recognized by the school to foster their intellectual, cultural, spiritual, and physical growth and development. However, the student organization must operate in accordance with the school rules and regulations and are not harmful to the legitimate interests of the school and the students. As a recognized student organization, their activities, programs, and projects must be legally considered as officially sanctioned by the school administration and hence, are official or recognized school functions and/or activities.
- 5.7.2 Organizations that exist or operate outside of the system of school recognition shall continue to be governed by law.

5.8 RIGHT TO CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

- 5.8.1 This is the right of the student to take part, involve, be consulted and participate in the planning and implementation of co-curricular and extra-curricular activities that shall promote their holistic student development subject to certain school policies.

5.9 RIGHT TO EXPRESSION

- 5.9.1 This right includes the freedom of speech and the liberty to discuss publicly and truthfully, any matter of public interest without censorship or punishment and which is not to be limited, much less denied except on showing a clear and present danger of a substantive evil that the school has the right to prevail. Exception of obscenity, defamation, fighting words or incitement, certain form of criminal conduct which involves speech and invasion of privacy.

5.10 FREEDOM OF RELIGION

- 5.10.1 It means the right of the students to exercise their freedom of religion and ensures their protection against school rules which may prohibit this freedom or when they are forced to follow school rules against the religious beliefs.



SECTION 6

STUDENT CONDUCT AND DISCIPLINE

University regulations on student conduct and discipline are intended to develop and maintain a healthy school atmosphere conducive to the promotion and preservation of academic freedom and effective teaching and learning process.

Character formation, however, is the business and responsibility of the student himself. He/She should be convinced that the good character he/she builds today will serve him/her well for the rest of his/her life.

Students are expected to practice proper behavior and decorum such as refined manners, discipline, courtesy, proper attire, refined speech, honesty, and respect for authority at all times and all occasions.

The rights of the University to impose sanctions against improper student conduct rest on its inherent and primary obligation to

- exemplify moral values, ethics and ideals;
- protect its property and the property of the members of the community;
- protect the health of persons in the academic community and ensure their safety;
- preserve peace and ensure orderly procedures;
- protect its good name as an educational institution; and
- maintain and strengthen student morale.

The students shall, at all times abide by all the laws of the country, the Manual of Regulations for Private Higher Education (MORPHE) law, all Commission on Higher Education (CHED) memoranda and all rules and regulations of the University.

The university administration reserves the right to change or update the University policies as necessary, and the university community will be informed of any changes.

The Student Conduct Committee (SCC) or the University/Branch Student Conduct Committee (USCC/BSCC) are constituted and shall have the jurisdiction over disciplinary cases, as provided for in their respective functions. They exercise jurisdiction to recommend resolution to the cases involving violations of the student code of conduct.

6.1 Decorum and Proper Conduct (OPM 18.01 Rev.4)

Good manners, right conduct, refined language and behavior are the distinctive marks of a University of Mindanao student. The University of Mindanao, cognizant of its role in value formation, herein defines the proper decorum it expects from everyone in the academic community.



The University of Mindanao shall impose the following sanctions/penalties to students found guilty of acts of misconduct. To wit:

Table 1: Sanctions/Penalties:

| Category | Penalty | Description |
|----------|-----------------------|---|
| A | Warning | A verbal orientation is meted out to the student for committing a reported offense. A written warning, or apologizing personally in any form (eg. post on Socmed) to the other party may also be issued to the erring student as recommended by SCC/USCC. |
| B | Reprimand | A written warning given that a commission of a similar or any offense in the future shall be dealt with severely |
| C | Restitution | In addition to other penalties which may be imposed, the University may also require the student to reimburse or pay for damages. |
| D | Community Service(CS) | A penalty whereby the erring student will be required to accomplish OSA-assigned tasks that may be rendered in any department/office but only inside UM premises/campus that must not be less than 5 hours and not more than 8 hours in a day/week. |
| E | Suspension | A penalty that shall be imposed to deprive a student attendance in classes for a period of time: 20% of the prescribed class days for the term, or a semester, or a school year without any consideration in any academic assessment/ examination or class requirements. As per MORPHE, 2008, the following may also be imposed: - Disqualification from the dean's honors list and graduation honors. - Restriction against participation in school activities/joining competition. - Removal of privileges (eg. parking, internal scholarships, and others) |
| F | Exclusion | A penalty whereby the erring student is excluded or dropped from the school rolls for being undesirable, and transfer credentials are immediately issued |
| G | Expulsion | An extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines and requires the prior approval of the Commission on Higher Education (CHED) |

The sanction of non-readmission may also be imposed wherein, a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer of credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the MORPHE (2008, p 72).

Offenses committed are subject for SCC/USCC level depending on the gravity of the offense.

Table 2. Occurrence of Offense

| | |
|-------------------------|---|
| 1 st Offense | For offenses committed for the first time. |
| 2 nd Offense | For offenses committed for the second time. |
| 3 rd Offense | For offenses committed for the third time. |
| 4 th Offense | For offenses committed for the fourth time. |

Note: Random offenses that falls under different offenses/violations will automatically be counted continuously from the previous offense.



On 3rd offense not including cases subject to disciplinary actions, Table 3. Community Service Reference Table shall be referred.

Table 3. Community Service Reference Table

| Community Service (CS) Category | No. of hours |
|---|--|
| A. Light offenses (dress code, policy on school ID, not following university signages, and other instances analogous to the foregoing) | 5 - 8 hours (within a week) |
| B. Mid offenses (Misconduct, discourtesy, campus/classroom behavior, and other instances analogous to the foregoing) | 25-40 hours (within 2 weeks period) |
| C. Offenses that causes damage/s to university reputation and/property. | 30-50 hours (within 2 weeks period) |
| D. Offenses that are punishable by either immediate SUSPENSION, EXCLUSION, and/or EXPULSION (SEE). | N/A |
| E. Offenses that had already done with community service from the previous violation and committed a 3 rd violation that falls under the other category of violations. | 40-60 hours (within 4 weeks period) or as recommended by the SCC |
| F. If suspension penalty is to be brought down to community service as recommended by the SCC/USCC/BSCC and with the approval from the EXCOM. | 80 and up hours to be accomplished within three months or as recommended by the SCC. |

Note: Accomplishment of Community service shall be coordinated with UMPX Cafeteria and other UM offices/units.

Support and Intervention

GSTC Counseling: Students who transgress university policies may benefit from counseling services to better understand the reasons of their actions and develop solutions.

6.2 On Campus Behavior

6.2.1. Campus Cleanliness and Respect for Property

All students are expected to cooperate with the administration in maintaining a clean and wholesome campus environment. Students are also expected to respect and preserve other people's property. Thus, the following acts shall be considered violations of this policy:

- a. Vandalism, which includes writing and posting of names or graffiti on walls, chairs, tables or any other school property;
- b. Indiscriminate throwing of chewing gum, or sticking/pasting the same to any school property;
- c. Destruction of school property and property of others;
- d. Playing with electrical gadget such as but not limited to switches, circuit breakers, fire alarms, and the like; and
- e. Improper use of facilities in restrooms/toilets, which results in wastage or malfunction thereof.

6.2.2. Students' Attire Inside the Campus

A university's dress code ought to strive to create an atmosphere of professionalism and respect among staff, faculty, and students. Discrimination based on gender, color, ethnicity, or religious convictions should also be avoided.

All students should present themselves in a neat, professional manner that conveys a



serious and respected approach to learning. Nothing provocative, offensive, or disruptive should be worn.

For Branches

- a. For Male Students – Polo-shirt with collar preferably plain white, any dark pants, and leather or rubber shoes for UM Branches
- b. For Female Students – Type A: Pleated-maroon skirt, white baby collar blouse with necktie, black-high-heeled shoes for UM Branches
- c. Students enrolled in courses with prescribed uniform shall wear prescribed uniform as approved by the UM Management (eg. OJT Practicum, uniforms under CHSE programs, among others).
- d. There is no prescribed school uniform for students in UM Main and on Wednesdays in UM Branches. However, they are enjoined to observe prescribed school attire, which are as follows:

ALLOWED

Appropriate attire for university settings includes:

- a. Short-sleeved/long-sleeved shirt/T-shirts, blouse, pants skirts, or dresses of appropriate length
- b. All custom-made pants
- c. Dresses/skirts (long skirts, short skirts – minimum of 2 inches above the knee)
- d. Closed shoes (leather, rubber or other materials, flat or with heels shoes, sneakers)
- e. Pedal (below the knee), leggings, jeggings worn with long blouse or dress
- f. Wearing of earrings (one earring or a pair only)
- g. Light make up only
- h. Hair must be kept neat and clean
- i. Gender-appropriate attire should be followed. Wearing of unisex apparels is highly preferred

NOT ALLOWED

The following clothing items are not acceptable in the university:

- a. Clothing with offensive language, symbols or graphics.
- b. Clothing that is revealing or provocative (shorts, crop tops, low-cut tops, etc.).
- c. Clothing that promotes illegal activities, drugs, or alcohol.
- d. Short-sleeved/long-sleeved/T-shirts with offensive prints or symbols/language
- e. Overly torn, unstitched, ripped pants, tops, dress/skirts
- f. Wearing shorts, sando or shirts/blouses with spaghetti straps only; skin/underwear revealing dresses/skirts/tops/shirts/pants (eg. Dresses/blouses, which are halters, tube, strapless, backless, with plunging necklines, spaghetti straps, see-through with no sando, crop top, tight fitting bandage skirt, see through skirt/dress, micro-mini skirts
- g. Shoes or sandals that does not cover the feet.

Note:

Any outer garments such as but not limited to jackets, coats, blazer, hoodies, sweatshirts and others shall be removed upon entering the premises for inspection. Any student wearing any of the attires/outfits under the Not Allowed clothing will



be prohibited to enter the school premises.

6.2.3. Policy on School ID

- A. Every student shall be required to wear the official ID (ID card and UM sling/lanyard) at all times upon entrance and while at the University premises. All students are enjoined to have their ID validated at the Admissions Office at the start of every semester.
- B. The school ID card is strictly non-transferable.
- C. The school ID card must not be altered/mutilated.
- D. Students without ID card shall not be admitted in class unless they present to their teacher an affidavit of loss or their Form 1 or Temporary Permit to enter from OSA.
- E. Administrators, faculty, and security officers are expected to implement the school ID policy.

6.2.4. On Classroom Behavior

All students are expected to follow the policies as stated in the Student Handbook pertaining to behavior inside the classroom, during convocations, programs, assemblies and the like.

- A. Arrive in classes on time.
- B. Put off cell phones or put them in silent mode. Refrain from texting during class hours.
- C. Listen attentively to lectures.
- D. Avoid chatting with seatmates.
- E. Be polite in approaching or answering faculty.
- F. Participate actively in class discussions.
- G. Avoid heckling or causing any disturbance inside the classroom.
- H. Avoid unnecessary comments during and after lectures/ discussion/ recitations.
- I. Offer to clean the blackboards/whiteboards and clean erasers.
- J. Observe courtesy and politeness by greeting faculty as a sign of respect.
- K. Make frequent use of "Please, Thank You, May I beg your pardon, and Excuse me, Please, May I.
- L. Stand at attention when the University song is sung. Join the class in singing of the same.
- M. Be always ready with quiz papers (1/4, 1/2 sheets of paper) or worksheets.
- N. No eating and drinking inside the classroom.
- O. Always bring the needed notebooks and books inside the classroom.
- P. No wearing of caps/hats inside the classroom.
- Q. No group actions like boycott of classes/ demonstrations against any issue, person or teacher is allowed.

6.2.5. During Convocations, Programs and Assemblies



- A. Arrive on time.
- B. Line up properly during registration time.
- C. Listen attentively to speakers/lectures and take down notes.
- D. Participate actively during the open forum.
- E. Avoid heckling, booing, hooting, making catcalls or making unnecessary noise.
- F. Turn off or put in silent mode cellphones.

6.2.6. Policy on “Clean As You Go (CLAYGO)”

All students and employees must observe “Clean as You Go” everywhere in the campus including classrooms, canteens, foodcourt, study areas, rest rooms and all other facilities.

6.2.7. Outside the Campus Behavior

A college or any school has a dual responsibility to its students. One is to provide opportunities for learning and the other is to help them grow and develop into mature, responsible, effective and worthy citizens of the community.

UM compels students to keep the norms of conduct expected of members of the academic community whether in or off campus. Therefore, the University exercises its power over its students for acts committed outside the school and beyond school hours in any of the following:

1. Violation of school policies or regulations occurring in connection with a school sponsored activity off campus;
2. Where the misconduct of the student involves his status as a student or affects the good name or reputation of the University;
3. Assaulting/ Seriously assaulting a teacher/student/person;
4. Possession of or smoking marijuana, or other prohibited drugs;
5. Hazing;
6. Immorality or sexual misconduct; and
7. Scandalous display of amorous behavior.

6.2.8. Religious and cultural expression:

The university respects and acknowledges the religious and cultural beliefs of its multi-ethnic student body. As long as it does not go against the general rules or the above-mentioned prohibited clothing items, students, are free to display their religious or cultural identities through their clothing.

6.2.9. Enforcement:

The university reserves the authority to enforce the dress code requirement as necessary. Depending on the seriousness and frequency of the misconduct, violations may result in a verbal warning, a written notice, or disciplinary action.

6.3. Disciplinary Measures

Any student violating the policies stated above shall be dealt with accordingly in



consonance with the Operational Manual Procedures, Student Handbook, and other documents implemented in the University. Any person in authority (UM administrator, faculty, staff, security, and other UM personnel) who witnessed the violation/s made by the student may confiscate the ID and shall follow the process as stipulated. Should the violation merit the need for investigation, OPM 18.02 and its procedures shall be referred. Reported students found guilty of the misconduct as recommended by the SCC/USCC/BSCC and decided by EXCOM shall forfeit the opportunity/chance to be endorsed for scholarships and/or awarded with any honors bestowed by the University.



SECTION 7

STUDENT FORUM PROCEEDING

Any student who has been found to violate any policy or rule of the University shall be subjected to investigation and subsequent punishment if found guilty after exhaustion of the due process requirement.

The student may be investigated by the Dean of the College for the commission of an offense which is directly under the jurisdiction of the latter save those cases wherein there shall be no fair conduct of investigation if handled by the Dean as there may likely be conflict of interest. In such case, the Director/Head, OSA/Student Conduct Coordinator shall cause the conduct of the investigation. The procedure set forth in this policy shall be strictly observed in doing the investigation.

Commission of acts or offenses by the student as a consequence of a violation of any policy or rule affecting the University shall be investigated upon by the Director/Head, OSA//Student Conduct Coordinator. In the absence of appropriate provision which shall deal with the issue to be resolved, the Director, OSA/Student Conduct Coordinator may also promulgate its rules subject to the approval of the University President as the case may warrant.

7.0 Polices and Guidelines

7.1. Composition of Student Conduct Committee (SCC)

There shall be a Student Conduct Committee composed that is of:

For UM Main:

- Dean of the College,
- Program Head/Discipline Head/Instruction Chair or Coordinator
- Faculty of the Program where the erring student is enrolled; and
- President of the College Student Government.
- OSA Director/ OSA Student Conduct Coordinator

For UM Branches:

- Department Head/Program Head/Discipline Head/Instruction Chair or Coordinator
- Senior Faculty/Faculty of the Program where the erring student is enrolled; and
- President of the Department Student Government
- Prefect of Discipline/OSA Head

7.2. Jurisdiction of Student Conduct Committee (SCC)

The Student Conduct Committee has the jurisdiction over cases involving violations of the College/Branches/University policies.



7.3. Composition University Student Conduct Committee (USCC) (for UM Main)

There shall be a University Student Conduct Committee which shall be composed of:

- A lawyer, who can be a faculty, represents the University of Mindanao
- President of the Faculty Supreme Council /or his/her representative if he/she is not available
- President/Chairperson of the Council of College Student Government (CCSG), and;
- President of the CSG where the erring students belong
- OSA Director/OSA Student Conduct Coordinator
- Dean/College Faculty Representative (who attended the SCC) where the erring student belongs.

7.4. Composition of Branch Student Conduct Committee (BSCC) (for UM Branches)

There shall be a Branch Student Conduct Committee which shall be composed of:

- A lawyer who represents the University of Mindanao
- President of the Faculty Club or his/her representative if he/she is not available
- President/Chairperson of the Council of Department Student Government (CDSG), and
- President of the DSG where the erring students belong.
- Prefect of Discipline/ OSA Head

7.5. Functions

- a) Hear and preside over the complaints for misconduct committed by a student against another student or against the employee or the school and such cases which shall fall under the jurisdiction of the said body.
- b) OSA Director/Head or the OSA Student Conduct Coordinator summons the parties and the witnesses to appear before the committee on a specified date, time and place as may be determined by the same
- c) Hear and preside over the complaints for misconduct committed by a student against another student or against the employee or the school and such cases which shall fall under the jurisdiction of the said body.
- d) Send a written report within a reasonable time not exceeding 10 school/working days to EXCOM from the date of the investigation and hearing (USCC) stating the result of the investigation, indicating therein the factual findings and recommendation by the Committee for disciplinary penalty as the case may be. A copy of the findings shall also be given to the parties involved in the case.

2.5. Jurisdiction

Cases involving student discipline and those conducts that adversely affect the University community as contemplated under these rules shall be subject to its



jurisdiction. Specifically, these include the following:

- 7.6.1. Any act that constitutes a violation of a University policy or any rule that directly and indirectly affects the general interests (eg. name, reputation) of the University resulting to serious damage against the person or property of an individual/ University; and
- 7.6.2. Complaint/s against a student for the commission of the following acts:
- actions that distract and hamper University activities, including service functions and other authorized activities of the school;
 - instigating or participating in concerted activities leading to the stoppage of classes;
 - violent acts and other forms of abuse committed against a fellow student, employees and administrative officials of the university;
 - use or possession of ammunition, firearms, explosives and the like inside the campus;
 - hazing;
 - disruptive activities like preventing and threatening a student or employee of the University from entering the campus or from attending classes or from discharging his/her duties;
 - drug dependency and illegal use, possession, sale, manufacture, distribution of prohibited, dangerous or illegal drugs and misuse, possession or effective control with intent to misuse of the same;
 - scandalous display of amorous behavior;
 - dishonesty that includes forgery or alteration, misuse of records, cheating during exam, telling a lie, use of faked permits during examinations, wearing of fake identification cards, using someone else's ID and submission of tampered school records;
 - acts of violence such as assaulting and beating up students from another school, infliction of physical harm upon the person of a student or employee or any person; and
 - violative acts to the University's policy and rules committed outside the premises of the school that directly affect the offender's status as a suitable member of the academic community.

7.7. Disciplinary Penalties

To reiterate, the University of Mindanao may impose the following sanctions/penalties to students found guilty of acts of misconduct enumerated under the rules:

| Category | Penalty | Description |
|----------|-------------|---|
| A | Warning | A verbal orientation is meted out to the student for committing a reported offense. A written warning, or apologizing personally in any form (eg. post on Socmed) to the other party may also be issued to the erring student as recommended by SCC/USCC. |
| B | Reprimand | A written warning given that a commission of a similar or any offense in the future shall be dealt with severely |
| C | Restitution | In addition to other penalties which may be imposed, the |



| | | |
|---|-----------------------|--|
| | | University may also require the student to reimburse or pay for damages. |
| D | Community Service(CS) | A penalty whereby the erring student will be required to accomplish OSA-assigned tasks that may be rendered in any department/office but only inside UM premises/campus that must not be less than 5 hours and not more than 8 hours in a day/week. |
| E | Suspension | <p>A penalty that shall be imposed to deprive a student attendance in classes for a period of time: 20% of the prescribed class days for the term, or a semester, or a school year without any consideration in any academic assessment/examination or class requirements.</p> <p>As per MORPHE, 2008, the following may also be imposed:</p> <ul style="list-style-type: none"> - Disqualification from the dean's honors list and graduation honors. - Restriction against participation in school activities/joining competition. - Removal of privileges (eg. parking, internal scholarships, and others) |
| F | Exclusion | A penalty whereby the erring student is excluded or dropped from the school rolls for being undesirable, and transfer credentials are immediately issued |
| G | Expulsion | An extreme penalty on an erring student consisting of his/her exclusion from admission to any public or private school in the Philippines and requires the prior approval of the Commission on Higher Education (CHED) |

The sanction of non-readmission may also be imposed wherein, a penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated. Transfer of credentials of the erring student shall be issued upon promulgation, subject to the other provisions of the MORPHE (2008, p 72).

Students who transgress university policies may benefit from counseling services for support and intervention to better understand the reasons of their actions and develop solutions

7.8. Grounds for Disciplinary Actions and the Corresponding Punishment

Any student found guilty of the misconduct enumerated below shall forfeit the opportunity to be awarded of any Honors bestowed by the University, and shall be penalized as follows:

7.8.1 Punishable by either immediate Suspension, Exclusion or Expulsion depending upon the gravity of the offense due to:

- A. Assaulting any member of the University community;
- B. Defacing or mutilating school property, including library books;
- C. Dishonesty that includes forgery (RA 9105) or alteration, misuse of records, cheating during exam, telling a lie, use of faked permits during



- examinations, wearing of fake identification cards, using someone else's ID and submission of tampered school records. Forging (RA 9105) or tampering with school records and forms;
- D. Drug dependency or addiction (RA 9165);
 - E. Drunkenness; and
 - F. Extortion (RA 9194, RA 9160);
 - G. Fraud or misrepresentation
 - H. Gross misconduct that adversely affects directly or indirectly the interests and/or the name of the university or any of its official, employees, or student, or result to serious injury to any school official, employee or student or damage to his property;
 - I. Hazing (RA 11053);
 - J. Hooliganism;
 - K. Immorality or sexual misconduct inside the campus; watching and/or viewing pornographic materials;
 - L. Instigating or participating in concerted activities leading to the stoppage of classes;
 - M. Plagiarism (DOJ Advisory on Plagiarism; RA 10175);
 - N. Preventing or threatening any student or employee of the University from entering the campus or from attending classes or from discharging his/her duties;
 - O. Securing or using forged school records, forms and documents;
 - P. Selling and/or possession Illegal trafficking of prohibited drugs (RA 9165);
 - Q. Stealing / Theft (RA 10951);
 - R. Vandalism;
 - S. Violation of the Data Privacy Act (as defined in the 2012 Data Privacy Act).
 - T. Violation to general provision of the Penal Code under Article 433 (Adultery and Concubinage); and
 - U. Other instances analogous to the foregoing.

7.8.2. Punishable by other Disciplinary Sanctions depending on the gravity of the offense due to and/or in violation of any statutory laws/regulations:

OSA level:

- a. Bringing cigarettes/e-cigarettes or smoking inside the campus;
- b. Cursing, insulting (actual or online) or committing violence against an employee or visitor of the University inside the campus or during a school related activity outside the campus;
- c. Defacing or mutilating school property including library books;
- d. Violating other OPMs and guidelines of colleges/departments/offices of the university.



- e. Intoxication or consumption or bringing of intoxicating liquor inside the campus;
- f. Loud and distracting conversations and guffaw/ chuckle which disturb / disrupt classes;
- g. Parking vehicles/motorcycles improperly;
- h. Unauthorized use or playing of school property which includes laboratory equipment, fire alarm etc.
- i. Using borrowed examination permit, ID or Form 1, in which case both the lender and borrower shall be punished;
- j. Violating UM dress code; Policy on School ID, Convocations, Programs and Assemblies, Policy on CLAYGO; and
- k. Refusal to undergo the Mandatory Random Drug Testing procedure; and
- l. Other instances analogous to the foregoing.

If the student does not admit to the allegations filed or reported against him/her, case is raised to SCC level for further investigation and deliberation.

SCC level:

- a. Acts of misbehavior outside the campus which affects the student's status as a suitable member of the college where he is enrolled or the name of the school itself;
- b. Bringing cigarettes or smoking inside the campus;
- c. Bullying/Cyber bullying in violation RA 10627;
- d. Cheating during examination;
- e. Cursing, insulting (actual or online) or committing violence against an employee or visitor of the University inside the campus or during a school related activity outside the campus;
- f. Defacing or mutilating school property including library books;
- g. Delivery of inciting speech/defamation actual or online, or offensively lewd and indecent speech, which contains sexual descriptions;
- h. Discourtesy to any official or employee of the University (done actual or online);
- i. Disrupting classes and barricading classroom entrance;
- j. False testimony done during the hearing on the charges against himself/herself;
- k. Fighting in-or-off-campus if the incident originated in the campus;
- l. Gambling;
- m. Intoxication or consumption or bringing of intoxicating liquor inside the campus;
- n. Illegal/unauthorized reproduction of university materials.
- o. Loitering along corridors when classes are going on in the rooms nearby;
- p. Loud and distracting conversations and guffaw/ chuckle which disturb / disrupt classes;
- q. Making bomb jokes;
- r. Parking vehicles/motorcycles improperly;
- s. Refusing to identify a student who he/she knows has violated a school regulation;
- t. Repetitive and recurring violation to the university policies, rules, or regulations.



- u. Unauthorized collection or extraction of money (OPM 18. On Financial Due Diligence) and violating other OPMs and guidelines of colleges/departments/offices of the university.
- v. Unauthorized use or playing of school property which includes laboratory equipment, fire alarm etc.
- w. Using borrowed examination permit, ID or Form 1, and other legal documents in which case both the lender and borrower shall be punished;
- x. Using fake examination permits;
- y. Vandalism;
- z. Violating UM dress code; Policy on School ID, Convocations, Programs and Assemblies, Policy on CLAYGO;
- aa. Violation to Safe Space Act or also known as the Republic Act No. 11313 or The Safe Spaces Act (Bawal Bastos Law); and
- bb. Other instances analogous to the foregoing.

For unresolved cases, the case is raised to USCC level. For cases with mitigating circumstances, Community Service may be recommended by the SCC/USCC.

7.9. Requirements for Disciplinary Hearing

A quorum of the members of the committee (SCC/USCC/BSCC) must be satisfied prior to the conduct of the hearing. The statutory/regulatory laws and policies, including the Operational Procedure Manual(OPM) for Academic, shall also be used as references in the Disciplinary Hearing

7.10. Guidelines

7.10.1 Definition of Terms:

| | |
|-----------------|--|
| Reported Cases | - Offenses/violations committed by the students under OSA level. |
| Complaint Cases | - Offenses/violations identified as subject to SCC/USCC level. |

7.10.2. In Receiving Reported Cases:

Upon the receipt of reported cases from any support units/offices of the University, OSA Director/ OSA Student Conduct Coordinator shall encode all necessary information in the list of student violation/cases record and must keep the files and their updated records in the secured cabinet/location. An incident report written by the person who witnessed/reported the occurrence of the violation committed by the erring party must be attached.

7.10.3. In Filing of Complaint:

A written complaint attached to the Student Code of Conduct Complaint Form shall be filed against a student before the OSA Director/ OSA Student Conduct



Coordinator (for UM Main) or the Prefect of Discipline/OSA Head (for UM Branches) depending on the nature of the offense committed specifying the act or misconduct and duly signed by the complainant;

7.10.4 Preliminary Inquiry

A preliminary inquiry shall be conducted by the OSA Director/ OSA Student Conduct Coordinator (for UM Main) or the Prefect of Discipline (for UM Branches) within five (5) days upon the receipt of the complaint to determine if the complaint is sufficient to call for a Disciplinary hearing.

7.10.5 Disciplinary Hearing.

The hearing must be conducted actual or online following due process as provided for in Sec. 5 Par. 5.4. in the Student Handbook. To wit:

- A. The students have the right to be informed in writing of the nature and cause of any accusation against them.
- B. They shall have the right to answer the charges against them with the assistance of counsel, if desired.
- C. They shall be informed of the evidence against them.
- D. They shall have the right to adduce evidence in their own behalf.
- E. The evidence must be considered by the investigating committee as designated by the school authorities to hear the case.

7.10.5. The Committee may in its discretion temporarily postpone the hearing at any time to call other important witnesses if necessary, to adduce more evidence.

7.10.6. The student respondent can present his answer to the accusations as well as the written evidence (with witnesses, if needed) after the complainant has finished presenting his allegation.

7.10.7. Committee's Decision

Upon determining the explanations and evidence presented, the committee may recommend either dismiss the disciplinary matter or further deliberate on the misconduct and its penalties. The SCC/USSC/ BSSC shall review and proceed with the deliberations. Upon determining the explanations and evidence presented, the committee shall state recommendations and then forward the report to the EXCOM who makes the final decision of the case.

7.11. Finality of Decision

7.11.1 Any decision of the EXCOM other than suspension, exclusion, or expulsion for more than 30 calendar days, shall become final and executory after 15 days from receipt of the decision by the respondent.



7.11.2 Should the EXCOM finds the proceedings/documents insufficient or not substantially complete, the EXCOM may call for another investigation to verify matters not clear in the written report.

7.11.3. However, if within ten (10) days from receipt thereof a motion for reconsideration of the same is filed, the decision shall be final after 15 days from receipt of the action on the motion for reconsideration.

7.12. Accountability for Failure to Submit

The complainant and the respondent shall be given a written copy of the result of the investigation after the EXCOM's finality of decision. Should OSA fail to submit the result of the investigation within ten (10) days from the conclusion of the SCC/USCC disciplinary hearing shall be required to explain in writing to the EXCOM.

7.13. Authority of the EXCOM

The penalty to impose suspension, exclusion or expulsion shall be vested upon the Executive Committee headed by the UM President.

7.14 Flow in Filing a Complaint

7.14.1. Filing a Complaint

- Complainant shall fill out the Student Code of Conduct Complaint Form; a written complaint letter attached to the complaint form may be preferred

7.14.2. Filing of Incident Report

- Dean's Office/OSA shall require the person/office concerned/respondent to submit a response letter/incident report for the reported/complaint cases.

7.14.3. Preliminary Inquiry

- OSA Director/OSA Head shall:
 - Encode all necessary information and other pertinent data about the case filed in the list of student violation/cases record. Keep the files and the updated records in the secured cabinet/location.
 - Conduct the preliminary investigation within five (5) school days upon the receipt of the complaint/ reported case(s).
 - Instruct the respondent/s involved to express their grievances/concern/ response to the complaint/ reported case(s) during the preliminary investigation.
 - Instruct both parties to put in writing the grievances/concerns/ response to the complaint/ reported case(s).
 - Prepare the documents should the case merit for the SCC's review and deliberation.



- Determine if the complaint/ reported case(s) is sufficient to call for a disciplinary hearing by SCC.
- If resolved, the case is closed, but shall orient the student with the University policies; give stern warning to the parties involved.
- If Not resolved, notify the members of the SCC in the conduct of the disciplinary hearing within ten (10) school days after the conduct of the preliminary investigation, and notify the complainant, respondents, and witness/es (if there's any), and other concerned parties needed in the conduct of the disciplinary hearing within five (5) days after the conduct of the preliminary investigation.

7.14.4. Conduct of SCC Disciplinary Hearing

- Student Conduct Committee (SCC) shall:
 - Conduct disciplinary hearing deliberating the case within ten (10) days from receipt of notice or depending on the SCC's availability or provided schedule, following due process as provided in Sec. 5, Paragraph 5.4 in the Student Handbook.
 - Recommend alternative solutions pertinent to the resolution of the case.
 - Determines if the complaint/ reported case(s) is sufficient to call for a disciplinary hearing by USCC/BSCC.
 - If Resolved, OSA shall submit summary proceedings report to EXCOM not exceeding ten (10) school days. (If Not resolve proceed to next step.)

7.14.5. Notice to Convene USCC/BSCC

- OSA Director/OSA Head shall:
 - Informs and notifies the USCC/BSCC of the ten (10) school day review period before the conduct of USCC/BSCC disciplinary hearing of the case.
 - Attach the documents gathered from SCC report and sends to USCC/BSCC members for review.

7.14.6. Conduct of USCC/BSCC Disciplinary Hearing

- University/Branch Student Conduct Committee (USCC/BSCC) shall:
 - Be given a time to review within ten (10) school days from the date of notice and shall deliberate the case upon the availability of the legal counsel who is also a faculty/employee of the university.
 - Recommend the disciplinary penalty as sanction to the student/s involved.
 - As part of USCC/BSCC, OSA submits the findings and recommendations to the EXCOM not exceeding fifteen (15)



school days school days after the case is conferred with Legal Counsel

7.14.7. Finality of the Decision

- EXCOM shall:
 - Review the submitted report by OSA.
 - Deliberate on the findings and recommendations based on submitted in the USCC/BSCC proceedings.
 - Give the final decision of the case. For cases punishable by suspension, exclusion, or expulsion, the report shall be duly signed by the Legal Counsel.
 - Sends the final decision to OSA Director/OSA Head for implementation and deployment.
 - If not sufficient, EXCOM shall call for another investigation to verify matters not clear in the written report.

7.14.8. Notification

- OSA Director/OSA Head notifies all concerned of the decision. Case is then closed.

7.14.9. Filing Appeal

- The Complainant or Respondent shall file the appeal within ten (10) school days upon receipt of the decision (address the appeal to the EXCOM thru the OSA Director/ OSA Head (UM Branches).

7.14.10. Review. EXCOM shall:

- review the new forwarded documents or any new information that merits for further investigation after the receipt of the appeal.
- Send the final decision after the conclusion of the review to OSA Director/OSA Head for implementation and/or deployment.

7.14.11. Disciplinary Action

- OSA Director/ OSA Head shall implement penalties/sanctions imposed.

Note: Filing a complaint against a faculty or employee currently employed in the University shall be forwarded to the Dean's Office of the concerned faculty and/or to the Human Resource Management Development with the following attachments:

- *Student Code of Conduct Complaint Form*
- *Incident Report*



SECTION 8

CONDUCT OF STUDENT DEVELOPMENT AND SOCIAL AWARENESS PROGRAMS FOR STUDENTS

8.1. Social Awareness Programs for Students

Social awareness programs are crucial in promoting a better understanding of societal issues and encouraging proactive participation among our students. The statutory and/or regulator guidelines provide legal frameworks for addressing various social concerns. By incorporating information about these laws in social awareness programs, students can be empowered and contribute to the promotion of a more equitable society. Such programs can also raise awareness among our students to foster social responsibility and accountability as part of our students' holistic development.

8.1.1 Guidelines on Drug Abuse Prevention and Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs) (CMO 18 s2018)

- A. The conduct of random drug testing of students in tertiary schools is mandatory pursuant to Section 36 (c) of RA 9165.
- B. The implementation of the mandatory random drug testing shall guarantee and respect the personal privacy and dignity of the students as stipulated under the Dangerous Drug Board (DDB) Regulation No. 6, s 2003 and No. 3 s 2009.
- C. The drug test results shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.
- D. The University shall guarantee the strict confidentiality and integrity of the drug test results as required under the pertinent provisions of RA 9165, ensuring non-discriminatory intervention services.
- E. The University shall observe and apply RA No. 10173 “Data Privacy Act of 2012” and its IRR to protect the vital interest of the person tested.
- F. Sanctions:
 - F.1 Any member of the faculty, administrator, or employee of the University who violates the rules of confidentiality of the results of the drug tests shall, in addition to the sanctions provided in the school policy, be liable under section 72 of RA No. 9165 and other applicable laws.
 - F.2. The refusal of the student to undergo drug testing shall be subject to appropriate actions in accordance with the University policies, provided that in case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.

For more information, you may log on at <https://ched.gov.ph/wp-content/uploads/2018/10/CMO-No.-18-s.-2018-Guidelines-on-Drug-Testing.pdf>



8.1.2 R.A. 9165, DDB No. 3 series of 2009, DDB No. 6 series of 2003, and CMO 18 series of 2018, the University of Mindanao informs you on the conduct of MANDATORY RANDOM DRUG TEST as stated in R.A. 9165, otherwise known as an

“Act Instituting the Comprehensive Dangerous Drugs Act of 2002, repealing republic Act No. 6425, otherwise known as the Dangerous Drugs Act of 1972, as amended, Providing Funds Therefore, and For Other Purposes” states that

“It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particular the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation.”

Whereas, RA 9165 Sec. 3 *Dangerous Drugs Test and Record Requirements, c) Students of Secondary and Tertiary schools* states

“Students of secondary and tertiary schools shall, pursuant to the related rules and regulations as contained in the school’s student handbook and with notice to the parents, undergo a random drug testing: Provided, that all drug testing expenses wherein public or private schools under this Section will be borne by the government”

Whereas, DDB No. 6 series of 2003, *D. Procedures in the Conduct of Random Drug Testing, #1.b.* states

“All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.” Further, UM shall follow the procedures stated in #3. Selection of Samples provision, and the Random Drug Testing flow chart of activities that are integral parts of the said regulation.

Whereas, DDB No. 3 series of 2009, *H. Enforcement of Compliance* states

“Student who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the school; provided that at no time refusal to undergo testing shall not give rise to a presumption of drug use or dependency; provided further that the school may implement interventions on such refusal other than the offense of drug use or dependency. Interventions should be consistent with the provisions of this Board Regulation its guiding principles.”

Whereas, CMO 18 series of 2018, Rule VI *Drug Testing of Students in All HEIs*, states

“Sec. 8. Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements.”



Whereas, CMO 18 series of 2018, Rule VIII *Sanctions*, states

“Sec. 20. The refusal of the student to undergo drug testing under this CMO shall be subject to appropriate actions in accordance with the schools’ Student Handbook, provided that in no case shall such refusal to undergo drug testing give rise to a presumption of drug use or dependency.”

8.1.2.1 Procedure:

With these, the CHED, through the Selection Board and UM OSA hereby informs you and your parents/guardian of the conduct of the Mandatory Random Drug Testing among the UM students of this school year 2020-2021. Following the DDB No. 3 series of 2009, these procedures shall be followed:

- A. The Selection Board shall randomly select the students to be tested from the list of students enrolled this school year.
- B. Once selected, you shall be notified, wherein you are expected to be present at the drug testing area. You shall be then be oriented on the process of drug testing and other frequently asked topics.
- C. You shall be asked to accomplish a drug testing form, and a specimen bottle shall be given.
- D. You shall be accompanied by a specimen collector (of same gender) to the collection site. Hygienic procedures shall be done, and a body search may also be done when necessary.
- E. Urine sample shall be collected and be submitted to specimen collector, if the amount of urine collected is acceptable.
- F. If sample is acceptable, you shall then affix your signature, date and time of collection on to the sealing tape, at the presence of the specimen collector with this sign on it.
- G. You and the specimen collector shall affix your final signature on the drug testing form attesting to the validity of the procedures done.
- H. The results will be forwarded to CHED and to the University. If confirmed positive, the laboratory shall forward a sealed copy to CHED to ensure confidentiality.
- I. You and your parents/guardian shall also be informed about the result and the appropriate intervention to be taken, if positive.

Therefore, this is hereby served as a notification and orientation that the University of Mindanao adheres to the statutory and regulatory laws pertaining to the conduct of Mandatory Random Drug Testing (RDT) to its students. As stated above, UM follows the mandated procedures in its conduct of RDT to ensure validity and reliability of the drug test results. Refusal to undergo the RDT procedure shall be dealt with in accordance with the rules and regulations of the University.

For more information, you may log on at <https://pdea.gov.ph/images/Laws/RA9165.pdf>



8.1.3 R.A. 11053 - Anti-Hazing Act of 2018.

In compliance with the statutory and regulatory laws, the University of Mindanao informs its students and their parents/guardians about the provisions of R.A. 11053, otherwise known as the:

“Act of Prohibiting Hazing and Regulating Others Forms of Initiation Rites of Fraternities, Sororities, and other Organizations, and Providing Penalties for Violations Thereof” amending for the purpose R.A. No. 8049, entitled *“An Act of Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations, and Providing Penalties Therefor”*

Whereas, R.A. 11053 Sec. 3 *Prohibition on Hazing* that states:

“All forms of hazing shall be prohibited in ... and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all ...organizations that are community-based....”

Whereas, UM OSA informs the students and their parents/guardians of R.A. 11053 Sec.8 *Role of Educational Institutions* that states:

“The responsibility of schools to exercise reasonable supervision in loco parentis over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

With these, UM OSA informs the students and their parents/guardians that every term/semester any conduct or participation in Hazing and its forms to other individual/s is strictly prohibited in and off-campus of the University. Further, by committing the act of conducting and/or participating in Hazing and its forms, the student/s committed a grave offense against to the policies of the University of Mindanao that is punishable by either immediate Suspension, Exclusion or Expulsion or depending upon the gravity of the offense due to Hazing, as stated in UM Student Handbook.

For more information, you may log on at

<https://www.officialgazette.gov.ph/downloads/2018/06jun/20180629-RA-11053-RRD.pdf>

8.1.4 Anti-Violence Against Women and Their Children Act (RA 9262)

a. About VAWC

- i. Physical Abuse – acts that include physical harm against the victim
- ii. Sexual Abuse – acts which are sexual in nature done by force or against the will of the victim
- iii. Psychological Abuse – acts or omissions causing mental or emotional suffering to the victim
- iv. Economic Abuse – irregular, insufficient, or no support or deprivation of financial resources.

b. WHO GETS PROTECTED UNDER THE LAW?

- i. The law recognizes the unequal relations of a man and a woman in an abusive relationship where it is usually the woman who is the disadvantaged. Thus, the law protects the woman and her children.



- ii. The victim, the child who is a minor (legitimate and illegitimate), and a person aged 18 years and beyond who doesn't have the ability to decide for herself/himself because of an emotional, physical and mental illness can make full use of the law.
 - iii. Any child under the care of a woman is also protected under the law.
- c. IS VAWC COMMITTED BY MEN ALONE?
- Women can also be liable under the law. These are the lesbian partners/ girlfriends or former partners of the victim with whom she has or had a sexual or dating relationship. (Source: Barangay Protection Order RA 9262 A Primer. Department of Interior and Local Government, National Barangay Operations Office. 2004)
- d. WHAT ARE THE PENALTIES FOR COMMITTING VAWC?
- i. If the courts have proven that the offender is guilty of the crime, he may be imprisoned and will be obliged to pay P100, 000 to P300, 000 in damages. The length of imprisonment depends on the gravity of the crime.
 - ii. The offender is also obliged to undergo psychological counseling or psychiatric treatment.
 - iii. Being drunk or under the influence of prohibited drugs cannot be taken as an excuse for committing VAW.

For more information, you may log on at <https://pcw.gov.ph/law/republic-act-9262>.

8.1.5. RA 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

A. WHAT IS SEXUAL HARASSMENT?

Under the law, work, education or training related sexual harassment is... “committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.”

B. WHAT IS EDUCATION OR TRAINING RELATED SEXUAL HARASSMENT?

C. This is committed:

C.1. Against one who is under the care, custody or supervision of the offender;



- C.2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
- C.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
- C.4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.
- ❖ A person who directs or induces another person to commit any act of sexual harassment or who cooperates to commit the act, without which the said act would not have been committed, will also be held liable under the law.

D. CAN AN OFFENDED PARTY SEEK REDRESS BY TAKING INDEPENDENT ACTION?

An offended party may take independent action for damages incurred in the act of sexual harassment. She/ he may also avail of relief.

E. WHAT ARE THE PENALTIES APPLIED TO OFFENDERS?

Any person who violates the provisions of the law shall be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

For more information, you may log on at <https://pcw.gov.ph/law/republic-act-7877>

8.1.6. HIV/AIDS Awareness (Republic ACT 8504 the Philippines AIDS Prevention and Control Act of 1998 Philippine National AIDS Council)

Acquired immunodeficiency syndrome (**AIDS**) is a chronic, potentially life-threatening condition caused by the human immunodeficiency virus (**HIV**). By damaging your immune system, **HIV** interferes with your body's ability to fight infection and disease.

A. HIV Transmission:

HIV is found in specific human body fluids. You can be infected with HIV if any of the following fluids enter your body:

- Blood
- Semen (cum)
- Pre-seminal fluid (pre-cum)
- Breast milk
- Vaginal fluids
- Rectal (anal) mucous

There are very specific ways that HIV can be transmitted through body fluids.

- ❖ During sexual contact. You can contract HIV through anal, oral, or vaginal sex. During sexual contact, you have contact with your partner's body fluids, which



can deliver the virus into your bloodstream through microscopic breaks or rips in the linings of the vagina, vulva, penis, rectum, or mouth.

- ❖ During pregnancy, childbirth, or breastfeeding. Babies can contract HIV through the contact they have with their mother’s body fluids—including amniotic fluids and blood—through pregnancy and childbirth. Infants can also get HIV from drinking infected breast milk.
- ❖ As a result of injection drug use. Needles or drugs that are contaminated with HIV-infected blood can deliver the virus directly into your body.
- ❖ As a result of occupational exposure. Healthcare workers have the greatest risk for this type of HIV transmission because they may come in contact with infected blood or other fluids through needle sticks or cuts.
- ❖ As a result of blood transfusion with infected blood or an organ transplant from an infected donor. This method of transmission is extremely rare in the United States due to screening requirements.

Signs and symptoms commonly seen in the early stages of HIV include:

- | | | |
|----------|----------------|-----------------------|
| ❖ Fever | ❖ Night sweats | ❖ Fatigue |
| ❖ Chills | ❖ Muscle aches | ❖ Swollen lymph nodes |
| ❖ Rash | ❖ Sore throat | ❖ Ulcers in the mouth |

B. HIV/AIDS Prevention

Reducing your sexual risk is one way to prevent the transmission of HIV. You can reduce your risk by:

- **Practicing abstinence.** If you have no sexual contact with another individual, you are 100 percent protected from contracting HIV through anal, oral, or vaginal sex—which are the main ways that HIV is transmitted.
- **Practicing safer sex.** Safer sex is being informed on sexual health and healthy relationships. It also includes talking to your partner about your interest, boundaries, and HIV status. Safer sex means you are taking extra precautions to protect yourself and your partner from sexually transmitted infections (STIs), HIV, and unplanned pregnancy. To reduce your risk of contracting HIV or other STIs, you should use a barrier method (i.e., male/female condom or dental dam) every time you engage in anal, oral, or vaginal sex. Latex condoms are very effective against HIV. Lambskin condoms will not protect you from HIV, because the virus is small enough to slip through the lambskin. You should always use a water-based lubricant when you use a condom for anal or vaginal sex to help keep the condom from breaking.
- **Getting tested.** You should know your status—both for your health and the health of your partner. It is also imperative that you know your partners status prior to engaging in sexual activity. This conversation can be difficult or uncomfortable for some, but it can be as simple as saying: “When is the last time that you were tested for HIV,” or “... you don’t know your HIV status? We can go get tested together before we move into a sexual relationship.”
- **Being monogamous.** Monogamy means being in a sexual relationship with only one person and you both are having sex only with each other. Having one sexual



partner greatly reduces your risk of contracting HIV, assuming neither of you are already infected with HIV.

For more information, you may log on at

https://www.doh.gov.ph/sites/default/files/policies_and_laws/RA08504.pdf

8.1.7. RA 9442 – An Act Amending Republic Act No. 7277, Otherwise Known As The “Magna Carta For Disabled Persons, And For Other Purposes”

Persons with disability shall be entitled to the following:

- 8.1.7.1. At least twenty percent (20%) discount from all establishments relative to the utilization of all services in hotels and similar lodging establishments; restaurants and recreation centers for the exclusive use or enjoyment of persons with disability;
- 8.1.7.2. A minimum of twenty percent (20%) discount on admission fees charged by theaters, cinema houses, concert halls, circuses, carnivals and other similar places of culture, leisure and amusement for the exclusive use or enjoyment of persons with disability;
- 8.1.7.3. At least twenty percent (20%) discount for the purchase of medicines in all drugstores for the exclusive use or enjoyment of persons with disability;
- 8.1.7.4. At least twenty percent (20%) discount on medical and dental services including diagnostic and laboratory fees such as, but not limited to, x-rays, computerized tomography scans and blood tests, in all government facilities, subject to guidelines to be issued by the Department of Health (DOH), in coordination with the Philippine Health Insurance Corporation (PHILHEALTH);
- 8.1.7.5. At least twenty percent (20%) discount on medical and dental services including diagnostic and laboratory fees, and professional fees of attending doctors in all private hospitals and medical facilities, in accordance with the rules and regulations to be issued by the DOH, in coordination with the PHILHEALTH;
- 8.1.7.6. At least twenty percent (20%) discount on fare for domestic air and sea travel for the exclusive use or enjoyment of persons with disability
- 8.1.7.7. At least twenty percent (20%) discount in public railways, skyways and bus fare for the exclusive use and enjoyment of person with disability;
- 8.1.7.8. Educational assistance to persons with disability, for them to pursue primary, secondary, tertiary, post tertiary, as well as vocational or technical education, in both public and private schools, through the provision of scholarships, grants, financial aids, subsidies and other incentives to qualified persons with disability, including support for books, learning material, and uniform allowance to the extent feasible: Provided, That persons with disability shall meet minimum admission requirements.

For more information, you may log on at

<https://www.ncda.gov.ph/disability-laws/republic-acts/republic-act-9442/>



8.1.8 RA 9211 An Act Regulating the Packaging, Use, Sale, Distribution and Advertisements of Tobacco Products And For Other Purposes / CMO 6 series of 2021 – Policy and Guidelines on Anti-Smoking and Tobacco Control

Section 2. Policy.—It is the policy of the State to protect the populace from hazardous products and promote the right to health and instill health consciousness among them. It is also the policy of the State, consistent with the Constitutional ideal to promote the general welfare, to safeguard the interests of the workers and other stakeholders in the tobacco industry. For these purposes, the government shall institute a balanced policy whereby the use, sale and advertisements of tobacco products shall be regulated in order to promote a healthful environment and protect the citizens from the hazards of tobacco smoke, and at the same time ensure that the interests of tobacco farmers, growers, workers and stakeholders are not adversely compromised.

Section 3. Purpose.—It is the main thrust of this Act to:

- a. Promote a healthful environment;
- b. Inform the public of the health risks associated with cigarette smoking and tobacco use;
- c. Regulate and subsequently ban all tobacco advertisements and sponsorships;
- d. Regulate the labeling of tobacco products;
- e. Protect the youth from being initiated to cigarette smoking and tobacco use by prohibiting the sale of tobacco products to minors;
- f. Assist and encourage Filipino tobacco farmers to cultivate alternative agricultural crops to prevent economic dislocation; and
- g. Create an Inter-Agency Committee on Tobacco (IAC-Tobacco) to oversee the implementation of the provisions of this Act.

As per CMO 6 series of 2021 – Policy and Guidelines on Anti-Smoking and Tobacco Control

Rule I. Scope/Coverage:

This CMO shall prohibit all forms of tobacco consumption and smoking such as but not limited to vaping or e-cigarettes, Hooka smoking in CHED and HEIs premises, and shall apply to CHED officials and employees, Heads of Public and Private HEIs and their teaching and non-teaching personnel, their students, as well as visitors and other persons inside their vehicles within the premises of CHED and HEIs. This CMO shall also apply to CHED and HEI personnel undertaking official activities held outside their premises.

Rule II. Objectives:

- a. Educate and inform all persons covered by this CMO particularly the students, teaching and non-teaching personnel of HEIs, on the hazards of tobacco use



- and exposure to second-hand and third-hand smoke, adverse social-economic and environmental consequences of tobacco consumption, and tobacco control policies and tactics of the tobacco industry;
- b. Make effective cessation intervention services available and accessible to persons in need of such services;
 - c. Facilitate enforcement of tobacco control policies in CHED and HEIs such as absolute smoking bans, access restriction, ban on sponsorships, including so-called Corporate Social Responsibility (CSR) of the tobacco industry, outdoor advertising ban, the ban on promotional items for students, and sampling restrictions, as well as protection against tobacco industry interference; and;
 - d. Ensure strict implementation of policies on the protection against tobacco industry interference in HEIs and CHED premises.

Rule IV. Procedures

Strategies adopted for the implementation of this CMO are as follows:

- A. Information, Education, and Communication. Providing information indicating that the school or office is a “smoke-free zone” in prominent and strategic locations within CHED and HEI premises.
- B. Collaboration, Partnership and Linkages. The CHED shall coordinate close with other agencies, organization, LGUs, HEIs and other concerned institution, for the enforcement of the ban on tobacco/e-cigarettes advertising, promotion, and sponsorship and restrictions within the 100-meter perimeter of HEIs particularly for monitoring and reporting of violations, and in pushing for legislation on tobacco control through advocacy campaigns through media and other venues.
- C. Capacity Building of HEI Personnel and Students. All HEIs shall conduct seminars and build the capacities of school personnel, students, parents and guardians to raise awareness on the harms of smoking and exposure to tobacco smoke/e-cigarettes, the tobacco control policies, and the tobacco industry’s activities which serve to undermine tobacco control efforts; and to establish mechanisms on how to assist student to stop smoking.
- D. Reporting and Monitoring. Within their jurisdiction, all HEIs shall monitor compliance with this CMO and other related tobacco control policies and report to CHED all violations thereof, such as but not limited to the following:
 - Absolute smoking ban in the premises of HEIs;
 - Access restriction or the ban on the sale of cigarettes, e-cigarettes, and other tobacco products in and within the 100-meter perimeter of the premises of all HEIs;
 - Sponsorship bans or the ban on tobacco sponsorships of the arts, culture, sports, and concerts in all HEIs;
 - Ban on promotional items for students;
 - Sampling restriction; and
 - Protection against tobacco industry interference measure, such as reporting interactions with the tobacco industry, disclosing interests in the tobacco



industry, and refusing or rejecting any offers or contributions from the tobacco industry.

For more information, you may log on at
<https://www.officialgazette.gov.ph/2003/06/23/republic-act-no-9211/>
<https://ched.gov.ph/wp-content/uploads/CMO-No.-6-Series-of-2021-%E2%80%93-Policy-and-Guidelines-on-Anti-Smoking-and-Tobacco-Control.pdf>

8.1.9. RA 11313 An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor

Section 1. Short Title. -This Act shall be known as the "Safe Spaces Act".

Section 2. Declaration of Policies. -It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

Section 4. Gender-Based Streets and Public Spaces Sexual Harassment. -The crimes of gender-based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

Section 5. Gender-Based Sexual Harassment in Restaurants and Cafes, Bars and Clubs, Resorts and Water Parks, Hotels and Casinos, Cinemas, Malls, Buildings and Other Privately-Owned Places Open to the Public. -Restaurants, bars, cinemas, malls, buildings and other privately-owned places open to the public shall adopt a zero-tolerance policy against gender-based streets and public spaces sexual



harassment. These establishments are obliged to provide assistance to victims of gender-based sexual harassment by coordinating with local police authorities immediately after gender-based sexual harassment is reported, making CCTV footage available when ordered by the court, and providing a safe gender-sensitive environment to encourage victims to report gender-based sexual harassment at the first instance.

All restaurants, bars, cinemas and other places of recreation shall install in their business establishments clearly-visible warning signs against gender-based public spaces sexual harassment, including the anti-sexual harassment hotline number in bold letters, and shall designate at least one (1) anti-sexual harassment officer to receive gender-based sexual harassment complaints. Security guards in these places may be deputized to apprehend perpetrators caught in flagrante delicto and are required to immediately coordinate with local authorities.

Section 6. Gender-Based Sexual Harassment in Public Utility Vehicles. -In addition to the penalties in this Act, the Land Transportation Office (LTO) may cancel the license of perpetrators found to have committed acts constituting sexual harassment in public utility vehicles, and the Land Transportation Franchising and Regulatory Board (LTFRB) may suspend or revoke the franchise of transportation operators who commit gender-based streets and public spaces sexual harassment acts. Gender-based sexual harassment in public utility vehicles (PUVs) where the perpetrator is the driver of the vehicle shall also constitute a breach of contract of carriage, for the purpose of creating a presumption of negligence on the part of the owner or operator of the vehicle in the selection and supervision of employees and rendering the owner or operator solidarity liable for the offenses of the employee.

Section 12. Gender-Based Online Sexual Harassment. -Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing, false abuse reports to online platforms to silence victims.

For more information, you may log on at

https://lawphil.net/statutes/repacts/ra2019/ra_11313_2019.html



8.1.10. RA 7079 Campus Journalism Act of 1991

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

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

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

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.

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.

For more information, you may log on at
https://lawphil.net/statutes/repacts/ra1991/ra_7079_1991.html

8.1.11. RA 7277 Magna Carta for Persons with Disabilities

SECTION 1. Title. – This Act shall be known and cited as the “Magna Carta for Disabled Persons”.

SEC. 2. Declaration of Policy. – The grant of the rights and privileges for disabled persons shall be guided by the following principles:

- a) Disabled persons are part of the Philippine society, thus the Senate shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society. Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled



persons. It shall develop their skills and potentials to enable them to compete favorably for available opportunities.

- b) Disabled persons have the same rights as other people to take their proper place in society. They should be able to live freely and as independently as possible. This must be the concern of everyone – the family, community and all government and non-government organizations. Disabled persons’ rights must never be perceived as welfare services by the Government.
- (c) The rehabilitation of the disabled persons shall be the concern of the Government in order to foster their capability to attain a more meaningful, productive and satisfying life. To reach out to a greater number of disabled persons, the rehabilitation services and benefits shall be expanded beyond the traditional urban-based centers to community based programs, that will ensure full participation of different sectors as supported by national and local government agencies.

CHAPTER 2 – Education

SEC. 12. Access to Quality Education. – The State shall ensure that disabled persons are provided with adequate access to quality education and ample opportunities to develop their skills. It shall take appropriate steps to make such education accessible to all disabled persons. It shall be unlawful for any learning institutions to deny a disabled person admission to any course it offers by reason of handicap or disability.

The State shall take into consideration the special requirements of disabled persons in the formulation of education policies and program. It shall encourage learning institutions to take into account the special needs of disabled persons with respect to the use of school facilities, class schedules, physical education requirements and other pertinent consideration.

The State shall also promote the provision by learning institutions, of auxiliary services that will facilitate the learning process for disabled persons.

SEC. 13. Assistance to Disabled Students. – The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post-secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.

For more information, you may log on at
<https://www.officialgazette.gov.ph/1992/03/24/republic-act-no-7277/>

8.1.12. RA 7610 Protection against child abuse, exploitation and discrimination



Section 1. Title. – This Act shall be known as the "Special Protection of Children Against Abuse, Exploitation and Discrimination Act."

Section 2. Declaration of State Policy and Principles. – It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same.

Section 4. Formulation of the Program. – There shall be a comprehensive program to be formulated, by the Department of Justice and the Department of Social Welfare and Development in coordination with other government agencies and private sector concerned, within one (1) year from the effectivity of this Act, to protect children against child prostitution and other sexual abuse; child trafficking, obscene publications and indecent shows; other acts of abuse; and circumstances which endanger child survival and normal development.

8.1.13. RA 8749 Clean Air Act of 1999

Section 1. Short Title. - This Act shall be known as the "Philippine Clean Air Act of 1999."

Section 2. Declaration of Principles. - The State shall protect and advance the right of the people to a balanced and healthful ecology in accord with the rhythm and harmony of nature.

The State shall promote and protect the global environment to attain sustainable development while recognizing the primary responsibility of local government units to deal with environmental problems.

The State recognizes that the responsibility of cleaning the habitat and environment is primarily area-based.

The State also recognizes the principle that "polluters must pay".

Finally, the State recognizes that a clean and healthy environment is for the good of all and should, therefore, be the concern of all.

Section 20. Ban on Incineration. - Incineration, hereby defined as the burning of municipal, biomedical and hazardous waste, which process emits poisonous and toxic fumes is hereby prohibited; Provided, however, That the prohibition shall



not apply to traditional small-scale method of community/neighborhood sanitation "siga", traditional, agricultural, cultural, health, and food preparation and crematoria; Provided, Further, That existing incinerators dealing with a biomedical wastes shall be out within three (3) years after the effectivity of this Act; Provided, Finally, that in the interim, such units shall be limited to the burning of pathological and infectious wastes, and subject to close monitoring by the Department.

Local government units are hereby mandated to promote, encourage and implement in their respective jurisdiction a comprehensive ecological waste management that includes waste segregation, recycling and composting.

With due concern on the effects of climate change, the Department shall promote the use of state-of-the-art, environmentally-sound and safe non-burn technologies for the handling, treatment, thermal destruction, utilization, and disposal of sorted, unrecycled, uncomposted, biomedical and hazardous wastes.

For more information, you may log on at
https://lawphil.net/statutes/repacts/ra1999/ra_8749_1999.html

8.1.14. RA 9418 Volunteerism at of 2007

SECTION 1. Title. — This Act shall be known and cited as the “Volunteer Act of 2007”.

SEC. 2. Declaration of Policy. — It shall be the policy of the State to promote the participation of the various sectors of the Filipino society, and as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time-honored tradition of bayanihan to foster social justice, solidarity and sustainable development.

SEC. 3. Statement of Goals and Objectives. — To carry out the foregoing policy, the government shall pursue the attainment of the following goals and objectives:

- (b) To provide a conducive and enabling environment for volunteers and volunteer service organizations by setting mechanism to protect volunteers’ rights and privileges and give due recognition to highlight their roles and contributions to society; and

SEC. 5. Role and Modalities of Volunteerism in the Private Sector. —



- (a) Volunteerism in the academe includes, but is not limited to, provision of technical assistance and sharing of technology within the academic circle, target communities and other clienteles and the upgrading of the quality of education and curriculum methodologies while providing career enhancement and exposure to the volunteers;
- (b) Volunteerism in the corporate sector as an expression of corporate social responsibility and citizenship, refers to activities recognized by the company, where employees give their time, skills and resources in the service of the company's internal and/or external communities. These volunteering activities include, but are not limited to, employee giving of material resources to specific causes; employee-led fund-raising; one-time outreach activities; environmental campaign; medical and health-related advocacies; knowledge and change management; scholarship programs; and sharing of expertise, particularly of business and developmental skills through mentoring, tutoring, training, business, consulting/advising and rendering of pro bono services on a case-to-case basis; and
- (c) Volunteerism by not-for-profit organizations includes, but is not limited to, provision of complementary service delivery and human resource development in underserved communities as well as advocacy and articulation of the cause of the disadvantaged and vulnerable groups.

For more information, you may log on at https://www.pnvsca.gov.ph/?page_id=344

8.1.15. RA 9512 Environmental Awareness and Education Act of 2008

REPUBLIC ACT NO. 9512

December 12, 2008

AN ACT TO PROMOTE ENVIRONMENTAL AWARENESS THROUGH ENVIRONMENTAL EDUCATION AND FOR OTHER PURPOSES

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

Section 1. Title. – This Act shall be known as the “National Environmental Awareness and Education Act of 2008“.

Section 3. Scope of Environmental Education. – The Department of Education (DepEd), the Commission on Higher Education (CHED), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), in coordination with the Department of Environment and Natural Resources (DENR), the Department of Science and Technology (DOST) and other relevant agencies, shall integrate environmental education in its school



curricula at all levels, whether public or private, including in barangay daycare, preschool, non-formal, technical vocational, professional level, indigenous learning and out-of-school youth courses or programs. Environmental education shall encompass environmental concepts and principles, environmental laws, the state of international and local environment, local environmental best practices, the threats of environmental degradation and its impact on human well-being, the responsibility of the citizenry to the environment and the value of conservation, protection and rehabilitation of natural resources and the environment in the context of sustainable development. It shall cover both theoretical and practicum modules comprising activities, projects, programs including, but not limited to, tree planting; waste minimization, segregation, recycling and composting; freshwater and marine conservation; forest management and conservation; relevant livelihood opportunities and economic benefits and other such programs and undertakings to aid the implementation of the different environmental protection law.

Section 4. Environmental Education and Activities as Part of National Service Training Program. – The CHED and the TESDA shall include environmental education and awareness programs and activities in the National Service Training Program under Republic Act No. 9163, as part of the Civic Welfare Training Service component required for all baccalaureate degree courses and vocational courses with a curriculum of at least two (2) years.

Section 5. Declaration of Environmental Awareness Month. – Pursuant to the policy set forth in this Act, the month of November of every year shall be known as the “Environmental Awareness Month” throughout the Philippines.

For more information, you may log on at
<https://www.officialgazette.gov.ph/2008/12/12/republic-act-no-9512/>

8.1.16. RA 10121 Phil. Disaster Risk Reduction and Management Act of 2010

REPUBLIC ACT No. 10121

AN ACT STRENGTHENING THE PHILIPPINE DISASTER RISK REDUCTION AND MANAGEMENT SYSTEM, PROVIDING FOR THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT FRAMEWORK AND INSTITUTIONALIZING THE NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT PLAN, APPROPRIATING FUNDS THEREFOR AND FOR OTHER PURPOSES.

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



Section 1. Title. – This Act shall be known as the “Philippine Disaster Risk Reduction and Management Act of 2010”.

Section 2. Declaration of Policy. – It shall be the policy of the State to:

- (a) Uphold the people’s constitutional rights to life and property by addressing the root causes of vulnerabilities to disasters, strengthening the country’s institutional capacity for disaster risk reduction and management and building the resilience of local communities to disasters including climate change impacts;

Section 14. Integration of Disaster Risk Reduction Education into the School Curricula and Sangguniang Kabataan (SK) Program and Mandatory Training for the Public Sector Employees. – The DepED, the CHED, the Technical Education and Skills Development Authority (TESDA), in coordination with the OCD, the National Youth Commission (NYC), the DOST, the DENR, the DILG-BFP, the DOH, the DSWD and other relevant agencies, shall integrate disaster risk reduction and management education in the school curricula of secondary and tertiary level of education, including the National Service Training Program (NSTP), whether private or public, including formal and non-formal, technical-vocational, indigenous learning, and out-of-school youth courses and programs.

The NDRRMC, the RDRRMCs, the LDRRMCs, the LDRRMOs, the BDRRMCs and the SK councils shall encourage community, specifically the youth, participation in disaster risk reduction and management activities, such as organizing quick response groups, particularly in identified disaster-prone areas, as well as the inclusion of disaster risk reduction and management programs as part of the SK programs and projects.



SECTION 9

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| ACADEMIC PROGRAMS UM – MAIN & BRANCHES |
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9.1 GRADUATE PROGRAMS**9.1.1 Doctorate Programs**

PhD in Applied Linguistics
 PhD in Criminal Justice with
 Specialization in Criminology
 PhD in Economics
 PhD in Educational Leadership
 PhD in Management
 PhD in Mathematics
 PhD in Social Development
 Doktor ng Pilosopiya sa Filipino
 Doctor in Business Administration
 Doctor in Public Administration
 Doctor of Education- Educational
 Management

9.1.2 Master's Programs

Master in Business Administration
 Master in Environmental Planning
 Master in Information Systems
 Master in Information Technology
 Master in International Tourism and Hospitality
 Management
 Master in Library and Information Science
 Master in Management
 Master in Public Administration
 Master of Arts in Communication
 Master of Arts in Education
 Master of Engineering
 Master of Science in Accountancy
 Master of Science in Agricultural Economics
 Master of Science in Anthropology
 Master of Science in Criminal Justice
 Master of Science in Economics
 Master of Science in Marketing
 Master of Science in Psychology
 Master of Science in Pure and Applied
 Mathematics
 Master of Science in Social Work (SW)
 Master of Social Work (non-SW)

9.2 UNDERGRADUATE PROGRAMS**9.2.1 College of Accounting Education**

: BS Accountancy
 : BS Accounting Information System
 : BS Accounting Technology
 : BS Internal Auditing
 : BS Management Accounting

9.2.2 College of Architecture and Fine Arts Education

: Bachelor in Architecture
 : Bachelor of Fine Arts and Design *major:*
 Painting
 : BS in Interior Design

9.2.3 College of Computing Education

: Bachelor of Library and Information
 Science
 : BS in Computer Science
 : BS in Information Systems
 : BS in Information Technology
 : BS in Multimedia Arts
 : BS Entertainment and Multimedia
 Computing major in
 -Digital Animation Technology
 -Game Development

9.2.4 College of Business Administration Education

: BS in Business Administration major in
 -Business Economics
 -Financial Management
 -Human Resource Management
 -Marketing Management
 -Business Analytics
 : BS in Entrepreneurship
 : BS in Legal Management
 : BS in Real Estate Management

**9.2.5 College of Arts and Sciences Education**

- : BA in Communication
- : BA in English Language
- : BA in Political Science
- : BA in Journalism
- : BA in Broadcasting
- : BS in Agroforestry
- : BS in Biology major in:
 - Ecology
 - Plant Biology
- : BS in Environmental Science
- : BS in Forestry
- : BS in Mathematics
- : BS in Psychology
- : BS in Social Work

9.2.8 College of Teacher Education

- : Bachelor of Early Childhood Education
- : Bachelor of Elementary Education
- : Bachelor of Special Education major in
 - Elementary School Teaching
 - Early Childhood Education
- : Bachelor of Secondary Education major in
 - English
 - Filipino
 - Mathematics
 - Science
 - Social Studies
- : Bachelor of Physical Education

9.211 Technical School (TESDA Accredited)

- : Automotive Servicing
- : Caregiving
- : Electronics Products Assembly and Servicing
- : Electrical Installation Maintenance

9.213 UM TAGUM COLLEGE**9.215 UM PANABO****9.217 UM PEÑAPLATA COLLEGE****9.2.6 College of Criminal Justice Education**

- : BS in Criminology
- : BS in Industrial Security

9.2.7 College of Engineering Education

- : BS in Civil Engineering major in
 - Structural
 - Geotechnical
 - Transportation
 - Water Resource
- : BS in Chemical Engineering
- : BS in Computer Engineering
- : BS in Electrical Engineering
- : BS in Electronics Engineering
- : BS in Mechanical Engineering

9.2.9 College of Health Sciences Education

- : BS in Medical Technology/Medical Laboratory Science
- : BS in Nursing
- : BS in Nutrition and Dietetics
- : BS in Pharmacy

9.2.10 College of Hospitality Education

- : BS in Hospitality Management
- : BS in Tourism Management

9.2.11 College of Legal Education

- : Juris Doctor (Non-Thesis)

9.212 BASIC EDUCATION**(UM Ilang, UM Guianga, UM Main)**

- : Kindergarten
- : Elementary (Grade 1 to 6)
- : Junior High School (Grade 7 to 10)
- : Senior High School (Grade 11 to 12)

9.214 UM DIGOS COLLEGE**9.216 UM BANSALAN COLLEGE**



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| UNIVERSITY OFFICIALS |
|-----------------------------|

SECTION 10

10.1 BOARD OF TRUSTEES

Chairman of the Board

First Vice-Chairman

Second Vice-Chairman

Treasurer

Members

Guillermo P. Torres, Jr.

Edward C. Go

Edwin P. Torres

Pedro B. San Jose

Jesus G. Dureza

Pilar C. Braga

J. Melchor V. Quitain

Leocadio S. Nitorreda

Darlene Magnolia A. Custodio

Julian R. Rodriguez

Manuel S. Nitorreda

Edgardo O. Castillo

Member/Corporate Secretary

Assistant Corporate Secretary

10.2 ACADEMIC AND ADMINISTRATIVE OFFICERS

President/Chief Executive Officer

Guillermo P. Torres Jr., Ed.D.

10.2.1 ACADEMIC

SEVP/Chief Academic Officer

SVP Academic Affairs (Main Campus)

SVP Student Personnel Services/

University Registrar

SVP Research and Publication

VP Institute of Pedagogical Advancement
and Competitiveness

AVP Academic Assessment

AVP Community Extension Center

Deputy Quality Management

Representative-Academics

Dean, College of Accounting Education

Dean, College of Architecture and Fine Arts

Dean, College of Arts and Sciences Education

Dean, College of Business Administration Educ.

Dean, College of Computing Education

Dean, College of Criminal Justice Education

Dean, College of Engineering Education

Dean, College of Health Sciences Education

Dean, College of Hospitality Education

Dean, College of Legal Education

Dean, College of Teacher Education

Branch Head, UM Bansalan College

Branch Head, UM Digos College

Branch Head, UM Guianga SHS

Branch Head, UM Panabo College

Branch Head, UM Peñaplata College

Branch Head, UM Tagum College

Eugenio S. Guhao, Jr.

Ronald V. Amorado

Carmencita E. Vidamo

Ma. Linda B. Arquiza

Pedrito M. Castillo II

Melvin B. Manayon

Sitti Rogaiya L. Apadan

Esterlina B. Gevera

Lord Eddie I. Aguilar

Illuminado D. Quinto, Jr.

Khristine Marie D. Concepcion

Vicente Salvador E. Montaña

Ramcis N. Vilchez

Carmelita B. Chavez

Charlito L. Cañesares

Ofelia C. Lariago

Florence Kristina M. Jimenez

____ Arellano

Jocelyn B. Bacasmot

Jenny C. Hernan

Tessie G. Miralles

Edna Zafra

Celso L. Tagadiad

Marlon Montano

Evelyn P. Saludes



Branch Head, Technical School
 Director, Learning & Information Center
 Director, Guidance Services and Testing Center
 Director, Office of Student Affairs
 Principal, Basic Education
 Principal, UM Ilang High School

Gerardo J. Salas
Brigida E. Bacani
Silvino P. Josol
Marianne P. Afrondoza
Antonio T. Joyno
Julieta C. Pernes

10.2.2 MANAGEMENT

SEVP/Chief Operating Officer/QMR
 SVP/Chief Finance Officer
 SVP/Chief Information Officer/
 DQMR-Administration
 VP External Relations and
 International Affairs
 VP External Affairs for Branches
 VP Human Resource Management
 And Development
 AVP Internal Audit Office
 AVP HR Development Center
 AVP Physical Plant Management
 And General Services
 Budget Officer
 Chief, Cashiering Office
 Chief, Construction and Special Project
 Chief, Financial Records Management
 Chief, Motorpool
 Chief, Physical Plant Maintenance
 Chief, Security and Safety Office
 Chief, Student Accounting Office
 Director, Center of Health Services
 Director, Sports Development Center
 Manager, Quality Management System
 Media Relations Officer
 Chief, Property Inventory Management
 Chief, Procurement Management
 Manager, Management Information System

Gloria E. Detoya
Sandra G. Angeles

Edgardo O. Castillo

Reynaldo C. Castro
Fely D. Rabaca

Myrna S. Viado
Mary Ann D. Llorca
Michelle Y. Acedan

Ruben F. Erickson
Zenaida T. Sablay
Roqueline A. Valenzona
Emmanuel D. Gallora, Sr.
Ruben B. Cia
Reynaldo G. Saga
Jaime B. Nini Jr.
Candido O. Suralta
Abigail D. Bautista
Isaiah James V. Francisco
David Dwight Peñano
Rochelle M. Asuncion
Amalia B. Cabusao
Roel L. Darunday
Jean B. Albutra
Karl Anthony M. Sison



SECTION 11

APPENDICES

S. No. 1662
H. No. 6573

Republic of the Philippines
Congress of the Philippines
Metro Manila
Seventeenth Congress
Second Regular Session

Begun and held in Metro Manila, on Monday, the twenty-fourth day of July, two thousand seventeen.



[REPUBLIC ACT No. **11053**]

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049, ENTITLED "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. A new section to be denominated as Section 1 is hereby inserted in Republic Act No. 8049, to read as follows:

"SECTION 1. *Short Title.* – This Act shall be known as the "Anti-Hazing Act of 2018".



2

SEC. 2. Section 1 of the same Act is hereby amended to read as follows:

“SEC. 2. *Definition of Terms.* – As used in this Act:

“(a) *Hazing* refers to any act that results in physical or psychological suffering, harm, or injury inflicted on a recruit, neophyte, applicant, or member as part of an initiation rite or practice made as a prerequisite for admission or a requirement for continuing membership in a fraternity, sorority, or organization including, but not limited to, paddling, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical and psychological health of such recruit, neophyte, applicant, or member. This shall also include any activity, intentionally made or otherwise, by one person alone or acting with others, that tends to humiliate or embarrass, degrade, abuse, or endanger, by requiring a recruit, neophyte, applicant, or member to do menial, silly, or foolish tasks.

“(b) *Initiation or Initiation Rites* refer to ceremonies, practices, rituals, or other acts, whether formal or informal, that a person must perform or take part in order to be accepted into a fraternity, sorority, or organization as a full-fledged member. It includes ceremonies, practices, rituals, and other acts in all stages of membership in a fraternity, sorority, or organization.

“(c) *Organization* refers to an organized body of people which includes, but is not limited to, any club, association, group, fraternity, and sorority. This term shall include the Armed Forces of the Philippines (AFP), the Philippine National Police (PNP), the Philippine Military Academy (PMA), the

3

Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.

“(d) *Schools* refer to colleges, universities, and all other educational institutions.”

SEC. 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

“SEC. 3. *Prohibition on Hazing.* – All forms of hazing shall be prohibited in fraternities, sororities, and organizations in schools, including citizens’ military training and citizens’ army training. This prohibition shall likewise apply to all other fraternities, sororities, and organizations that are not school-based, such as community-based and other similar fraternities, sororities, and organizations: *Provided,* That the physical, mental, and psychological testing and training procedures and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the AFP and the PNP as approved by the Secretary of National Defense and the National Police Commission, duly recommended by the Chief of Staff of the AFP and the Director General of the PNP, shall not be considered as hazing for purposes of this Act: *Provided, further,* That the exception provided herein shall likewise apply to similar procedures and practices approved by the respective heads of other uniformed learning institutions as to their prospective members, nor shall this provision apply to any customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective, subject to prior submission of a medical clearance or certificate.

“In no case shall hazing be made a requirement for employment in any business or corporation.”

SEC. 4. Section 2 of the same Act is hereby amended to read as follows:



written acceptance or consent on the part of the selected faculty adviser or advisers.

“The faculty adviser or advisers shall be responsible for monitoring the activities of the fraternity, sorority, or organization. Each faculty adviser must be a duly recognized active member, in good standing, of the faculty at the school in which the fraternity, sorority, or organization is established or registered.

“In case of violation of any of the provisions of this Act, it is presumed that the faculty adviser has knowledge and consented to the commission of any of the unlawful acts stated therein.”

SEC. 8. A new section to be denominated as Section 8 is hereby inserted in the same Act to read as follows:

“SEC. 8. *Role of Educational Institutions.* – The responsibility of schools to exercise reasonable supervision *in loco parentis* over the conduct of its students requires the diligence that prudent parents would employ in the same circumstance when disciplining and protecting their children. To this end, it shall be the duty of schools to take more proactive steps to protect its students from the dangers of participating in activities that involve hazing.

“Schools shall implement an information dissemination campaign at the start of every semester or trimester to provide adequate information to students and parents or guardians regarding the consequences of conducting and participating in hazing.

“An orientation program relating to membership in a fraternity, sorority, or organization shall also be conducted by schools at the start of every semester or trimester.

“Schools shall encourage fraternities, sororities, and organizations to engage in undertakings that foster holistic personal growth and development and activities that contribute to solving relevant and pressing issues of society.”

SEC. 9. A new section to be denominated as Section 9 is hereby inserted in the same Act to read as follows:

“SEC. 9. *Registration of Community-Based and Other Similar Fraternities, Sororities, or Organizations.* – All new and existing community-based fraternities, sororities, or organizations, including their respective local chapters, shall register with the barangay, municipality, or city wherein they are primarily based.

“Upon registration, all community-based fraternities, sororities, or organizations, including their respective local chapters, shall submit a comprehensive list of members and officers which shall be updated yearly from the date of registration.”

SEC. 10. A new section to be denominated as Section 10 is hereby inserted in the same Act to read as follows:

“SEC. 10. *Regulation of Initiation Rites for Community-Based Fraternities, Sororities, or Organizations.* – Only initiation rites or practices that do not constitute hazing shall be allowed: *Provided, That:*

“(a) A written application to conduct the same shall be made to the punong barangay in the barangay or the municipal or city mayor in the municipality or city where the community-based fraternity, sorority, or organization is based, not later than seven (7) days prior to the scheduled initiation date;

“(b) The written application shall indicate the place and date of the initiation rites and the names



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



CHED MEMORANDUM ORDER (CMO)

No. 18
Series of 2018

SUBJECT: THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS (HEIs)

In accordance with Section 8 (n) and (o) of RA 7722, the Higher Education Act of 1994 as amended, in relation to Section 36 (c) of RA 9165, the Comprehensive Dangerous Drugs Act of 2002, and pursuant to Commission en banc Resolution No. 539-2017 dated 18 July 2017, the Commission issues this **"IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTION (HEIs)."**

**RULE I
RATIONALE AND BACKGROUND**

Section 1. The drug problem in the Philippines continues to remain a serious national concern that permeates both the public and private sectors not only as a security issue, but also as a health concern that affects the social, emotional, psychological, as well as the economic well-being of the citizenry.

The Philippine Government recognizes the complimentary roles of public and private higher education institutions (HEIs) and shall exercise reasonable supervision and regulation thereof. Thus, all HEIs are enjoined to include in their student's handbook the conduct of mandatory random drug testing of students, with notice to the parents. Aside from random drug testing, a Higher Education Institution may, within the parameters of its institutional academic freedom, also include in its Student's Handbook a policy for the conduct of mandatory drug testing as a requirement for admission and retention, after observance of the consultation and other similar requirements.

**RULE II
STATEMENT OF POLICIES**

Section 2. The State recognizes the primary responsibility of the family and the complimentary role of the educational institutions and parents for the education and awareness of its members on the ill-effects of dangerous drugs;

- 2.1. It is a government policy to foster a spirit of shared purposes and cooperation among the members and elements of the educational community and between the community and other sectors of society at



dangerous drugs from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

5.22 Student-Applicants – refer to students who are applying for admission to a higher education institution either as freshman or a transferee of an authorized higher education institution (HEI).

5.23 Tertiary Education – refers to the stage of education following the secondary cycle which subsumes post-secondary non-degree diploma, TVET and Higher Education programs, including graduate education.

RULE VI DRUG TESTING OF STUDENTS IN ALL HEIs

Section 8. Pursuant to Section 36 (c) of RA 9165, all HEIs are mandated to implement a mandatory random drug testing of their students, consistent with these implementing guidelines and other relevant rules and regulations, after observance of consultation and other similar requirements. For purposes of this Section, the respective Governing Boards of all HEIs shall incorporate in the Student's Handbook a policy for the conduct of mandatory random drug testing of the students including the manner and procedures thereof in line with the DDB Regulation No. 3, s. 2009, the General Guidelines for the Conduct of Random Drug Testing of Students for xxx Tertiary Schools, amending DDB Regulation No. 6, s. 2003.

Section 9. Institutional Policy. The conduct of mandatory random drug testing of students in all HEIs must have prior approval of the school's governing boards and passed through the necessary consultation process.

Section 10. Consultation. In the absence of a student council/government in an HEI, representatives of not more than ten (10) shall be selected by the HEI from the recognized student organizations to participate in the consultation.

Section 12. The HEIs shall present at the consultation the policy requiring mandatory random drug testing of students.

Section 13. Consultation Period. The consultation must be completed not later than the end of February of the Academic Year preceding the year that the intended mandatory testing will be implemented.

Section 14. Only DOH-accredited drug facility, physician or private medical practitioners shall conduct the necessary drug testing. If the HEI does not have an accredited clinic, the HEI should partner with a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

Section 15. Drug Testing as a requirement for admission and retention. Aside from mandatory random drug testing, a Higher Education Institution may in the exercise of its institutional academic freedom include in the Student's Handbook a policy of mandatory drug testing of students as part of the school's admission and retention policies, after observance of consultation and other similar requirements. In case the drug test yielded positive results, the HEI concerned is not barred from admitting the

6





student/applicant, unless there is a valid reason not to admit such student/applicant on grounds other than the positive findings as a result of the drug test.

Section 16. Conditions for Drug Testing as a requirement for admission and retention. All HEIs may implement a mandatory drug testing as part of the school's admission and retention policy, provided that:

- 16.1. The mandatory drug testing shall be conducted in the same manner as the random drug testing under DDB Board Regulation No. 6, s. 2003 and No. 3, s. 2009;
- 16.2. In case the test result is confirmed positive, the Drug Testing Coordinator shall conduct a conference and inform both the parent and the student concerned;
- 16.3. The confirmed positive result shall not be a basis for disciplinary action, unless the student concerned is held liable for some other violations of the schools' internal rules and regulations; and
- 16.4. If the student is found to be drug dependent, the appropriate sanction, intervention, and/or rehabilitation, shall be imposed in accordance with the schools' Student Handbook and other applicable laws, rules and regulations.

RULE VII CONFIDENTIALITY CLAUSE

Section 17. All HEIs shall guarantee the strict confidentiality and integrity of the drug test results.

- 17.1 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The HEIs should also ensure the provision of non-discriminatory intervention services.
- 17.2 In relation to Rule VIII hereof, the pertinent provisions of RA No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed specifically Chapter III of the Act which pertains to the "Processing of Personal Information" to protect vital important interests of the data subject, including his life and health.

RULE VIII SANCTIONS

Section 18. In order to ensure compliance with this CMO, the Commission en banc may, upon the recommendation of CHED Legal and Legislative Services (LLS), impose appropriate sanctions depending on the nature and seriousness of the violations thereof, in accordance with applicable laws, rules and regulations.

7





SECTION 12

EFFECTIVITY AND SEPARABILITY

The Student Handbook shall be used effective **First Semester, SY 2023-2024**. All the pertinent provisions on Student Services contained in the Student Handbook are based on the University's Operational Procedure Manual (OPM), which provides for the regular guidelines and procedures. OPMs are regularly updated to respond to current demand and exigencies. In cases where the Student Handbook and the OPMs conflict in provisions, the OPMs prevail and the Student Handbook shall be updated appropriately.



UNIVERSITY HYMN

Glory to UM
 Light of the Southern Skies
 Guide to the thousands who've come to thy halls
 Seeking the wisdom
 The knowledge thou hast
 To offer to young and seasoned alike

Ever with faith in thee
 We'll never cease to see
 That thy name shall always ring with glory
 Honor to UM, our Alma Mater dear
 UNIVERSITY OF MINDANAO.

Tanglaw ka UM sa Timog Mindanaw
 Gabay ka sa aming mga kabataan
 Hanap namin ay talino't karunungan
 Saiyo aymakakamtan

Pananalig sa iyo ay di magbabago
 Mamahalin naming lagi pangalan mo
 Dakilang UM ang Alma Mater ko
 UNIBERSIDAD NG MINDANAW

UM LOYALTY MARCH

With loyal hearts and purpose true
 And with a spirit ever new we sing to thee
 In joyous harmony we lift our voices clear to thee
 Our Alma Mater dear

UM beloved to thee we pledge you loyalty
 We'll strive to live up to thy name
 Thy honor is our aim
 Though we may wander far and wide
 We'll cherish thee with pride
 Thy noble aims and spirit bright
 Our guiding light

UM beloved in thee our hopes and faith abide
 Thy standard banner waving high
 Inspires us to the sky
 With steady steps and steadfast minds
 Our loyalty aims defined
 With thee to guide will we have won
 We will march on.

UM VICTORY MARCH

UM marches on,
 Marches onward with the youth of our land
 UM, makes a man, that will guide the nation
 To its proper stand and then we'll march on
 Once again, with our heads held high
 with hope and dignity
 UM will lead the way
 The way to glorious victory