

Student Handbook

(REVISED 2024)



Student Handbook
Revised 2024

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SECTION ONE

Silliman Education

HISTORY

Silliman University was founded as Silliman Institute, an elementary school, on August 28, 1901, by the Board of Foreign Missions of the Presbyterian Church in the USA under the terms of a gift from Dr. Horace Brinsmade Silliman, a philanthropist of Cohoes, New York. Its first president was Dr. David S. Hibbard.

The history of Silliman is a story of growth consistent with high standards. In its early years, it was a single college with various departments, some of which developed into colleges. In 1921, the Silliman Bible School (later to become the Divinity School) was established in cooperation with the American Board of Foreign Missions, representing the Congregational Churches of the United States. In 1936, the Philippine National Assembly passed a law establishing requirements for institutions to qualify for university status. Silliman received full recognition as a university in 1938.

Silliman continued to receive from the Presbyterian Board and the American Board (now the United Church Board for World Ministries) grants for land, buildings and equipment. In addition, these Boards provide the University with American faculty and staff personnel. Two other American boards have contributed personnel and funds: the Board of Missions of the United Methodist Church and the United Christian Missionary Society of the Christian Churches (Disciples of Christ).

In 1957, the United Board for Christian Higher Education in Asia (UBCHEA) in New York assumed responsibility for channeling all American aid to the University. UBCHEA is an internal organization supported by ten Protestant mission boards. It assists and sponsors colleges and universities in Asia.

VISION

A Christian institution leading in total human development for the well-being of society and environment.

MISSION

- Infuse into the academic learning of our stakeholders core values anchored on the gospel of Jesus Christ towards developing individuals of faith, character, and competence;
- Instill in all members of the University community social consciousness, care for the environment, and a deep sense of justice for societal well-being;
- Cultivate resilient and globally competitive academic community competent in knowledge production and innovation, positively contributing to sustainable development;

GOALS

- Vibrant Christian life among students, faculty, staff, administrators, alumni, and the community;
- Diverse studentry and globally competitive graduates with character through academic excellence;
- A community of leading academics, knowledge producers, and highly efficient human resource;
- World-class facilities, innovative systems and processes responsive to the needs of the stakeholders;
- Viable and sustainable financial and other resources;
- Mutually supportive relationship with the alumni imbued with a profound sense of the Silliman spirit;

- Mut Heightened social awareness and constructive engagement in peace, justice, and national and global development initiatives;
- Responsible and accountable stewards of the environment and other resources.

VALUES

Silliman University as a Christian Institution promotes the values of:

- Love
- Patriotism
- Diversity and Inclusiveness
- Excellence
- Creativity and Innovation
- Justice with Compassion
- Honesty and Integrity
- Accountability and Transparency
- Respect and Humility
- Care for the Environment

5 CS AND WHOLE PERSON EDUCATION OF SILLIMAN

Silliman's goal of building competence, character and faith anchored on the Gospel of Christ aims for the development of the whole person. It believes that success and fulfillment are achieved when one views himself of herself in relation to the larger community. Silliman therefore envisions genuine quality Christian education as a result of an interaction of experiences from at least five venues: the classroom, the Church, the cultural center, the (athletic) court, and the community.

The Classroom

The classroom is a major component of the “second home” of students. Teaching at Silliman is made to challenge students to question prevailing concepts and theories, and find meaning in them in their day-to-day activities.

Important to Silliman University is a mentoring system that walks students through the learning process of life.

The Church

Christian faith is the foundation of a Silliman education. Various activities to nurture faith, education, worship, fellowship, and service are in store for Silliman students all year round. These activities are planned and organized to meet the changing needs and preferences of the students. Church activities are also designed and organized in a way that does not discriminate students from other religious denominations.

The Cultural Center

The Culture and Arts Council stages five shows every semester to develop appreciation for the arts. The shows are staged at the Claire Isabel McGill Luce Auditorium, which is considered to be the “cultural center of the south.” Through the overall culture and arts program of the university, Silliman students get a taste of the works of nationally and internationally acclaimed literary, visual and performing artists throughout the school year. Season tickets at subsidized rates are made available to the students.

The (Athletic) Court

Sports play an equally important part in the life of a Silliman student. The campus provides facilities for ball games, swimming, contact sports, track and field and archery. Silliman University is proud to have produced some Olympians: Mark Javier, Jennifer Chan and Lisa Ygnalaga in archery, and Simeon Toribio in long jump.

The Community

Service-learning and volunteerism are vital components of all academic disciplines in the university. Students are challenged to test theories and principles through actual community work. With identified partner communities, Silliman students develop and implement projects and

programs, integrating expertise in business development, health care, legal management, and environmental advocacy. Sustaining this thrust at the international level, Silliman collaborates with other academic institutions in U.S.A., Japan, Korea and other countries, in an international service-learning program designed to foster cultural understanding and address social concerns through a multi-sectoral approach.

***VISIBLE OUTCOMES AND OPERATIONAL INDICATORS OF A GOOD SILLIMAN GRADUATE (INSTITUTIONAL GRADUATE OUTCOMES)**

Silliman (University) Graduate Outcomes	Indicators
1. Creative Critical Thinker	1.1. Asks pertinent questions, reflecting heightened consciousness and curiosity. 1.2. Perceives the world in a correct and creative way 1.3. Is a problem solver
2. Transformative Christian Witness	2.1. Influences society and impacts the environment 2.2. Serves others with compassion 2.3. Leads an exemplary life 2.4. Discerns (and acts on) what is right and wrong 2.5. Discerns (and acts on) what is good and bad 2.6. Sees the Divine in all that is in the world 2.7. Lives out the Via, Veritas, Vita – and becomes an image of God's justice and love to others.
3. Effective Communicator	3.1. Participates actively in social discourse 3.2. Expresses ideas and feelings accurately and in a clearly organized manner – both in writing and speaking 3.3. Listens attentively and empathetically 3.4. Discerns and processes information objectively 3.5. Exchange opinions rationally, assertively but not arrogantly, respecting others' opinions 3.6. Demonstrates appreciation of ethical and moral standards of effective communication and practices them
4. Independent, Reflective Life-long Learner	4.1. Updates abilities, knowledge, skills, and qualifications 4.2. Values all forms of learning 4.3. Strives always for excellence 4.4. Transcends challenges that are yet to be known in the "laboratory of possibilities"

**Drafted by the Deans Conference on Nov. 10, 2014 approved by BOT on January 10, 2015*



SECTION TWO

Silliman University Rules and Regulations

ACADEMIC REGULATIONS

The faculty and staff of each college/institute/school shall meet at least once every two months, with the dean or director as the presiding officer. Copies of the minutes, which shall include the date of meeting, roll call, and official actions, with copies of accepted reports, should be sent by the dean or director to the Vice President for Academic Affairs for the latter to present all approved recommendations to the Deans Conference, Academic Council, or the University President as may be necessary.

The primary duties and responsibilities of the Faculty include the following: improving instruction within the college, formulating policies of the college, maintaining college standards, fostering good relationships with students, co-teachers, staff and superiors, and being responsible for all matters relating to excellence in teaching and the welfare of the college. The faculty may organize special committees as it deems appropriate for addressing problems in the college and following up recommendations presented at faculty meetings.

CODE OF CONDUCT AND DISCIPLINE

Policy Statement

Silliman University is the second home of Silliman students. In order to develop the character, competence and faith of its students, a proper norm of conduct and discipline is designed to inculcate these.

Silliman students are hereby expected, in the exercise of their rights and in the performance of their obligations, whether inside or outside the campus, to respect and act in accordance with the principles, traditions and ideals of a Christian University and the laws of the Philippines. They must abide by the rules of conduct and discipline formulated by the University.

This Code of Conduct and Discipline applies to all students, deemed officially enrolled upon submission of appropriate admission and transfer credentials, and initial payment of school fees, and also to all who have not been issued transfer credentials by SU, nor separated from academic relations with the University.

At all times, bona fide Silliman students are expected to conduct themselves in an appropriate decorum and appearance in accordance with the Policies and Procedures promulgated by the University.

Students' Rights and Responsibilities

1. Students and student organizations enjoy the right to freely examine and discuss all issues of interest and to express their views and opinions publicly or privately within the bounds of law.
2. It is the responsibility of all students to obey all duly approved university policies, rules and regulations, and those of their respective colleges/ departments as well as local and national laws. Violations may result in a variety of sanctions.
3. It is expected that all students will strive to foster academic excellence and integrity both inside and outside the classrooms.
4. All students may participate in curricular and extra-curricular activities without being discriminated against on the basis of race, creed, national origin, religion, gender, age, disability, marital status, or sexual orientation.

5. Students may pursue educational, recreational, social, and cultural activities in an atmosphere that challenges and promotes their intellectual and personal growth and development.
6. Students have the right to seek personal, emotional, social, and academic counselling and guidance.
7. Students have the right to a university environment that is characterized by safety and order.
8. Students have the right to privacy subject to limitations set by law. Students have the right to access their own scholastic, personal, and college records. Students have the right to examine, request for corrections of records which are inaccurate in the presence of a faculty or staff member. Unless allowed by law, the University will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student.
9. Students have the right to assume responsibility or liability for their conduct and/or behavior. Responsibility and liability rest with the students' inherent attributes as mature individuals and as members of the academic community.
10. Students have the right to inquire and discuss matters related to their study and their performance with their teachers. They have the right to be evaluated solely on the basis of their academic performance, not on the opinions or conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against unfair academic evaluation.
11. The university shall handle disciplinary cases in a fair and most expeditious manner in accordance with the established procedure.
12. The authority to impose disciplinary measures involving suspension of more than 10% of the total academic days of the school year, dismissal, and expulsion upon the recommendation of the University Disciplinary Board (UDB) lies on the President of Silliman University.

Students subjected to disciplinary hearings have the following rights:

- a. the right to be informed officially of the charges and his/her rights;
- b. the right to notice of the time, date and place of hearing;
- c. the right to present witnesses and evidence;

- d. the right to have an adviser;
- e. the right to know the names and titles of the members of the University Disciplinary Board (UDB);
- f. the right to know names of the complainant and other respondents if any, and to confront witnesses that testify against them.

Violations of Academic Rules and Standards

- 1. Cheating, which may take, but are not limited, to the followings forms:
 - a. Looking at another's answers/works during examination;
 - b. Showing or disclosing answers during examination period;
 - c. Using notes, notebooks, or textbooks, audio or visual recording, or other materials which are not explicitly authorized by the professor for students use during the examination.
- 2. Plagiarism which is the act of taking ideas, writing the works from another and passing them off as one's own, or using the work of another without giving due credit to the source.
- 3. Other forms of intellectual dishonesty such as knowingly furnishing false information, distorting or omitting data that would provide the necessary and required information to the Registrar, the instructor/teacher, university and college offices for any academic-related purposes.
- 4. Violations of academic conduct also relate to stolen tests, falsified records, vandalism of library, laboratory, and instructional materials, and breach of computer security.

Violations of University Policies and Regulations

Disciplinary sanctions are imposed for violations of university policies and regulations committed by students or student groups within the outside the campus, adversely affecting the reputation of the University or the status of the student in school, which include, but are not limited to, the following:

MINOR OFFENSES

- 1. The possession and drinking of liquor and alcoholic beverages inside the campus.

2. Intoxication within the university.
3. All forms of smoking within the university such as but not limited to the following: cigarettes, e-cigarettes, vape.
4. Malicious dissemination of false reports, threats of fire, explosion or other emergency.
5. Failure to comply with the lawful directions of the university officials including law enforcement or security officers, acting in good faith and in the performance of their duties.
6. Unjustifiable or deliberate interference or disruption of the academic functions and university activities which tend to create disorder, breach of peace, or serious disturbance.

The following are considered offenses/violations under this provision:

- a. Disruption of regular classes, research, administration, disciplinary procedures and other institutional activities inside the classrooms or offices without the permission of those concerned.
 - b. Disruption of co- and extra-curricular activities which include convocations, symposia, fora, and other cultural presentations or shows.
 - c. Demonstrations or rallies accompanied by force, violence, and/or coercion.
7. Display or distribution of materials deemed offensive to public morals within the University.

MAJOR OFFENSES

1. In case of second and subsequent violations of the same minor offense shall be considered a major offense.
2. Malicious damage, misuse, or theft of university or personal property.
3. Vandalism to university and property belonging to other persons.
4. Possession or use of firearms or deadly weapons, and dangerous chemicals of any kind or description.
5. Unauthorized possession of fireworks, explosives or other highly combustible, or radioactive materials.

6. Unauthorized entry to or use of any university building, office or private property within the campus.
7. Disregard and/or willful violation of established policies, rules, and regulations of the University.
8. Unauthorized solicitation, extraction, or collection of money, cheques, and other instruments with monetary equivalent in connection with matters pertaining to the University.
9. The sale, use, or possession of prohibited substances such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.
10. Violations of academic integrity such as, but not limited to:
 - a. Plagiarism
 - b. Forgery
 - c. Falsification
 - d. Fraudulent alteration, unauthorized access to, disclosure of, or use of any university document, record, or identification papers, including but not limited to, identification cards, electronic software, data, and records.
 - e. Misrepresentation of any kind, including lending/borrowing of student ID's.
11. Assault, physical, electronic, or verbal abuse, intimidation, threats, harassment, coercion or other conduct that threaten or endanger the health, safety, and/or taint the moral and/or professional standing of any person.
12. Hazing or any practice by a group or individual that is contrary to the Anti-Hazing Law (Republic Act 11053 or the Anti-Hazing Act of 2018). The consent of those hazed shall not be considered a defense.
13. Acts of immorality, including but not limited to:
 - a. Acts deemed offensive to public morals such as indecent or obscene conduct or behavior
 - b. Any act that is sexual in content, including but not limited to voyeurism, obscene phone calls or texting and other forms of Social Media messaging
 - c. Prostitution and solicitation of sexual favors
 - d. Exhibitionism resulting to public scandal

14. Sexually related crimes such as rape, acts of lasciviousness, seduction, corruption of minors, and statutory rape.
15. Sexual harassment as defined under the Anti-Sexual Harassment Law (Republic Act No.7877)
16. Gender-based sexual harassment as defined under the Safe Spaces Act (Republic Act. No. 11313)
17. Any other act committed by students or student groups within or outside the campus, which in the judgment of the duly constituted bodies of the university adversely affect the reputation of the university or the status and/or safety of its students.

DISCIPLINARY PROCEDURE AND DUE PROCESS

1. Any member of Silliman University and the community or the university itself may file a complaint or charge against a student.
2. The complaint or charge must be submitted in writing to the following offices:
 - a. Dean of Students
 - b. Dean or Director of College/School/Institute
 - c. Department Chairperson
 - d. Student Grievance Center
 - e. Dormitory Manager; and
 - f. Student Government
3. All complaints and grievances received from the abovementioned offices must be submitted to the College Dean/Director concerned for initial processing and evaluation.
4. In cases where it involves minor offenses, academic violations, or the penalty is not suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, the aforementioned offices will submit the complaint or charge to the Office of the College or School Dean or Director where the student/s belongs for appropriate disciplinary action which includes but not limited to possible settlement or dispute/conflict resolution. The Office of Student Services must be furnished written information on all resolutions for record purposes.
5. Processing of disciplinary cases at the college or school level:
 - a. The Dean or Director will compose and appoint a College or School

Disciplinary Committee (CSDC) of not less than five (5) but not more than seven (7) members of the faculty, including the College, School or Institute Governor or President.

b. The college/school disciplinary committee (CSDC) shall be composed, in the minimum, of:

- CSDC disciplinary officer (appointed by the director/dean to serve for at least 3 years)
- Chairperson of the department OR class level adviser where respondent belongs
- School/college council governor
- Appointed member of the faculty from the academic unit where respondent belongs
- Appointed faculty from the academic unit where the complainant belongs

1. Upon receipt of the charge against a student, the Dean or Director or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible penalties. The student charged shall answer the complaint in writing, within (3) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in, which case the complaint shall be decided by the Dean or Director or his/her representative on the basis of the evidence presented by the complainant.
2. Within five (5) academic days upon receipt of the answer, the Dean or Director or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge, whether the case can be elevated to the University Disciplinary Board, and/or if the charge can be disposed of administratively by agreement of the parties and the Dean or Director. For restoration of the relationship, the Dean or Director may suggest to both parties to undergo voluntary conflict resolution at the Justice and Peace Center.
3. If reasonable grounds exist, the College or School Disciplinary Committee shall be convened to hear the case the soonest possible time. The hearing shall be conducted in accordance with the following procedure:

- a. Parties will be given notice of hearing at least three (3) calendar academic days prior to the hearing date.
 - b. The parties have the opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed.
 - c. The parties have the opportunity to present evidence and witnesses.
 - d. Notice of findings and sanctions imposed.
4. Within seven (7) calendar days from the day the hearing is completed, the College, School or Institute Disciplinary Committee shall submit its decision to the Dean or the Director for recommendation. The Dean or Director shall then submit the recommendation within seven (7) calendar days to the Vice-President for Academic Affairs (VPAA) for approval. The VPAA will review the decision and render the same which affirms, denies, or modifies the recommendation within seven (7) calendar days. The decision of the VPAA is final.
5. If the nature of the violation requires a penalty of suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, as may be recommended by the College Dean or Director, the case shall be elevated to the University Disciplinary Board. The complaint or the charge is submitted to the Office of the Dean of Students and the following procedure shall be followed:
 - a. Upon receipt of the charge against a student, the Dean of Students or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties. The student charged shall answer the complaint in writing, within seven (7) calendar days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean of Students or his/her representative on the basis of the evidence presented by the complaint.
 - b. Within seven (7) calendar days upon receipt of the answer, the Dean of Students or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by

agreement of the parties and the Dean of Students. For restoration of the relationship, the Dean of Students may suggest to both parties for voluntary conflict resolution at the Justice and Peace Center.

- c. If violation will result in suspension, dismissal, or expulsion, the case shall be heard by the University Disciplinary Board.
 - d. Pending the proceedings before the University Disciplinary Board, the graduation of the student from Silliman University shall be held in abeyance.
 - e. While it generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, Silliman University ensures that the rudimentary requirements of due process under Sec. 105 of the Manual of Regulations for Private Higher Education (MORPHE) are observed in all disciplinary cases. Consistent with the MORPHE, the requirements for due process in disciplinary proceedings in the tertiary level of Silliman University are as follows:
 - Notice within a reasonable period of time, of the nature and cause of the complainant or charge and of the possible penalties to the respondent student. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause letter,
 - The opportunity to answer the complaint or charge within at least seven (7) calendar days from receipt of the notice;
 - The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed;
 - Notice of the time, place and date of hearing at least three (3) academic days in advance;
 - In all stages of the proceedings, the student shall have the right to the assistance of a counsel of his/her own choice.
 - The opportunity to present evidence and witnesses in his/her behalf;
 - Notice of findings and sanctions imposed;
 - The opportunity to appeal.
6. If the student is found culpable for the offenses charged, the punishment imposed should be commensurate with the nature and gravity of the offense.

7. The University Disciplinary Board shall determine, on the basis of the clear and strong evidence presented, whether the student is responsible for the complaint charged. In imposing sanctions, the Board may take into account the student's disciplinary record. If the penalty does not involve exclusion or expulsion, the decision shall be rendered and submitted to the Vice-President for Academic Affairs for review within twenty (20) calendar days after the hearing is completed. If the penalty involves exclusion or expulsion, the decision shall be rendered and submitted to the University President for review within twenty (20) calendar days after the hearing is completed.
8. Except for cases where the penalty involves exclusion or expulsion, decisions of the UDB shall be automatically reviewed and decided by the Vice-President for Academic Affairs within twenty (20) calendar days from receipt of the decision. The decision of the Vice-President for Academic Affairs may be appealed to the University President within a period of seven (7) days from receipt by the student.
9. In cases where the penalty involves exclusion or expulsion, the decision of the UDB shall be automatically reviewed by the University President and decided within twenty (20) calendar days from receipt of the decision. The decision of President on the matter is final unless reversed by the Commission on Higher Education.
10. In case of exclusion or expulsion, the decision of the University President shall be reviewed by the Commission on Higher Education in accordance with law;
11. In cases that have been appealed from the Vice-President for Academic Affairs, the University President shall review the same and render a ruling within twenty (20) calendar days from receipt of the decision. The ruling of the President on the matter is final.
12. Only the following grounds can be made as a basis for an appeal or review: a) severity of the penalty, b) procedural error, c) new evidence.
13. The student may appeal the decision of the Vice-President for Academic Affairs on the basis of the aforementioned grounds in writing to the University President.
14. The University President may uphold or modify the decision of the UDB or the Vice President for Academic Affairs, or grant a rehearing of the issues raised in the appeal.

COMPOSITION AND PROCEEDINGS OF THE UNIVERSITY DISCIPLINARY BOARD

The University Disciplinary Board shall be composed of the following:

1. Presiding Chairperson (from the Office of the General Counsel and appointed by the President);
2. Representative from the Office of Student Services
3. Two (2) Members from the Dean's Conference, appointed by the Vice-President for Academic Affairs);
4. Chairperson of the department to where the student belongs;
5. Dormitory manager/adviser (if the student is a resident in the dormitory);
6. One student representative from the Student Government;
7. SUFA Representative (under existing Collective Bargaining Agreement).

The University Disciplinary Board shall conduct the following proceedings:

CONDUCT OF THE HEARING

1. The parties will be introduced by the presiding member of the UDB;
2. The presiding member shall state the charges against the student;
3. The student has the right to be accompanied by an adviser/counsel. The adviser/counsel will only advise the complainant or respondent during the hearing. The adviser/ counsel is not allowed to participate in the hearing unless invited to do so;
4. The student charged will plead responsible or not responsible;
5. The hearing will be closed to all who are not directly involved in the case;
6. Witnesses are subject to the cross-examination by the members of the UDB;
7. Witnesses are to be examined separately and will leave after testimony is taken;
8. Matters deemed confidential by the UDB should be accorded utmost confidentiality;
9. After hearing both parties, the UDB shall have the case submitted for decision;

WRITING OF DECISION

1. The UDB shall have a closed session discussion on the merits of the case. Each member shall discuss his/her position in the case. Except for the decision, the discussion of the UDB on the merits of a case shall remain confidential.
2. The decision of the UDB in a case shall be arrived at by a majority vote of all members present constituting a quorum. A member shall be designated to write the decision. If the decision is not unanimous, the names of those who are not in favor shall be indicated therein.
3. Other than the decision, the UDB or any of its members shall not issue any other statement or pronouncement relating to the case;
4. The respondent and all other parties to the case shall be furnished a copy of the decision of the UDB.

PENALTIES/SANCTIONS

Penalties shall be imposed for violations of the Code of Conduct. A penalty is a disciplinary measure imposed to instill in the student the understanding that any act of misbehavior, willful violation and/or defiance of lawful rules and regulations has no place in the University. It is expected that a student imposed with a penalty for violating the Code of Conduct shall thereafter demonstrate the fervor to better oneself, otherwise the ultimate penalty of expulsion shall be meted.

Penalties are intended to inculcate in the students the ideals of justice, to have a healthy respect for rules and authority, rectify unacceptable behavior, help strengthen the character of students, and protect the name and reputation of both the students and the University.

The gravity of the offense committed and the circumstance attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

The penalties imposed shall range from warning, parental admonition (counsel), suspension, exclusion to expulsion, depending upon the gravity of the offense committed.

The penalties for minor offenses shall be given by the school/college level disciplinary committee, while the penalties for major offenses shall be

decided by the University President after deliberation and recommendation by the University Disciplinary Board.

Penalties for Minor Offenses:

1. Written reprimand from the School/College level Dean/Director
2. Written apology from the offender
3. Mandatory school or community work
4. Restitution
5. Disciplinary Warning Status
6. Suspension of not more than 10% of the total number of class days of the semester

When the penalty imposed is short of dismissal, i.e., suspension and/or reprimand, the student concerned will be placed on “Strict Disciplinary Probation Status (SDPS)” for not less than one semester but not more than one academic year

The imposition of the appropriate disciplinary action shall be progressive in character, taking into consideration prior violations committed by the respondent as follows:

1. Warning due to minor offense
2. Admonition for a second violation of the same minor offense or an offense in the same category
3. Suspension of not more than 20% of the total number of class days of the semester for a third
4. violation.
5. Suspension of not more than 20% of the total number of class days of the semester for a fourth violation.
6. Exclusion or dropping from the roll of qualified students in the University for a fifth violation.

After due process, copies of the student’s sanctions/penalties may be filed in the student’s file at the Office of Student Services, the Office of Admissions and Registrar, and at the student’s school/college as appropriate. The following sanctions may be imposed for violations of university rules and regulations.

Warning

The student receives notice that he or she violated university rules and regulations and is warned that future violations by him/her shall be dealt with more severely.

Probation

Students on disciplinary probation are not in good standing with the university for a period of time. Certain restrictions may accompany the probation status, such as disallowing membership in student organizations or participation in non-academic activities for the duration of the probation status. A subsequent violation of the university's rules and regulations, even if minor, may result in the suspension or expulsion of the student.

Loss of Privilege

Denial or loss of privilege including the use of University facilities for a specific period of time consistent with the violation committed.

Eviction

The sanction requires the students to be removed or evicted from the dormitory facilities and other University facilities. Application and fees inherent to the use of the facilities will not be refunded.

Restitution

The sanction requires the student to pay the university, persons or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

Immediate Suspension

The College or School Dean/ Director has the right to suspend the student when upon the appraisal of the Dean of Students, the suspension is necessary

to maintain order in the campus, interferes with the rights, health or safety of any person, and damages of the university properties. The student under immediate suspension shall be entitled to a hearing within three (3) academic days upon receipt of the notice of suspension. The College or School Discipline Committee or the University Disciplinary Board shall recommend to the Dean or Director or Dean of Students whether the suspension be lifted or the suspension be continued until the resolution of the case.

Educational Experience

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

Suspension

The student is prohibited from attending classes or any event in the university and from being present in the campus during his or her period of suspension.

Exclusion (Dismissal) or Non – readmission

The student is dismissed from the university and is never re-admitted thereto. However, he or she may still secure a certificate of honourable dismissal from the university.

Expulsion

The student is dismissed dishonourably from the university and is never again admitted to the university.

Other Sanctions

Other sanctions may be imposed at the direction of the University Disciplinary Board (UDB) such as restricting the movement of dormitory

residents found to have violated dormitory or university regulations or campus and community services. Those who are responsible for acts of vandalism may be required to clean or restore the vandalized property to its former condition. Redemptive options of campus and community services in which the parents and guardians shall be made a party in the process to determine the most appropriate sanctions.

Repeated or aggravated violations of university regulations may result in suspension or dismissal or other more severe disciplinary measures.

Misconduct or violation of university rules by student organizations may include the revocation or denial of recognition or registration in addition to other appropriate sanctions which may likewise be imposed upon those committing misconduct or violations. Probation status, a subsequent violation of the university's rules and regulations, even if minor, may result in the suspension, exclusion or expulsion of the student.

UNIVERSITY GRIEVANCE CENTER

Scope and Limitation

The Student Grievance Center (SGC) serves as a receiving and facilitating center for complaints and grievances from students. It has neither recommendatory nor disciplinary authority, but it undertakes follow-ups on complaints and grievances referred to it.

The SGC screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate action. If there is a possibility of mediation, the office may make representations with the office concerned in order to settle amicably the complaint or grievance.

If the complaint is directed against the head of SGC, the student may directly report to the Dean of Students who shall then take the appropriate action.

Procedure for complaint Processing

A complaint is brought before the SGC either by the student complainant or through the SUSG, alleging misconduct or infraction, abuse of authority,

poor instruction or service, or any valid cause for complaint against a fellow student, a member of the faculty, a staff, or the administration.

1. The head of the SGC studies the validity of the complaint.
2. If the complaint is valid, the head shall make representations with the office concerned and endorse the complaint to the said office for appropriate action.
3. Once the complaint is brought to the proper office, the head of the SGC makes a series of follow-ups to ensure that the action is done.
4. If no action is taken by the office concerned, the SGC head may bring up the matter to the higher office, this time, with an added complaint of inaction by the lower unit head concerned.
5. If the same inaction is present in said higher office, the SGC head brings up the matter to even higher offices with added complaints of inaction until the same reaches the University President.

ID WEARING RULE

The ID should be carried with you at all times. It identifies you as a member of the Silliman academic community. It is necessary for a student's entry into the university, the utilization of campus services and facilities, such as the Student Center, and the enjoyment of student discounts.

ID VALIDATION RULE

During the enrolment period, first year and new students should have their pictures taken at 2nd floor of Oriental Hall – SC ID Section. A temporary card is issued – and is valid until the ID is available. For continuing students, validation stickers are given at the Office of Student Services (OSS) upon submission of their enrolment printout and ID during their year-level enrolment. An additional service charge of twenty-five pesos (P25.00)/ day will be collected for validation made after the last day of enrolment.

VALIDATED STUDENT ID

All students are expected to wear appropriate attire and validated school identification cards upon entry and while inside the campus.

A deadline is usually set for the last day of enrollment and validation of student ID. All students are enjoined to abide by this. A service charge shall be imposed for late ID validation.

GUIDELINES FOR CAMPUS ACCESS OF VEHICLES SCHOOL YEAR 2020-2021

1. Purpose of Guidelines: This form is established by the University Public Assistance and Security Office (PASO) in coordination with the Buildings and Grounds (BG) Department and the Office of the General Counsel (OGC). This policy has been developed to promote and maintain an organized, accessible, and safe University campus. There are registration fees required in acquiring vehicle stickers and corresponding penalties.
2. Vehicle/Gate Sticker Registration: Students, parents/guardians, faculty and staff, administrators, alumni and others who desire to have vehicular access to University property shall apply and register his/her vehicle at the PASO. Aside from filling-up this Registration Form, the following documents shall be submitted:
 - a. Photocopy of Valid Certificate of Registration (CR) and the Official Receipt (OR) of the Vehicle/s in the name of the registrant;
For newly purchased brand new or second-hand vehicles with CR/OR still awaiting release by the LTO, a certificate of purchase/ownership from the car dealer or deed of sale from the vendor in the name of the registrant.
 - b. Valid Driver's License of the registrant.
3. Sticker Registrattion Fee:
 - a. Vehicle Pass (with parking privileges)
 - Php 10,000.00 for 1 school year for four-wheeled vehicles
 - Php 1,000.00 for 1 school year for two-wheeled vehicles
 - For faculty and staff, first vehicle shall be exempt from the payment of fees; Php 10,000.00 and Php1,000.00 per additional four-wheeled and two-wheeled vehicles, respectively, per school year
 - b. Gate Pass (entry only; no parking privileges)
 - Php 1,000.00 per school year for four-wheeled vehicles
 - Php 1,000.00 per school year for two-wheeled vehicles

Note: The Vehicle/Gate Pass allows access only to the main gates (regular hours) and other gates (one-way periods).

4. **Approval and Sticker Processing:** A vehicle will not be considered registered until this registration form is filled up. The vehicle must be brought to the parking area of PASO for sticker installation. Only authorized personnel from PASO can install the vehicle/gate pass sticker. All stickers are non-transferable and will expire at the end of the school year.
5. **Campus Entry or/and Parking:** Entry or/and parking inside the campus is a privilege granted by the University. Those availing of such privilege are to abide by the following:
 - a. The sticker must be displayed at the upper right of the passenger side for four-wheel vehicles and at the front part of two-wheel vehicles. Removal of the sticker or the display of the same in an unprescribed manner will result in termination of the privilege.
 - b. The Vehicle Sticker shall at all times remain mounted on the designated vehicle. No vehicle shall be allowed entry into and to park on University property without the appropriate Vehicle Sticker.
 - c. The vehicle owner shall ensure that his/her vehicle is operated by persons with valid driver's license.
 - d. The vehicle owner/driver agrees to conform to all policies governing the operation of motor vehicles, traffic rules and courtesy, 25 km/hr speed limit within the campus area, and noise and air pollution standards. Helmet requirement for entry policy of the University applies to motorcycle applicants, thus, no sticker shall be approved for drivers without helmet. Non-wearing of helmets while driving motorcycles on University property shall be grounds for cancellation or suspension of the privilege to enter and park on University property, and the removal of the Vehicle/Gate Pass sticker from the vehicle.
 - e. The vehicle owner/driver agrees that he/she will not bring onto the school grounds nor keep in his/her vehicle while it is on the campus items that are illegal or prohibited under school policy, including firearms, pornographic materials, illegal drugs, alcoholic drinks or beverages, explosives and other dangerous chemicals and materials.
 - f. The vehicle owner/driver understands that any violation of the

conditions set forth by the University may result in the termination of this privilege, imposition of fines, disciplinary action by school authorities and/or legal action in court.

- g. The vehicle owner/driver hereby acknowledges that public health, welfare and safety in the University are of paramount importance. Consequently, the vehicle owner hereby authorizes school authorities to determine the reasonable existence of public risk, to inspect and search the vehicle, including its contents, and to permit the removal of any unauthorized articles described above or those which may endanger the health, welfare, or safety of students or school personnel. Any such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered by appropriate law enforcement officials at the sole discretion of the school authorities. Refusal of the vehicle owner to allow the University to do any of the foregoing shall be a ground to revoke the privilege.
 - h. Replacement of the lost or stolen or destroyed sticker will be at the vehicle owner's expense. The cost for such replacement is the same as for a new sticker.
6. Parking Rules for Vehicle /Gate Pass Sticker Holders:
- a. Vehicle Pass sticker holders are to park their vehicles at designated parking areas. The designated parking areas are color-coded and match the color of the sticker. The responsibility of finding a parking space rests with the vehicle owner/driver. Lack of space in designated parking lots is not a valid reason for violating parking regulations. Improperly parked vehicles are subject to campus citation, immobilizing and/or towing at the owner's expense.
 - b. Campus parking is allowed from 6:00 a.m. to 8:00 p.m., Monday to Sunday.
 - c. Parking must be in accordance with posted signs and campus regulations. Regulations are enforced at all times by the Public Assistance and Security Office (PASO).
 - d. Parking Violations/Fines:
 - Parking Fines: All fines are payable to Silliman University within fifteen (15) calendar days after the date of violation. Payment shall be made at the Business and Finance Office.

- Parking violation fines are Php200.00 for the first violation and an increment of Php50.00 for every succeeding violation.

Example

First Offense – Php200.00

Second Offense – Php250.00

Third Offense – Php300.00

- Failure to pay fines within the 15 calendar days' notice will result in additional fee (50%), being added to the original fine for violation.
 - Students with outstanding parking fines will have their balances automatically forwarded to the Student Accounts office for collection. Any additional late charges will be likewise assessed.
 - For non-students, failure to pay the prescribed fine shall cause the revocation and/or non-renewal of the Vehicle /Gate Pass.
 - Fraudulent use of a sticker will result in automatic termination of the privilege and disciplinary action.
 - Appeal for Parking Violations/Fines: Any person receiving traffic/parking violation citation may appeal the same with the PASO within a non-extendible period of three (3) days from issuance of the citation. The appeal shall be in writing. Resolution of the Appeal shall be summary in nature. The decision of the appeal by the PASO is final and not subject to reconsideration.
- e. Campus visitors will be issued a temporary pass and will be directed to OPEN PARKING or appropriate visitor parking areas.
- f. Physically challenged individuals have specified parking areas.
- g. Parking violations also apply to GATE PASS sticker holders.
7. Transfer of Ownership of Vehicle: In the Event ownership of the vehicle is transferred to another person, prior to doing the same, the registered owner shall bring the vehicle to the PASO so that the vehicle sticker will be removed and the records of the said office updated accordingly.
8. Liability: The vehicle owner and driver assumes full responsibility and liability for death or injury to persons caused by his/her vehicle traveling through University property. For vehicles parked on University property, the vehicle driver and/or the registered owner shall be responsible for securing the same. The University shall not be liable for the loss of or damage to the vehicle or for items stolen therefrom. The University shall

also not be responsible for loss or damage caused to vehicles (and its contents) on University property arising from weather or other natural disaster-related causes or conditions. The foregoing shall also apply to non-vehicular modes of transportation.

9. Public Assistance and Security Office Officers and other Silliman officials and employees shall not be held liable for any damage, claim or loss occurring from the administration of this permit or the implementation of its guidelines.
10. Revocation of Gate Pass: The University, through the Public Assistance and Security Office (PASO), reserves the right to cancel the Vehicle/Gate Pass sticker privilege and other rules and regulations. Should the registrant be a student of the University, he/she shall also be liable for disciplinary sanctions under pertinent provisions of the Student Manual.

Note: Silliman University is a walking campus. The issued sticker gives the registrant access to campus privilege. Parking space is subject to availability. For any comments or suggestions, please contact the Public Assistance and Safety Office.

Landline (035) 422-6002 local 299 | E-mail: pasos@su.edu.ph

Requirements for Vehicle Registration

Accomplish this form and submit the following to the Public Assistance and Security Office (PASO) for review and approval:

1. Photocopy of Valid Certificate of Registration (CR) and the Official Receipt (OR) of the vehicle/s in the name of the applicant registrant. (For newly purchased brand new or 2nd hand vehicles awaiting release by the LTO of the CR/OR, submit a certificate of purchase/ownership from the car dealer or deed of sale from the vendor in the name of the applicant/registrant.)
2. Once approved, please bring the vehicle/s and park it in front of PASO to enable the assigned personnel to place/apply the Vehicle/Gate Pass sticker on the vehicle (upper right of the passenger side for four-wheel vehicle and front part of the motorcycles).

3. Sticker Registration Fee

Gate Pass (entry only, no parking):

- Php 1,000.00 per school year for four-wheeled vehicles
- Php 1,000.00 per school year for two-wheeled vehicles

Note: The Vehicle/Gate Pass allows access only to the main gates (regular hours) and other gates (one-way periods).

Assumption of Liability, Undertaking & Grant of Authority to Search Vehicle

UPON FILLING-UP THIS FORM you acknowledge to have read the University Guidelines for Campus Access of Vehicles and affirm that you have read and fully understood the provisions and stipulations stated therein and undertake to fully and voluntarily comply with the same. You also assume full responsibility and liability for death or injury to persons caused by your vehicle traveling through University property and shall be responsible for securing the same if it is parked on University property. You hold the University free from any liability for the loss of or damage to the vehicle or for items stolen therefrom or arising from weather or other natural disaster-related causes or conditions. You further authorize school authorities to determine the reasonable existence of public risk, and to inspect and search the vehicle, including its contents and to permit the removal of any unauthorized or illegal articles of those which may endanger the health, welfare, or safety of students and school personnel. You understand and agree that such articles may be retained and used as evidence in disciplinary proceedings by school authorities or delivered to law enforcement officials at the sole discretion of the school authorities. You hold free from liability PASO, public safety officers, and other Silliman officials and employees for any damage, claim or loss occurring from the administration of this permit or the implementation of its guidelines.

DRESS CODE

Silliman University is known for its liberal values. For years, the University has been culturally diverse, welcoming students from many countries,

regions, and all walks of life. Culture allows people to find their identities, thus, highlighting the uniqueness of every individual. Students can wear what they want to wear in school, which is a matter of personal choice and expression. The University recognizes the right of the student to wear their preferred clothing to school. However, students are expected to be properly attired in accordance with the dictates of good taste and decency in a university with a Christian orientation.

Some departments of the University can impose their own dress codes in preparation for the students' professional career. But generally, to prevent students from resorting to extremes in manner of dressing, the following boundaries must be observed:

1. Clothing must be sufficient to cover undergarments and private areas.
2. Nudity is strictly prohibited.
3. Certain significant events require dress codes, such as formal meetings. Clothing must be appropriate with respect to the events.
4. No shorts and slippers are allowed in events held in the Silliman University Church and the Luce Auditorium.
5. The University is authorized to sanction students who fail to abide by these rules.

SAFETY AND SECURITY SERVICES

Silliman University contracts the services of a private security agency to guard and protect the entire campus, including the properties and improvements therein, their immediate premises, as well as the members of the faculty, students, all personnel, and guests/visitors therein, and all the vehicles parked in the said premises, from assault, trespass, arson, theft, robbery, mischief, or other unlawful acts or negligence.

The AGENCY assigns and deploys security guards primarily to guard and protect all buildings, structures, improvements, and edifice within the UNIVERSITY and the premises within the immediate areas. In addition, they will guard and protect the parking areas and the cars parked therein; and all members of the faculty, staff, students, personnel, visitors and others persons inside the buildings of the UNIVERSITY and the premises within the immediate areas.

All guards must be duly licensed and have complied with all the

necessary required documents upon reporting to duty. The AGENCY is responsible for the supervision and control of its security guards and its other personnel in the UNIVERSITY, through the OIC Chief Security Officer, who may monitor and observe the actual delivery of security services by such security personnel of the AGENCY at their assigned posts, and recommend or request to the AGENCY measures or changes to ensure the efficiency of security services.

Security operations equipment are likewise provided by the AGENCY such as transportation (motorcycle), communications (radio/cellphone), metal detectors and chassis mirror. Their security guards are likewise provided with complete uniform and paraphernalia. In case of bad weather, they are issued one (1) pair of rubber boots and plastic trench coat or raincoat. And for gate guards manning traffic for vehicles entering/exiting along the highway, they have reflector hand gloves and four (4) strap-on torso reflector jackets.

The Standard Operating Procedure (SOP) for Security Guards prepared by the Public Assistance and Security Office (PASO) are being faithfully observed by both parties.

Role of the Security Guard

To protect Silliman community, property and information. They should provide security for the Silliman community specifically the Administrators, Faculty/Staff, students, visitors and guests, buildings and property through patrol of school buildings and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security.

Role of the Security Supervisors/Inspectors

To protect Silliman Community, property and information. They are responsible for everything that occurs within the limits of their post while they are on duty. They also are responsible for all equipment and property located within the limits of their post.

The security service contractor shall monitor and submit written reports in case there is a violation of university policies. Security guard shall

report to Public Assistance and Security/Safety Office (PASO) immediately all violations committed by individual or group that occurs on or near his/her post inside the campus and in all buildings owned and operated by Silliman University, hazing or any practice by a group or individual that is contrary to the Anti-Hazing Law (Republic Act No. 8049), acts of immorality and any other acts committed on campus which adversely affect the reputation of the university or the status and/or safety of its students. They are required to submit reports to PASO for immediate action.

Furthermore, the security service contractor shall enforce/implement the following:

- THE NO IDENTIFICATION/NO STICKER – NO ENTRY POLICY
- THE NO HELMET POLICY
- THE NO SMOKING POLICY
- THE NO TO-SINGLE USE PLASTIC POLICY
- THE NO IDLING POLICY
- THE GATE CONTROL POLICY

The AGENCY shall regularly assess the safety and security protocols of the UNIVERSITY and make recommendations on how to improve the same. The AGENCY shall also be liable for liquidated damages for failure to exercise due diligence in the performance and conduct of its security personnel and shall be a ground for the UNIVERSITY to pre-terminate the contract.

SILLIMAN UNIVERSITY MANDATORY RANDOM DRUG TESTING GUIDELINES

Introduction

Silliman University is committed to promoting a safe and healthy drug-free environment as well as preventing drug abuse among students and applicants. Accordingly, the University will not tolerate the presence of dangerous drugs or users and purveyors within its campuses and affiliated facilities as well as its immediate surroundings. In view of this declared policy, the University has included a mandatory random drug testing among the requirements for admission and retention of students.

These guidelines are promulgated by the University pursuant to the Commission on Higher Education (CHED) Memorandum Order No. 64, Series of 2017, and the Comprehensive Dangerous Drugs Act of 2002, otherwise known as Republic Act (RA) No. 9165, directing that the students of tertiary schools shall undergo Mandatory drug testing. The law aims “to safeguard the integrity of its territory and the well-being of its citizenry particularly 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.”

All procedures undertaken shall take into account the ideals of fairness and rehabilitation and not isolation of the drug abusers. The University shall not violate the constitutional rights to due process, equal protection and self-incrimination. In addition to this, the University recognizes that it has a duty of care towards its students. It will, therefore, endeavor to provide health education and information about the dangers of illegal drug use and will refer those who need help to the appropriate support agencies.

Coverage

These guidelines shall apply to all departments, colleges, schools, institutes, offices, and units of Silliman University with reference to its students at all levels.

Purposes

1. To deter the use and abuse of illegal drugs among students and applicants;
2. To reinforce and safeguard the health and safety of students, staff and visitors;
3. To enable the University to manage drugs on school premises, and any incidents that occur, with confidence and consistency and in the best interest of those involved.
4. To facilitate the rehabilitation of drug users and dependents;
5. To strengthen the collaboration of efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and drug dependents.

Guiding Principles

1. Silliman University, with the assistance of Local Government Units (LGUs) and other agencies where the University is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
2. Academic freedom of institutions of higher learning shall be respected in the Implementation of random drug testing and all other pertinent provisions of RA 9165.
3. The implementation of drug abuse prevention and education programs in schools shall be intensified as an integral part of the over-all demand reduction efforts of the government.
4. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
5. Random drug testing shall be implemented primarily for prevention and rehabilitation.
6. The drug-testing program shall guarantee and respect the personal privacy and dignity of the student.
7. The drug test results shall be treated with utmost confidentiality.
8. The test results shall not be used in any criminal proceedings.

Procedures in the Conduct of Random Drug Testing

1. Notification
 - a. The Silliman University administration shall explain these provisions and their procedures to the school community and include these in the student handbook.
 - b. 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 acknowledgement receipt shall not be a bar to the conduct of the drug testing.
 - c. All student-applicants shall sign and submit a “mandatory drug test consent form” upon enrollment.

2. Samples

- a. The University shall be informed by the Supervising Agency on their inclusion in the random drug testing program based on randomly selected schools.
- b. The whole student population of the school selected shall be included in the random sampling.
- c. The number of samples should yield a statistical 95% confidence level for the whole student population.

3. Selection of Samples

- a. The University Drug Testing Coordinator shall convene the Selection Board within five (5) days from the receipt of notice from the Supervising Agency stating that the University is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.
- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner that shall be agreed upon by the Board.
- e. The random selection of students and the drug testing shall be done on the same day.
- f. The students selected for testing will immediately go for the test at the collection and testing facility selected by the University.
- g. Prior to testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
- h. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible areas of the University.
- i. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
- j. The drug testing shall be done in the University and conducted by a

duly accredited drug-testing laboratory. The University, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

- k. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school.
4. Treatment of Random Drug Test Results
 - a. The results of the test shall be strictly confidential. Silliman University shall not publish or post results whether positive or negative.
 - b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
 - c. The laboratory shall place the drug test result in sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
 - d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and the parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.
 - e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
 - f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
 - g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
 - h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test. The Drug Testing Coordinator shall not delegate such tasks of informing the student and parent

to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

- i. First time positive confirmatory drug test result shall not be a ground for expulsion or any other disciplinary action against the student.
- j. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
- k. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.
- l. In the event that it is determined that the student is a drug dependent, the University may impose the appropriate sanctions against the student as provided for in the University's Student Handbook and the Manual of Regulations for Private Schools, provided that if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.
- m. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Guidance Counselor of the University.
- n. At the end of the three (3) months, it is hoped that with the counseling done, the student will be properly rehabilitated. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH -accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the University shall proceed in accordance with Section 61, R.A. 9165.
- o. The parent and the student may choose to enroll the

student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility. If the parents refuse to act, the University shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the Provision of Section 73, RA 9165.

Reportorial Requirements of Results of the Random Drug Testing

1. If the student is “confirmed negative” from dangerous drug use
 - a. The names of all who tested negative will be summarized in a result form.
 - b. The Summarized result form shall be transmitted to the Supervising Agency concerned.
 - c. The Supervising Agency shall forward the same to the concerned University’s Random Drug Testing Coordinator and/or teacher adviser/and/or guidance counselor.
 - d. The Random Drug Testing Coordinator and/or Guidance Counselor shall individually inform each student and parent concerned regarding the results.
2. If the student is “confirmed positive” from dangerous drug use
 - a. Positive confirmatory drug test result under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student to further legal action which may result to administrative/civil/criminal liabilities.
 - b. Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted shall not be used as evidence in any court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.
 - c. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the University.

- d. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the University shall proceed in accordance with Section 61, R.A. 9165.
- e. If the parents refuse to act, the University shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

Training of Guidance Counselors

Silliman University, in coordination with the Commission on Higher Education (CHED), the Philippine Drug Enforcement Agency (PDEA) and Dangerous Drugs Board (DDB), shall formulate and conduct the training program for Guidance Counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases. The school guidance counselors and other qualified medical personnel shall be encouraged to undergo DOH accreditation.

Enforcement of Compliance

Students who refuse to undergo random drug testing shall be dealt with in accordance with the rules and regulations of the University; provided that at no time shall refusal to undergo testing 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.

TECHNOLOGY-ASSISTED FLEXIBLE LEARNING AT SILLIMAN UNIVERSITY

Silliman University envisions a leadership role in the responsible use of information and communication technology in the instruction, research, and community outreach towards “total human development for the well-being of the society and environment.” All students are expected to be responsible digital netizens.

Silliman University supports technology-assisted flexible learning through mySOUL, the official learning management system of Silliman University. mySOUL is an all-in-one web-based software application for classroom organization, management, tracking, and monitoring. It is capable of organizing offline (asynchronous) activities like assignments. Likewise, mySOUL is capable of conducting real-time (synchronous) activities like video conferencing. It is accessible at <https://soul.su.edu.ph>. It is capable of any form of learning modality—blended, fully online, and hybrid delivery. The tutorial videos for students are accessible at <https://tinyurl.com/SOULTutorialT>.

Basic Guidelines of SU’s Technology-Assisted Learning

1. Students must have a desktop PC or laptop with a microphone and at least a 4 Mbps bandwidth for class attendance and activities. Students are also advised to download the mobile app version of mySOUL, for update and notification purposes.
2. Students will need their SU Email Addresses to activate their mySOUL account. Contact the MIS Office for concerns related to your login details. You cannot use your mySilliman login details or Student ID for mySOUL. MySilliman is a portal to information and services of Silliman University. To know more about mySilliman, contact the MIS office.
3. Virtual classrooms (VC) will be based on the officially enrolled subject/course of the current semester (for SHS, college, and graduate school) and the school year (for the rest of SBE). Before the first day of classes, students will be collectively registered in the official virtual classrooms (two days before first day of college classes and one week before the first day of classes for SHS and the rest of SBE). A VC will be inaccessible

until 14 days after the final exam. Late enrollees and those who requested accommodation will be collectively encoded in the virtual classroom either a day (for college students) or two days (for SBE) after registration/enrollment. Alternatively, a teacher can register/enroll late enrollees (accommodation) in his/her virtual classroom. Advising, and/drop, subject/course approval, sectioning, and other enrollment concerns must be coordinated with the college/department before any VC will be created. For all classroom management-related concerns, contact your teacher. You can do that by scrolling down the lower left corner in the virtual classroom, click on the name of the teacher, “Message” below the teacher’s name, and then send a message. With this, student-teacher communication becomes faster. The bubble chat at the lower right corner is for mySOUL concerns, not for teacher-related or class concerns, so your teacher cannot receive it.

4. Virtual classrooms guideline

- a. Be prepared at all times. Exit or close other applications on computers prior to logging in to mySOUL.
- b. All learning resources and activities are strictly for classroom purposes only. None of these materials should be screenshot, forwarded to friends, uploaded, or shared on social media or the internet.
- c. Students are encouraged to help each other by replying to the posting in the open forum.
- d. Send inquiries related to grades and class standing via private message or email to the teacher. The teacher will only respond during the class schedule.
- e. Do not cyberbully.
- f. Strictly observe the guidelines provided. Any violation shall be dealt with accordingly. References are found in the SU ODL Handbook.

5. Chat/Video Conference Guidelines

- a. Use proper writing style. Avoid acronyms and SMS-like messages.
- b. Be aware of strong language, all caps, red font, and exclamation points.
- c. Find a quiet and appropriate place for learning, free from distraction (relatives, pets, parents, televisions).
- d. Maintain eye contact during video conference sessions.

- e. Refrain from multitasking, chewing gum, eating, or drinking in front of the camera.
 - f. Wear proper attire in attending video conference sessions. Wear hats, headgear, or other head paraphernalia when part of the activity.
 - g. Listen when someone is speaking.
 - h. Be polite, formal, proper, professional, and organized. Be respectful.
 - i. Give concise answers to questions on any topic.
 - j. Be courteous at all times.
 - k. Clear the room of playful pets or noisy siblings and relatives.
 - l. Minimize background noise by turning off the TV and radio.
 - m. Turn off smartphones when not needed in class. No multitasking during class!
 - n. Mute the microphone unless you are asked to speak. Mute yourself except when you have the floor.
 - o. Raise your hand virtually for permission to speak. You can also use emoticons if available. One person talks at a time.
 - p. Encourage each other with appropriate response emojis.
 - q. Avoid distracting backgrounds or actions. References are found in the SU ODL Handbook.
6. For concerns related to technology-assisted flexible learning, do any of the following:
- a. Online FAQ. The Frequently Asked Questions (FAQs) can be found at <https://tinyurl.com/SOUL-FAQ-S>
 - b. Chat. For desktop/laptop users, the chat box is found in the lower right corner of your computer screen. For mobile users, go to <https://tinyurl.com/SOUL-mCHAT>
 - c. Email. Send your email to mySOUL@su.edu.ph. Be courteous. All students are expected to follow basic email etiquette.
 - d. Call. Talk to our support email to mySOULD@su.edu.ph local 417 or our mobile number at 09552818224. Be courteous at all times, Officer hours: (8:00 – 12:00; 2:00 – 5:00 p.m. Mondays to Fridays)

LIBRARY RULES AND REGULATIONS FOR STUDENTS

The Robert B. and Metta J. Silliman Library caters mainly to the research and instructional needs of University faculty, staff and students. It is considered

one of the most notable libraries in the country having been awarded Most Outstanding Library for 2007 by the Philippine Association of Academic and Research Librarians. , The library has received recognition from CHED Region VII as Best Presenter for the best practices and development plans on delivering virtual library services despite the COVID -19 pandemic. It has a floor area of 5,973 square meters.

The Library holdings consist of more than 200,000 volumes of books as well as journals on various subjects in both print and electronic formats. It has a collection of pamphlets, maps, clippings and other non-book resources. Special collections on environment, peace, women's studies, American studies, population, socio-economic development issues and of the Bible in different languages and versions are also available.

In keeping up with the development in information technology, the Library has expanded its services to include internet access and online activities through its Digital Library. Computers for the On-line Public Access Catalog (OPAC) are found in every floor of the Library.

The Library houses the World Bank Knowledge for Development Center (KDC) which is a depository of all World Bank publications, reports, and other operational documents. It also contains non-World Bank publications on economic development.

Aside from the KDC, two additional special features of the Library are the American Studies Resource Center (ASRC) which provides a rich source of information on American studies, and the Philippine-American Educational Foundation (PAEF) Satellite Advising Center which offers assistance to Filipinos who wish to explore post-secondary educational opportunities in the United States.

The Library has been designated as a depository of population materials by the Population Commission in Region VII and the publications of the Philippine Institute for Development Studies.

Library Schedules

REGULAR SCHEDULE FOR PHYSICAL LIBRARY

- Monday – Thursday - 8:00 AM – 8:00 PM
- Friday - 8:00 AM – 7:00 PM
- Saturday - 8:00 AM – 12:00 NN 1:30 PM - 5:30 PM

- Sunday -1:30 PM – 5:30 PM

REGULAR SCHEDULE FOR VIRTUAL LIBRARY

- Monday – Friday - 8:30 AM – 5:00 PM
- Saturday - 10:00 AM – 4:00 PM

Conduct

1. Entrance and Exit. Every student entering the Library is required to present his/her identification card to the Control Officer on duty at the entrance and to deposit his/her bags, large envelopes and folders, portfolios, etc. at the Courtesy Counter. Further, upon leaving the Library, every student is expected to present his or her things for inspection.
2. Proper Attire. Students entering the Library are expected to be properly attired in accordance with the dictates of good taste and decency.
3. Silence. Students should, at all times, observe maximum silence in the Library.
4. Order and Cleanliness. Students should push their chairs quietly against the tables after using and should use the trash cans in disposing of waste papers and others.
5. Eating and Smoking. Smoking and eating are not allowed in the Library.
6. Mutilation and Vandalism. No student is allowed to clip or otherwise mutilate any book, magazine or newspaper in the Library. Anyone found violating this rule shall be made to pay a sum equal to the full value of the material mutilated and shall forfeit all library privileges for two months. If the material clipped is returned, the said rule still applies.

Likewise, anyone found writing on posters, notices, or making marks or carving on tables, chairs and walls shall be made to pay the total cost of the damage.

7. Stealing Library Property. Anybody caught stealing any library property will be reported to the University Disciplinary Board with a copy of the report to be given to the Dean of the College and the Department where the student belongs. The immediate penalty for this offense is suspension of all library privileges for the rest of the current semester for college students, and for the rest of current year for high school students and elementary school pupils.

8. **Hiding Books.** A student found or caught hiding or intentionally misplacing books from any section will be sent a written warning by the University Librarian. A copy will be furnished to the Office of Student Services, the College Dean, and the Department Chair during the first offense. For the succeeding offenses, his/her library privileges will be suspended for one month.
9. **At the Control Section.** No one is allowed to stand by at the Control Section desk.

To give sufficient warning to the library users to be ready for closing time, the library buzzers are simultaneously sounded thrice at five-minute intervals at fifteen minutes before closing time.

10. **On Identification Cards.** Identification cards are non-transferable. Identification cards that are not validated for the current semester shall not be honored. A student caught allowing his/her ID to be used by another person may be subject to the following:
 - a. Both the owner and the borrower shall be charged a fine of Php200.00 and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for one month. This is in the case of a Silliman student lending his/her card of another fellow student.
 - b. The owner shall be charged a fine of Php500.00 for the offense and his/her borrowing privileges including the use of the Cyber Library facilities shall be suspended for two (2) months, in the case of a Silliman student lending his/her ID card to a non-Silliman student.

Note: In both cases (a & b), the Office of Student Services, the College Dean and the Department Chair where the student belongs shall be properly informed.

Circulation, Fines and Losses

CIRCULATION BOOKS. Graduate and undergraduate students are allowed to check out ten (10) circulation books for two weeks at any given time, renewable for the same period.

OVERDUE MATERIALS CHARGES. If books and other library materials are

not returned on the specified due date, recall notices will be sent to effect return of said materials. In this case, fine shall be computed until such time the book is returned or declared lost. Schedule of rates for overdue fines is as follows:

- Circulation Books – Students Php1.00 per day per book
- Reserve Books – Students Php2.00 per book for the first hour and Php1.00 per book for the succeeding hours (a fraction is considered an hour.)

LOST LIBRARY MATERIALS

1. Charges. When a book is lost, the borrower is charged the current list price of the book plus the fines up to the time the loss was reported, plus the processing fee to defray the expenses for ordering and processing. A replacement, however, is preferred provided the book is in equally good condition and is an exact copy of the one lost. At the same time, the borrower shall be charged the processing fee and the computed fines up to the time the loss shall be reported.
2. Refund. The payment for a book reported lost shall be refunded if said book is found or returned within six months, following these specified rates: 75% if book is returned within the first three months; 50% if returned within the last three months provided that the book is still in good condition.

USE OF THE DISCUSSION ROOM

1. In order a group to be allowed to use the discussion room, it shall be composed of at least five students.
2. Requests for the use of the discussion room are to be made with the Circulation Section Librarian.
3. The use of the discussion room is limited to only one hour. However, the group may request for extension, provided that there is no standing request for the next hour.
4. The key to the discussion room is available at the Circulation Desk. Only the Circulation Section staff on duty is authorized to open the discussion room.
5. Eating and smoking are not allowed in the discussion room.

USE OF LAPTOPS AND CELLULAR PHONES

1. Students who will use laptops inside the Library may use the Discussion Room 2 and the area along the windows of the southern portion of the Circulation Stacks.
2. Laptop users who wish to use Discussion Room 2 shall log in at the Circulation Section.
3. Laptop users occupying the said room shall only be allowed for one hour use. They may be allowed to extend if there are no pending requests.
4. Single users may be allowed to use the general reading area, provided their laptops are battery-operated and that no other students will mill around.
5. The clientele of ASRC, KDC, Filipiniana, Reference, Periodicals, and Reserve/Graduate Collection, including those of the branch libraries can use their laptops in the respective designated areas of the said sections or branch libraries.
6. Personal cellular phones are to be set on silent mode when one is inside the library premises. Specific areas have been designated for cellular phone calls within the library building. Charging of personal cellular phones, using any of the library electrical outlets is strictly not allowed.

USE OF THE KNOWLEDGE FOR DEVELOPMENT CENTER (KDC) AND THE AMERICAN STUDIES RESOURCE CENTER (ASRC)

1. The resources and facilities of these two centers are not only open to Silliman students, alumni, faculty, and staff, but also to the general public free of charge.
2. Silliman students are required to present their identification cards every time they use the Center's resources and facilities.
3. Every user is required to deposit his/her things, except valuables at the Courtesy Counter in the Control Section.
4. He/She is required to fill out a log-in form before using the KDC and ASRC resources and facilities.
5. All materials are for room use only.
6. Requests for photo-duplication of materials done by phone, e-mail, or postal mail, will be charged the photocopying and mailing costs, including a service fee Php100.00 which must be paid in advance.
7. Cyber Library policies shall apply to the respective internet facilities of ASRC and KDC. As provided for in the Cyber library policies, computers

for internet access can be used for forty (40) minutes but may be extended for as long as there is no standing requests to use the same.

8. The internet facilities are strictly for research use only, hence chatting is not allowed and, will be available on a first-come first-serve basis.
9. KDC and ASRC service hours are as follows:
 - Monday – Friday - 8:00AM – 12:00NN; 2:00PM – 6:00PM
 - Saturday - 8:00AM – 12:00NN; 2:00PM – 5:00PM
 - Sunday - 2:00PM – 5:00PM

USE OF CD-ROM, MINI-MULTIMEDIA CENTER, CD-WRITING AND MICRO-PRINTING FACILITIES

1. CD-ROM/DVD-ROM Facility
 - a. Only bonafide students of Silliman University are allowed to use the CD-ROM/DVD-ROM facility.
 - b. Only one user will be permitted to use a computer unit at a time who will be allowed to use said facility for thirty (30) minutes, but maybe allowed to extend until printing is done.
 - c. For security reasons, using personal CD-ROM/DVVD-ROM is not allowed.
 - d. Printing should only be done directly from the CD-ROM/DVD-ROM format. A minimal cost is charge for printing.
 - e. Users caught changing computer settings will be subjected to disciplinary action which is generally suspension of library privileges for one month plus Php 500.00 penalty.
2. Multimedia Equipment and Resources
 - a. Request of students for the use of A-V equipment, such as television, VCD and VHS players, audio-cassette records and multimedia materials shall be class-related and necessitates a written note from the teacher concerned.
 - b. The user shall be limited to small group viewing/listening with a maximum of five persons at a time.
 - c. Personal video tapes/CD and DVDs maybe allowed to be shown/played only for class-related purposes, but the viewer(s)/listener(s) should secure a note from the teacher concerned.
 - d. A micro printer is available to view library resources in microfiche and microfilm formats.

- e. A minimal amount is charge for every copy printed.
 - f. The library offers CD-writing services. It charges a minimal fee for every CD burned or written, exclusive of the blank CD. However, writing or burning using Library CD-ROMS for personal purpose is generally not allowed.
3. Use of the Cyber Library
- a. Only bonafide students, faculty and staff of Silliman University are allowed to use the facility. Alumni and university guests who want to avail of the facility need to get authorization from the University Librarian consistent with University Library rules.
 - b. In consonance with the Internet Code of Conduct and other polices of the University, use of the Internet must be in support of education and research.
 - c. The “No ID, No Use” policy shall be strictly implemented. Only current and duly validated IDs shall be honored.
 - d. To avail of the Internet services, a prospective user shall register at the designated log in station.
 - e. Students are allowed 40 minutes at a time to browse/surf the Internet for free. They may be allowed to go beyond 40 minutes if there are no other users waiting or if they are downloading a site/file, provided that they shall immediately vacate the workstation once they are through.
 - f. Use of the facility is on a first-come, first-served basis.
 - g. Faculty and staff members follow the same guidelines as that of the students except that their use has no time limit.
 - h. Alumni may be allowed to use the facility of the University Library provided they have an alumni ID and are willing to pay Php60/ hour of use or a fraction thereof. Otherwise, a special library fee of Php300.00 per semester plus Php200.00 shall be charged for the use of the Cyber Library. The same rules and guidelines for students, faculty and staff shall also apply to alumni.
 - i. Outsiders (not students, faculty, staff, nor alumni of Silliman) are allowed to use the Cyber Library facility during summer terms only.
 - j. Block time is allowed in seminar-related activities, however, this type of activity should be cleared at least one week before the actual use with the Cyber Library Supervisor and approved by the University

- Librarian. Seminar participants shall be charge Php60.00per hour per workstation as well as overtime pay of the staff.
- k. Encoding projects, letters, assignments, reports and term papers are strictly not allowed.
 - l. Printing and downloading services are available only at the Supervisor's terminal.
 - Printing charges are at Php3.00 per sheet for short and long size papers.
 - Disks are available at the Supervisor's desk at minimal cost.
 - To prevent computer viruses from affecting the system, diskettes shall be thoroughly virus scanned by the Cyber Library Supervisor.
 - Charges and fees are subject to change following the results of periodic review and consultation with concerned parties.
 - m. Only one (1) person is allowed per computer/workstation.
 - n. Loud conversations are not allowed. Courtesy to the other users is required.
 - o. Eating or bringing food inside the Cyber Library is not allowed.
 - p. Misuse of the computer or software, stealing of computer peripherals and office supplies are strictly prohibited.
 - q. The Cyber Library administration reserved the right to restrict or terminate Internet access at any time to prevent unauthorized activity. It has also the right to monitor activity in any form that it sees fit in order to maintain the integrity of the system.
 - r. Consequences or violating these policies and procedures shall include, but not limited to:
 - Suspension of internet access
 - Revocation of internet access
 - School suspension
 - School expulsion
 - Legal action and prosecution by the authorities
 - s. Such other policies, guidelines, rules and procedures of the University Library and those of the University as a whole which are applicable to the Cyber Library's policies and procedures.

GUIDELINES AND POLICY FOR AVAILING THE VIRTUAL REFERENCE SERVICES**1. General**

- a. Only bonafide students and active teaching faculty can avail of the virtual reference services of the library.
- b. Only Law, Medical and Graduate students will be allowed to use the physical library. Proper protocol must be observed (wearing a mask, social distancing, hand washing, etc.; as guided by the Inter-Agency Task Force guidelines). Students below 21 years old will be served in our virtual library.
- c. Memorandum and advisory released by the University must be given priority and must be implemented during emergency.
- d. The physical library will be opened at 8:00-5:00 PM, while our virtual library will be available at 8:30 AM-8:00 PM.
- e. A functional university email must be available.
- f. Library customers are expected to observe proper netiquette at all times.

Online help desk**CHAT & SHORT MESSAGING SERVICES**

1. The real-time answer depends on the type of queries lodged. The following are the nature of questions that can expect a real-time response:
 - a. A specific piece of information (examples: a fact, a date, spelling of a name), or verifying citations.
 - b. Suggestions for appropriate electronic or print resources to help find information for a project or research paper.
 - c. Help in constructing a research question and search strategy.
 - d. Assistance in the use of electronic resources and the systems through which they have access.
2. Sillimanians may send their query to our librarians through our MySOUL Virtual Library, Library webpage (www.sulibraryph.com) and Library Facebook page (Silliman University Library)

EMAIL SERVICE

1. If the student needs assistance with her/his research, she/he can send her queries through email.
2. Expect reply to your question during physical library office hours.

3. An official university email must be used for the transaction. Kindly visit MIS for the activation of your email account.

ELECTRONIC DOCUMENT DELIVERY

1. When the resources needed is an electronic resource and is available in the databases, library customers can expect a real-time answer.
2. When the support required is an electronic format of the print materials available in the library. The following policies must be observed:
 - Access to an electronic copy of print materials with five pages and below -- A notification of access will be sent through an email within the day of request. However, if the application was made an hour before the closing of the physical library, the delivery of the document will be done on the following day.
 - Access to an electronic copy of print materials with more than six pages -- A notification of access will be sent on the next day of request through an email.

CIRCULATION

1. Online circulation services
Online circulation is web-based access to the patron account. Library customers can access their personal information and records on their book borrowed, overdue data, do the renewal, and put on hold materials conveniently.
2. On-site-circulation service
Library customers can borrow physical books from the library. They can call, text, or chat with the librarians ahead about the title, author, and call number of the books they want to borrow. The librarian prepares the books and informs the library customers that the books are ready for pick up.
3. Drop Box service
Borrowed books can be dropped at the library's drop box at the outside lobby of the library.

ZERO WASTE MANAGEMENT POLICY

Silliman University Environmental Policies

GENERAL POLICIES ON WASTE PREVENTION AND WASTE MANAGEMENT

1. Everyone shall practice pollution prevention (also known as waste reduction or source reduction) by:
 - a. Using reusable or biodegradable bags, reusable straws, reusable drinking bottles, and reusable or biodegradable containers when purchasing products, food items, and drinks.
 - Eliminate the use of single-use plastic bags and Styrofoam containers on campus, in keeping with City Ordinance 231;
 - Refrain from bringing single-use plastic cutlery, plastic straws and stirrers, plastic bags, and other single-use non-recyclable or non-biodegradable containers into the university;
 - Avoid products or food in non-recyclable or non-biodegradable packaging, such as sachets and plastic wrappers
 - Avoid water and drinks in plastic bottles whenever water dispensers, drink dispensers, and water fountains are available.
 - b. Littering, dumping of waste in canals or esteros , and open burning are prohibited.
 - c. Everyone is required to know the types of waste that belong in each marked bin. Everyone shall practice strict segregation at source by placing their wastes in the respective bins according to four basic classifications: biodegradable, recyclable, residual, and special (hazardous) waste.
 - d. Everyone shall maximize the reuse and recycling of materials to the greatest extent possible.
 - e. Everyone shall cooperate and support Buildings & Grounds, Cafeteria, Housing and Residences, and other units of the university in implementing waste prevention and management policies.

GREEN PROCUREMENT POLICIES

1. To encourage sustainable use of resources and reduce impacts on the environment and health, all administrative and academic units shall purchase recyclable and environmentally preferable products and

services whenever practicable.

2. The University shall require contractors and consultants to use recycled and environmentally preferable products whenever possible.
3. When assessing and comparing products and services, the following guidelines shall apply:
 4. Products and services that promote pollution prevention, waste reduction, and diversion – products that are easier to recycle and repair, products that facilitate disassembly for refurbishment and recycling, products that are packed in recycled or recyclable material, products that avoid waste during manufacturing, products that are used or remanufactured, products that have greater durability and longer life-span, products and services that minimize adverse environmental impacts.
 5. Products and services that conserve resources – products with recycled content, designs that require material to manufacture, products that use less packaging, services that use recycled materials and less packaging, products and services that maximize water efficiency.
 6. Products and services that conserve energy – products and services where consumption of fossil fuel during production, transport, usage and delivery is minimized; products and services where more renewable energy is used in production, transport, usage and delivery; products and services that facilitate energy efficiency and resource conservation
 7. Products and services that protect human health and well-being – products with contents, ingredients, resulting wastes, or waste byproducts that are not persistent, bio accumulative and toxic (PBTs); have low greenhouse gas emissions; cause minimal or no habitat destruction and soil degradation; and maximize safety.
4. Importation of non-environmentally acceptable consumer products or package in non-environmentally acceptable materials is prohibited, in keeping with RA 9003.
5. Green procurement policies apply to products and services that include, but are not limited to paper and paper products, office supplies, computer and other electronic supplies, office furniture, vehicles, food and catering, promotional materials, banners, posters, and publications.

POLICIES RELATED TO FOOD AND FOOD WASTE

These policies apply to food sold on campus, food purchased outside campus and brought into the campus, as well as to food delivered into the campus.

1. Wrapping or serving food in compostable materials such as banana leaves, or in reusable glass, ceramic, metal or hard plastic containers is preferred. Plastic bags and single-use plastic containers are prohibited except on rare occasions where they are proven essential for food safety.
2. Reusable mugs or cups for hot drinks, glass for water or beverage, and paper cups should be used. Styrofoam cups and single-use plastic cups are prohibited.
3. Coffee should be served in pots instead of providing powdered coffee in sachets. Ketchup and other condiments should be served in bottles, bowls, or dispensers instead of in sachets. Food items in sachets are prohibited.
4. Plastic straws are prohibited; reusable straws could be provided if requested, and paper straws may be used if necessary.
5. Reusable cutlery and plates should be used. Single-use plastic spoons, forks, knives, and stirrers are prohibited. Non-recyclable mixed-material plates and containers should be avoided.
6. Dispensers for water and drinks should be made available instead of providing plastic bottles for water or drinks whenever possible. If plastic bottles are used, they should be recycled.
7. Recyclable materials should be taken back by the caterer or food vendor for recycling, or placed in the university's recycling bins.
8. Leftover food shall be properly managed, such as by taking food home in reusable containers, feeding animals, or processing in composting, vermi-composting, or bio digestion facilities, with the help of the College of Agriculture.

WASTE POLICIES RELATED TO EVENTS AND FESTIVALS

1. The University shall strive to make events and festivals ultimately as models of Zero Waste.
2. Organizers and participants shall be required to adopt good practices and comply with increasingly stringent policies in subsequent years so as to meet Zero Waste targets.

3. Students, faculty, and staff shall be informed of waste prevention and management practices before events and festivals, including the Hibalag Festival.
4. Buildings & Grounds, the Student Government, or other responsible units shall ensure that sufficient bins for segregating leftover food and other biodegradable waste, recyclable materials, and residual waste are made available during events and festivals. The bins shall be clearly labelled and marked, and concessionaires, food vendors, booth operators, and event organizers shall be instructed on the locations and proper use of the bins.
5. Concessionaires, food vendors, booth operators, and event organizers shall segregate recyclable materials and show proof that prior arrangements had been made with junk shops or recyclers to take the recyclable materials. Alternatively, they can request Silliman University to take their recyclable materials at no cost.
6. Concessionaires, food vendors, booth operators, and event organizers shall segregate their leftover food and make arrangements to remove food waste once a day or more frequently to prevent smells and infestation. Furthermore, they have to show proof that the leftover food or food waste will be sent to local piggeries or composted. If these arrangements are made and implemented by Silliman University, the concessionaires, food vendors, booth operators, and event organizers shall be charged extra based on the number of sacks of food waste generated.
7. Concessionaires, food vendors, booth operators, and event organizers shall be asked to bring their residual wastes back or if they cannot do so, they shall be charged extra for waste disposal. Charges could be based on the number of sacks of residual waste generated.
8. Reusable or biodegradable bags with environmental messages shall be promoted and sold during events and festivals.
9. Expanded polystyrene (Styrofoam) cups, coolers, and containers as well as single-use plastic bags, plastic straws, plastic stirrers, and single-use plastic cutlery shall be prohibited.
10. Environmental monitors shall be trained and deployed during the event or festival to ensure cleanliness and compliance of concessionaires, food vendors, booth operators, and event organizers with environmental agreements.

11. More stringent policies could be applied including:
 - a. Use of reusable or biodegradable plates and containers
 - b. Use of dispensers for drinking water and beverages, and minimization of water and beverages in plastic bottles
 - c. Use of percolators, pots, kettles, and reusable cups for hot drinks such as coffee and tea
 - d. Provision and use of facilities for washing, with proper wastewater collection and disposal, in order to eliminate disposable cutlery and plates as well as eliminate the need for plastic gloves for serving food
 - e. Prohibition of banners, posters, signs and bunting made of plastic material, especially polyvinyl chloride (PVC) used in tarpaulins or “tarps”
 - f. Prohibition of balloons made of rubber, plastic, or polyester film (Mylar)
 - g. Minimization of awards and prizes made of non-durable plastic material.

POLICIES RELATED TO GREENING OF THE CAMPUS

1. The University shall maintain and enhance the greening of the campus, including meeting and exceeding where practicable any tree planting quotas required by DENR, DepEd and other agencies.
2. The types of trees shall be carefully selected to promote native trees that are in harmony with the surrounding environment and that are appropriate for specific site conditions (e.g., type of soil, size constraint, root space restriction, sun exposure, etc.) and desired functions (e.g., shade, enhanced biodiversity, clean air, improved microclimate, runoff control, beautification, valuable derived products, etc.). Tree placement should be determined by a site evaluation according to the desired functions.
3. Tree planting shall be supervised by Buildings & Grounds in coordination with the Campus Beautification Committee and with the support of campus organizations.
4. Planting could be done within the school grounds, in other Silliman property such as CENTROP, as well as in public lands, parks, and other areas covered under RA 10176.
5. Tree planting activities should include provisions for long-term

nurturing and maintenance to ensure survival of the trees. Examples of such provisions include working with or funding host organizations or local communities to provide water, mulching, and organic fertilizers as needed.

Silliman University Environmental Guidelines and Best Practices

BUILDINGS & GROUNDS

1. In order to implement segregation at source, all bins shall be designated for specific types of waste as follows:
 - a. All classroom, office, and library bins as well as bins inside dormitory rooms shall be for “PAPER ONLY”.
 - b. Hallway and outside bins shall be separately designated for “RECYCLABLES”, “BIODEGRADABLES” or “RESIDUAL WASTE” only. Groups of bins placed side by side for segregating recyclable, biodegradable, and residual waste shall be strategically located.
 - c. Toilet bins shall be designated for “RESIDUAL WASTE INCLUDING TISSUE PAPER” only (male toilets) or “RESIDUAL WASTE INCLUDING TISSUE PAPER AND SANITARY NAPKINS” only (female toilets).
 - d. Laboratory bins may be designated for “PAPER ONLY”, “RESIDUAL WASTE” or “SPECIAL/HAZARDOUS WASTE” as appropriate.
 - e. Each building or each academic unit (as the situation demands) shall have one bin for “SPECIAL/HAZARDOUS WASTE”.
 - f. An academic, administrative, or support unit may designate a bin to segregate a specific type of waste unique to the situation (such as a library that may wish to separate acetate sheets for internal reuse).
2. Each bin shall be labelled in English and Cebuano to indicate the specific type of waste for which the bin is designated. If space permits, pictorials may be used to illustrate examples of the types of waste that may be placed in the bin.
3. In the future, a uniform color-coding may be adopted. [A sample color coding is suggested by the recommendations in the draft DENR DAO on guidelines for mandatory solid waste segregation-at-source: Biodegradable – green, Recyclable – blue, Residual – black.] Alternatively,

bins could also be transparent for easy identification of contents, with the label or some part of the bin painted with the recommended color code. Where necessary, bins could be lined with sacks or plastic bags that can be cleaned and used repeatedly. Color coding at the Marina Mission Clinic shall follow DOH guidelines: Infectious or Pathological– yellow, Biodegradable – green, Pharmaceutical wastes – yellow with black band, Recyclable or Residual can be black or colorless but recyclable bins should have the recycling symbol (Healthcare Waste Management Manual, DOH, 2015).

4. Janitors shall collect trash from inside buildings or offices at the end of the class period to avoid pest and rodent infestation.
5. Collection of waste shall be done using a waste truck and segregation shall be maintained during collection and transport.
6. Waste shall be transported to a Materials Recovery Facility (MRF). The MRF shall include a secondary sorting area to ensure proper segregation. Periodic measurements of the degree of segregation shall be made and recorded to ensure target levels of compliance are achieved. An appropriate number of people shall be assigned to the MRF.
7. The MRF shall include segregated storage areas for recyclables, biodegradable materials, special wastes, and residual wastes. Recyclable materials shall be stored until they are transported to junk shops, recyclers, or recycling facilities. Biodegradable (compostable) waste will be processed in composting, vermi-composting and/or biodigestion facilities, with the help of the College of Agriculture; some biodegradable waste, such as wood, may be donated. Residual waste shall be compacted at the MRF in the in-house compactor and taken to the City's dumpsite or landfill. Measurements of the weights and volumes of recyclable, biodegradable, residual, and special wastes shall be made and recorded; measurements shall be shared with the Administration for the purpose of evaluating performance and working towards Zero Waste targets, and for reports submitted to DENR-EMB Region 7.
8. Leftover foods not brought home shall be fed to animals (e.g., given to piggeries or animal shelters), except for spoiled foods which shall be processed in composting, vermi-composting and/or biodigestion facilities.
9. Special / hazardous wastes (such as asbestos corrugated roof sheets,

waste oils, fluorescent lamps, and batteries) shall be stored safely at or near the MRF until they are removed by an accredited hazardous waste transporter/treater approved by DENR/EMB.

10. Waste electrical & electronic equipment and broken mechanical equipment shall be segregated in a designated building or new warehouse to determine which can be repaired, dismantled for parts, or disposed of properly.
11. Glass bottles and ceramics which cannot be reused or recycled shall be ground in a grinder/shredder and added to sand for concrete construction.
12. Buildings & Grounds shall ensure that water fountains are in working order and properly maintained.

ACADEMIC DEPARTMENTS

1. All academic departments shall incorporate environmental protection including waste management in their curricula or as subject matter for teaching and discussion.
2. Faculty and staff meetings in all departments shall include discussion of waste prevention and waste management policies on campus and implement the policies in their areas of responsibility.
 - a. Departments shall work with Buildings & Grounds to ensure a sufficient number and ideal placement of bins, proper labelling and pictographs on bins, and timely collection.
 - b. Departments shall educate all faculty, staff, and students on strict segregation and proper management of biodegradable, recyclable, special, and residual wastes.
 - c. Departments shall monitor and ensure compliance with segregation and management policies.
3. Purchasing of products and procurement of services shall follow Green Procurement Policies in Section 2.
4. Departments should practice double-sided printing or copying to minimize paper consumption as much as possible. Papers that contain sensitive information should be shredded. Departments shall contact Buildings & Grounds for pick-up of shredded paper.
5. Students, faculty, staff, and their guests who bring packed lunches and eat inside offices shall be responsible for their food waste. Leftover foods

should be brought home. Throwing leftover foods in trash bins not for biodegradable waste is strictly prohibited.

6. Students, faculty, and staff shall be encouraged to bring their own reusable mugs, cups, bags, and drinking water bottles.
7. Departments shall work with Food Services and any outside food vendors and caterers to ensure that the Food and Food Waste policies in Section 3 are observed whenever food is provided for meetings, seminars, conferences, and other events.
8. Departments shall ensure that kiosk operators and food vendors under their supervision comply with the Food and Food Waste policies in Section 3.
9. Departments shall contact Buildings & Grounds for the pick-up of reusable or repairable assets.

ADMINISTRATIVE AND SUPPORT SERVICE UNITS

1. All administrative and support service units shall include discussion of waste prevention and management policies on campus and implement those policies in their areas of responsibility.
 - a. Units shall work with Buildings & Grounds to ensure a sufficient number and ideal placement of bins, proper labelling and pictographs on bins, and timely collection.
 - b. Units shall educate all personnel on strict segregation and proper management of biodegradable, recyclable, special, and residual wastes.
 - c. Units shall monitor and ensure compliance with segregation and management policies.
2. Purchasing of products and procurement of services shall follow Green Procurement Policies in Section 2.
3. Administrative and support service personnel who bring packed lunches and eat inside offices shall be responsible for their food waste. Leftover foods should be brought home. Throwing leftover foods in trash bins not for biodegradable waste is strictly prohibited.
4. Administrative and support service personnel shall be encouraged to bring their own reusable mugs, cups, bags, and drinking water bottles.
5. Administrative and support service personnel shall work with Food Services and any outside food vendors and caterers to ensure that the

Food and Food Waste policies in Section 3 are observed whenever food is provided for meetings, seminars, conferences, and other events.

6. Administrative and support service personnel shall ensure that kiosk operators and food vendors under their supervision comply with the Food and Food Waste policies in Section 3.

STUDENT AFFAIRS

1. General policies regarding waste prevention and management shall be incorporated in rules and regulations regarding the conduct of students and included in the Student Manual.
2. Waste management guidelines shall be presented to students during meetings, assemblies, or convocations. A reminder of the basic guidelines regarding waste segregation and no littering should be mentioned at the start of on-campus events including theater, music, and athletics.
3. Students shall be encouraged to purchase or share costs of buying products (such as soap, shampoo, food condiments, etc.) in large containers to eliminate sachets and minimize waste.
4. Students shall be requested to cooperate and support the Cafeteria, Buildings & Grounds, their dorms, academic departments, and other units of the university in implementing waste prevention and management policies.
5. Environmental preservation, sustainability, and natural resource conservation shall be promoted where possible in personal enhancement programs and seminars/workshops on leadership and human development.

STUDENT GOVERNMENT

1. The Student Government shall work with Buildings & Grounds and other units to affix pictographs on bins and to display informational posters in order to facilitate segregation.
2. The Student Government shall conduct information, education and communication (IEC) campaigns to promote waste prevention and proper management.
 - a. The Student Government shall work with student organizations to ensure awareness of and compliance with the university's general policies on waste prevention and management.

- b. The Student Government in collaboration with selected departments will launch a contest on environmental messaging and environmental artwork, and a design contest for trash bins.
 - c. The Student Government shall promote Zero Waste through posters, sale of reusable bags, artwork, music, street theater, and other cultural forms.
3. The Student Government, in cooperation with faculty and staff, shall organize teams to monitor compliance with waste prevention and management policies, and to conduct educational campaigns in areas of poor compliance.
4. The Student Government shall work with the Administration to document compliance for the purpose of evaluating performance and working towards Zero Waste targets.
5. The Student Government shall work with food vendors, concessionaires, and booth operators to gradually adopt the Waste Policies Related to Events and Festivals in Section 4 and work towards making the Hibalag Festival a Zero Waste event.

STUDENT HOUSING AND RESIDENCES

1. Student Housing and Residences shall ensure that general policies on waste prevention and management are followed in dorms and other student residences.
2. Meetings of dormitory management and officers shall include discussion of waste prevention and management policies on campus and implement those policies in their areas of responsibility.
 - a. Student Housing and Residences shall work with Buildings & Grounds to ensure a sufficient number and ideal placement of bins, proper labelling and pictographs on bins, and timely collection.
 - b. Student Housing and Residences shall educate all residents on strict segregation and proper management of biodegradable, recyclable, special, and residual wastes.
 - c. Dormitory officers shall monitor and ensure compliance with segregation and management policies, as well as policies regarding food and food waste.
3. Student Housing and Residences shall encourage residents to purchase or share costs of buying products (such as soap, shampoo, food

condiments, etc.) in large containers to eliminate sachets and minimize waste. Residents will be encouraged to use reusable cloth bags, such as those available from the Food Services Department, for shopping and laundry.

FOOD SERVICES

1. The Food Services Department shall practice proper food storage and stock inventory including:
 - a. Making sure freezers and refrigerators are working at the right temperatures and food storage areas are clean and tidy
 - b. Using the First In, First Out (FIFO) rule when storing food and stocks and displaying food for sale
 - c. Keeping detailed lists of food in all storage areas and the “use-by/best-before” dates to prevent foods from going to waste
 - d. Conducting an inventory frequently to compare purchase and quantity of waste.
2. The Food Services Department shall practice proper food preparation and portion control, including
 - a. Using exact amounts of ingredients in preparing food
 - b. Segregating kitchen waste properly
 - c. Being cautious in serving portions of food without affecting quality
 - d. Identifying leftovers that can be stored and recycled
 - e. Offering discount prices to dishes which cannot be recycled the following day.
3. The Food Services Department shall eliminate plastics and practice recycling, specifically
 - a. Eliminating plastic cups and straws
 - b. Minimizing or eliminating the use and purchase of food products in plastic packaging
 - c. Reusing or recycling plastic bottles, cans, cardboard boxes, wooden pallets, and paper material
 - d. Recycling food waste and using composted waste as organic fertilizer.
4. The Food Services Department shall follow the following purchasing guidelines:
 - a. Reducing packaging by procuring in bulk rather than in small, ready-to-use sachets

- b. Reducing purchases of products with excessive packaging, and avoiding Styrofoam packaging all together
 - c. Using juice and water dispensers instead of plastic bottles for refreshments.
5. The Food Services Department shall follow the following general guidelines:
 - a. Purchase only the amount of material needed to save money at the same time lessen the need to discard unused materials
 - b. Reuse all possible items including looking into the possibility of selling items which cannot be reused.
 - c. Recycle all possible items including processing and transforming wastes into new marketable products.
6. The Food Services Department shall promote and sell reusable bags and aprons made from food sacks.
7. The Food Services Department shall adopt other practices as outlined in the Policies on Food and Food Waste in Section 3 above.
8. The Food Services Department shall promote more awareness through consumer education and conduct employee training on proper waste management practices.

COLLEGE OF AGRICULTURE

1. The College shall assist Food Services and Buildings & Grounds in the management of biodegradable waste.
2. Biodegradable waste shall be processed using composting, vermicomposting, or biodigestion to generate organic compost, vermicast, or natural gas. Compost and vermicast can be used by the College, by other units, or sold as fertilizer. Biogas can be used by the College, by other units, or sold as cooking gas or gas for heating.
3. Teaching and demonstrating advanced biodegradation methods and designs shall be encouraged in collaboration with other departments.

ELEMENTARY AND HIGH SCHOOL DEPARTMENTS

1. In addition to “No Littering,” messages on waste reduction and segregation shall be emphasized.
2. The topics of environmental protection including waste management shall be incorporated in the curricula or as subject matter for teaching

and discussion.

3. Teachers and staff shall include discussion of waste prevention and management policies on campus and implement those policies in their areas of responsibility.
 - a. The Elementary and High School Departments shall work with Buildings & Grounds to ensure a sufficient number and ideal placement of bins, proper labelling and pictographs on bins, and timely collection.
 - b. The Elementary and High School Departments shall educate all teachers, staff, and students on strict segregation and proper management of biodegradable, recyclable, special, and residual wastes.
 - c. The Elementary and High School Departments shall work with parents on adopting the policies related to food and food waste.
 - d. The Elementary and High School Departments shall monitor and ensure compliance with segregation and management policies.
4. Purchasing of products and procurement of services shall follow Green Procurement Policies in Section 2.
5. Students, teachers, and staff shall be encouraged to bring their own reusable mugs, cups, bags, and drinking water bottles.

INFORMATION DISSEMINATION

1. The Office of Information and Publications shall promote environmental protection, the conservation and enhancement of our natural resources, and sustainability through relevant articles and reflections.
2. Information regarding Silliman University's environmental policies, guidelines, best practices, as well as Zero Waste targets and other environmental goals shall be disseminated to the Silliman community.
3. Environmental achievements, success stories, challenges, case studies, and the results of periodic evaluations of Silliman University's environmental performance shall be publicized through press releases, publications, social media, the Internet, print and broadcast media, and other channels for information dissemination.

SILLIMAN UNIVERSITY'S IMPLEMENTING RULES AND REGULATIONS ON THE ANTI-SEXUAL HARASSMENT ACT OF 1995

Sexual Harassment Policy

It is the policy of Silliman University to establish and maintain an environment in which the dignity and worth of all members of the institution are respected. The University affirms its commitment to provide a safe and comfortable learning and working environment for students, faculty and staff, free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment in any situation is reprehensible and will not be tolerated. It subverts the mission of the University and threatens the careers of students, faculty, and staff. Sexual harassment as defined herein constitutes grave misconduct, conduct prejudicial to the best interest of the service, or simple misconduct as the case may be, under the University Rules and Regulations. Individuals who violate this policy are subject to disciplinary action which includes dismissal, expulsion, or other appropriate sanctions.

Definition of Sexual Harassment

Administrators, faculty and staff members may be held liable for sexual harassment. Specifically, the act of sexual harassment is committed by an administrator, manager/director, supervisor, teacher, 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 favors from a subordinate or any student of the University. This is regardless of whether the demand, request or requirement for submission is accepted by the object of sexual harassment.

IN A WORK-RELATED OR EMPLOYMENT ENVIRONMENT, SEXUAL HARASSMENT IS COMMITTED WHEN:

1. The sexual favor is made as condition in the hiring of said individual; or in granting said individual favorable compensation, terms, conditions, promotions or privileges, or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way

- would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. The above acts would impair the employee's rights or privileges under existing labor laws, or
 3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

IN EDUCATION OR TRAINING ENVIRONMENT, SEXUAL HARASSMENT IS COMMITTED:

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

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

Examples of Sexual Harassment

The following are some examples of behavior that the courts have found to constitute either quid pro quo or hostile atmosphere sexual harassment. The list is not inclusive of all behaviors that may be considered acts of sexual harassment. Most sexual harassment may either take any or a combination of any two or all of the following forms:

VERBAL - Any continued or repeated abuse of a sexual nature despite victim's warning to the offender, including but not limited to:

1. sexual innuendos, comments and suggestive remarks about clothing, or a person's body;

2. asking intimate questions on his/her sexual activities;
3. Touching oneself sexually or rating other students as to sexual activity in front of others;
4. spreading rumors about or rating other students as to sexual activity or performance;
5. suggestive or insulting sounds;
6. whistling in a suggestive manner,
7. staring or leering;
8. persistently telling smutty jokes (dirty jokes) to someone who has indicated he or she finds them offensive;
9. making obscene or offensive phone calls (text or voice)
10. sexual propositions, invitations, or other pressure for sex; and
11. implied or overt threats

PHYSICAL - unwelcome touch on the victim's body that may include but not limited to:

1. patting, pinching, feeling, or any other intentional inappropriate touching;
2. brushing against the body;
3. making obscene or offensive hand or body gestures;
4. attempted or actual kissing;
5. fondling; and
6. sexual intercourse.

WRITTEN OR VISUAL - continual use of the following objects or pictures directed to a specific individual or when people cannot reasonably avoid seeing them when shown (list is not inclusive);

1. pictures of drawing of a sexual nature;
2. sexually derogatory pin-ups, posters, cartoons, magazines, or calendars;
3. messages, words, comments, rhymes, or other writing of a sexually derogatory or suggestive nature

Superior-Subordinate Relationship

Those who supervise or evaluate the work of others, both in academic and employment settings, must base their decisions on merits, and must deserve

the trust of persons affected by these decisions. To be effective, they must be perceived to make their decision fairly and without favoritism. There are special risks in any sexual or romantic relationship between individuals in inherently unequal positions, such as teacher and student, supervisor and employee, or student resident and the individual who supervises the day-to-day living environment. Such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that, in their relationship with students, there is always an element of power. It is incumbent upon those with authority not to abuse, or seem to abuse, the power with which they are entrusted.

Officers and other members of the teaching staff should be aware that any romantic involvement with their student under their direct supervision makes them liable for formal action against them even if the romantic involvement is initiated by the student. Even when both parties have consented to the development of such relationship, it is the officer or instructor who, by virtue of his/her special responsibility, will be held accountable for unprofessional conduct. Because graduate students or tutors may be less accustomed than faculty members to thinking of themselves as holding professional responsibilities, it would be wise for them to exercise personal care in their relationships with students whom they instruct or evaluate.

In a personal relationship between an officer and a student for whom the officer has no current professional responsibility, the officer should exercise professional conduct and be sensitive to the constant possibility that he or she may unexpectedly be placed in a position of responsibility for the student's instruction or evaluation.

The University has no formal policy prohibiting consensual or sexual relationships among faculty, staff or students. However, relationships in which one party is in a position to review the work or influence the career of the other may provide grounds for complaint when such relationship gives undue access or advantage, restricts opportunities, or creates a hostile and unacceptable environment for others. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic involvement, this past consent does not remove grounds for a charge based

upon subsequent unwelcome conduct. Thus, a faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) must realize that, if a charge of sexual harassment is subsequently lodged or filed, it will be exceedingly difficult to prove immunity on grounds of mutual consent.

These guidelines provide a variety of options, both formal and informal, for resolving sexual harassment complaints.

DEFINITIONS

As used in this policy, the following terms shall mean:

1. “Student” refers to one who is currently enrolled in the University.
2. “Faculty” or “faculty member” refers to one who teaches at Silliman University. This also includes librarians, guidance counselors, graduate students under Graduate Teaching Fellowship Program of the University and undergraduate students who have status as interns or student teachers.
3. “Staff” refers to a non-teaching employee of Silliman University.

With the duly constituted Committee on Decorum and Investigation of cases of sexual harassment, students, administrators, faculty and staff members are encouraged to discuss freely any problem related to cases constituting sexual harassment. The University Committee on Decorum shall designate employees and students who shall act as advocates for the complainants.

The composition of the University Committee on Decorum and Investigation is as follows:

- a. Administration Representative from the Academic Units
- b. Administration Representative from the General Staff
- c. SUFA Representative
- d. SUSA Representative
- e. SG Representative

The University Committee on Decorum and Investigation shall be responsible in implementing the disciplinary action that its members have imposed upon the respondent, except for termination.

INVESTIGATION PROCEDURES**1. Informal Procedure**

Investigation of the reported act of sexual harassment shall be facilitated by the chosen advocate of the complainant with the immediate head of the alleged harasser. The latter shall convene both the complainant and the respondent for a conference, the purpose of which is to clarify the commission of the offensive act of the respondent as perceived by the complainant. Except in cases where the respondent is accused of giving favor to student/subordinate in exchange of sexual favor such as grades or lighter academic/work requirement or accused of committing an act that engages sexual intercourse, sexual foreplay, rape and any sexual attack regardless of the place where the incident occurred, the conference shall be used as a venue in conciliating both parties after the respondent has been made aware of his/her unwanted act and has also been warned to refrain from committing the same act in the future. The warning has to be made in writing; copy furnished the HRD Office which shall keep the document in the 201 file of the respondent.

2. Formal Procedure

Should the complainant file a formal charge against the respondent, a subscribed sworn complaint is required stating among others the following:

- a. the full name and address of the complainant
- b. the full name and address of the respondent
- c. a specification of the charge or charges
- d. a brief statement of the relevant and material facts

The complainant shall file the written complaint with the office of the respondent's immediate superior with the assistance of his/her chosen advocate within one (1) year from which the act of harassment was committed. The concerned officer shall, upon receipt of the complaint, inform the respondent of the complaint and shall require the latter to submit a written explanation within 72 hours upon the respondent's receipt thereof.

Where the complaint is not under oath, the complainant shall be summoned by the committee to swear to the truth of the allegations of the complaint. In support of the complaint, the complainant may

submit any evidence she or he has, including affidavits of witnesses, if any, together with the complaint.

The investigation shall be conducted by the Adjudication Committee that will be composed of the following:

- a. Union representative to be appointed by the Union President (*SUFA representative if the respondent is a faculty member *SUSA representative if the respondent is a staff member)
- b. Administration representative to be appointed by the President
- c. Representative chosen by both Union and Administration

FUNCTIONS OF THE ADJUDICATION COMMITTEE

1. The Adjudication Committee
 - a. Shall notify the Committee on Decorum regarding the complaint once the investigation has commenced;
 - b. Shall determine the validity of the complaint based on the merits of the documents received from both parties and also based on the information gathered pertinent thereto;
 - c. Shall recommend to the University President the preventive suspension of the respondent when there is prima facie evidence against the latter;
 - d. Shall determine the appropriate sanction that will be meted out to the respondent in accordance with the penalties set in these guidelines;
 - e. Shall have jurisdiction and decide on cases involving simpler or disgraceful misconduct.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from proceeding with the investigation of the case.

In instances where the Adjudication Committee finds the complaint not valid, the respondent shall be exonerated. Consequently, both the complainant and respondent shall be notified by the Committee regarding termination of the complaint.

MANNER OF ANSWERING COMPLAINT

The written, signed, and sworn reply of the respondent shall contain a specific admission or denial of the charge or charges and a statement of the relevant facts constituting his/her defense.

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

HEARING OF THE CASE

After all the pleadings have been submitted, the Adjudication Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply if any, and shall terminate such hearing within thirty (30) days from the filing of the charges.

The Adjudication Committee shall prepare a report within (15) days after the conclusion of the investigation or hearing and shall submit the report and its recommendations to the University Committee on Decorum and Investigation.

Should the decision not be acceptable to either party, an appeal can be submitted to the University Committee on Decorum and Investigation who shall review the merits of the case and the soundness of the decision of the Adjudication Committee. The appeal shall be submitted within 5 days upon the issuance of the decision.

PREVENTIVE SUSPENSION

The president may suspend any subordinate officer or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and if the presence of the respondent poses a threat to the life or property of the latter and of the University.

If the case against the officer or employee under preventive suspension is not finally decided within a period of ninety (90) days after date of suspension, respondent shall be automatically reinstated in the service; provided that the delay in the disposition of the case is not due to the fault, negligence, or petition of the respondent.

PENALTIES

Sexual harassment constitutes a ground for administrative disciplinary action under the offense of simple misconduct, disgraceful, and immoral conduct, conduct prejudicial to the best interest of the service, or grave misconduct.

The following penalties shall be meted out to the person who is guilty of the charge on sexual harassment, as each case may warrant:

1. Simple Misconduct – After the person has been warned at least three (3) times for committing minor offenses, the following penalties shall be imposed:
 - a. 1st offense – suspension for one (1) month
 - b. 2nd offense – dismissal
 - c. 3rd offense – dismissal
2. Conduct prejudicial to the best interest of the service or disgraceful and immoral conduct – the person gives favor as well as grades and lighter academic/work requirement to student/subordinate in exchange for sexual favor.
 - a. 1st offense – suspension for 6 months to 1 year
 - b. 2nd offense – dismissal
3. Grave Misconduct – commission of an act that engages in sexual intercourse, sexual foreplay, rape, sexual attack regardless of the place where the incident occurred.
 - a. 1st offense – 1 year suspension or dismissal

Other than the imposition of appropriate penalty as defined above, the offender shall be required by the University Committee on Decorum and Investigation to submit a written apology to the aggrieved party after the decision has been rendered to declare the respondent guilty of the offense charged against him/her. In the case of suspension, subject personnel shall be required to undergo counseling and treatment during suspension period.

Should the aggrieved party suffer due to the harassment, the offender shall be responsible for the restitution of said damages as determined by the University Committee on Decorum and Investigation.

SECTION III

Academic Procedures and Services

PRE-REGISTRATION

Students who wish to return to Silliman University in the next semester may pre-register. This is doing the initial steps of the enrolment procedure earlier than the regular enrolment schedule.. Pre-registration is not a complete enrolment. Pre-registered students must complete their enrolment at the start of the semester

REGISTRATION AND ENROLLMENT

Silliman University will implement online registration and enrolment. The system will allow student enrolment online from home, and those enrolled need not come earlier than the actual start of classes. However, the student must complete the online processing of enrolment before they are considered officially enrolled.

CHANGE OR WITHDRAWAL OF COURSE/PROGRAM

Changing of courses should, as much as possible, be done during the regular enrolment period. However, changes of Course/Program during the week

following the regular enrolment period may be entertained provided these are properly endorsed by the Dean.

For a student to be given “W” (or Withdrawn), dropping of subjects should be done before the two weeks immediately prior to mid-term week. However, if withdrawal at any time is due to illness or injury, the grade to be given shall be “W”.

A student who withdraws or is withdrawn from the University for any reason other than sickness or physical injury shall be charged fifty percent of tuition and other fees if he or she withdraws after the four weeks of the opening of classes up to mid-term. He or she shall be charged one hundred percent tuition if he or she withdraws after the mid-term week.

AUDITORS

A student wishing to audit a course must register for the course. He must also obtain the permission of the instructor of the course that he wants to audit. An auditor takes part in all class activities, but he does not receive credit for the course.

HONORABLE DISMISSAL

On written request, the Registrar may issue a Certificate of Eligibility to Transfer (honorable dismissal) to a student. The credential indicates that the student is in good standing when he/she leaves the university.

GRADES AND GRADING SYSTEM

Grades System

Adopted Since 1955 – 56		Effective June 1992		Percentage Grade Equivalent Table
Letter Grade	Quality Points	Numerical Ratings	Quality Marks	(AC Action 77 78:25)
A	4.0	4.0, 3.9, 3.8	Excellent	97 – 100
A-	3.5	3.7, 3.6, 3.5, 3.4, 3.3	Very Good	93 – 96
B	3.0	3.2, 3.1, 3.0, 2.9, 2.8	Good	89 – 92
B-	2.5	2.7, 2.6, 2.5, 2.4, 2.3	Above Average	85 – 88
C	2.0	2.2, 2.1, 2.0, 1.9, 1.8	Average	81 – 84

C-	1.5	1.7, 1.6, 1.5, 1.4, 1.3	Below Average	77 – 80
P	1.0	1.2, 1.1, 1.0	Passing	73 – 76
F	0.0	0.0	Failure	72 & below

In computing for the quality point average (QPA) for graduation and honors, the subjects are weighed according to the respective number of units assigned to a course.

A grade of “Inc” (Incomplete) indicates that the student has not completed all the assigned work for the course. An “Inc” must be completed within the following term in the semester in which the course was taken; otherwise the grade automatically becomes “NC” for “No Credit”, or “NG” for “No Grade.” An “NC” or “NG” grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.

The letter “W” shows that the student has dropped a course with the written permission of his/her Dean/Director/Principal. If a student drops a course without the written permission of his Dean, the grade for the course automatically becomes “F”. “WF” is recorded when a student officially withdraws from the course but is failing at the time the withdrawal was made.

In order to graduate, a minimum cumulative quality point average (CQPA) is required at the end of the term in which the student completes his course in the following: Baccalaureate programs, 2.0; Law, 2.3; Medical School, 2.5; Master’s program, 3.0; and Doctorate programs, 3.5.

As additional requirement for graduation and progression in the degree program, all designated undergraduate professional courses or major subjects must have the minimum QPA set by the college and approved by the Academic Council.

All courses under the master’s and doctorate programs must have a minimum grade of 3.0 and 3.5, respectively.

Guidelines on the Change of Grade

DECS PROVISIONS ON THE CHANGE OF GRADE

1. DEC Memo s 1959 says that no additional final exam can be given to a student for purposes of increasing his grade. (UNIVERSITY MANUAL 187)

2. DECS Regional Memo #42, s. 1987, "Request for correction of grade . . . may be entertained by this office only if they are due to inadvertent clerical errors subject to verification by a DECS supervisor.

GROUND FOR CHANGE OF GRADE

Change of grade is allowed on the following reasons:

1. Error in the entry of scores or grades
2. Error of computation

ALLOWABLE PERIOD FOR CHANGE OF GRADE

A change of grade is allowed within three weeks from date of the final submission of grades to the department concerned to give time for the student to question entries of teacher and for committee to deliberate. Once the grades are submitted by the Dean to the Registrar, the teacher can no longer change the marks at his/her discretion. The submitted grades are no longer within the teacher's "turf." They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must go through the procedure as outlined below.

PROCEDURE FOR CHANGE OF GRADE

1. The complainant (student, faculty, dean or parent) submits a written complaint addressed to the teacher concerned with copies furnished to the department chairperson, dean, and Registrar's Office.
2. Upon receipt of the letter of complaint, the department chairperson shall convene a committee composed of all the faculty members of the department and the dean. The student shall be invited to attend committee meetings.
3. Investigation shall include scrutiny and discussion of all entries of grades or scores up to the final exam. These data should be given to the committee prior to the meeting to allow time for the members to study.
4. If accepted, report of the change of grade addressed to the Registrar noted by the dean shall include a written explanation by the teacher who allowed a change of grade, supporting papers and a statement of the committee action.
5. Any petition for change of grade will no longer be accepted

INC GRADE

1. An “INC” (Incomplete) mark indicates that the student has not completed all course requirements due to excusable reason, such as, sickness, emergency, or accident. (Section 109, Article XXII, MORPHE, p. 553.) The student must complete the requirements within the semester following that in which the course was taken. Otherwise, the grade automatically becomes “NC” for “No Credit” or “NG” for “No Grade”. Such a grade is permanent and cannot be subsequently changed.
2. In removing the “Inc,” the student must present to the teacher a receipt from the Business and Finance Office indicating payment of the completion fee.
3. An “Inc” mark given for reasons other than failure to complete course requirements shall not be subject to the P50.00 completion fee per subject.

PREPARATION OF GRADES

All teachers should prepare the grades and submit them on time to the Office of the Dean and the Office of Registrar and Admissions.

Preparation of grades refers to the construction of examination papers, test administration, correcting of test papers, computation of the grades, preparation of grading sheets, encoding of the midterm and final grades into the system and the preparation of F-138 for Elementary and High School for the SBE.

SUBMISSION OF GRADES

Grades must be reported to the department chair or, if no department, directly to the dean or director of the college or school, within five (5) working days of the administration of the mid-term and final examinations. The grades are encoded in the database to give time for the student to view and raise question/s on the entries. The student is given three (3) weeks upon submission of the grades to question any error found in the entries.

The Registrar will be responsible for the official release of final grades to students or to their parents or guardians.

Mid-term and final grades of non-graduating students must be in the hands of the office of Registrar not later than ten days from the examination dates. Appropriate sanctions for violating these rules shall be done by the Academic Council.

By reason of the type and nature of examination given in these schools, the Graduate School and Divinity School are allowed twenty (20) days, and the College of Law thirty (30) days, from the date the examination is given.

Failure to submit grades on time shall be subject to a fine of P5.00 per day of delay. All fines are credited to the college/school/unit concerned. All deans and directors are enjoined to enforce these rules strictly.

All deans and directors are enjoined to enforce these rules strictly.

LEAVE OF ABSENCE

A Leave of Absence (LOA) Form must be filed and endorsed by the University Clinic, Dean, and submitted for approval to the VPAA. A copy of the LOA must also be furnished to the Registrar. Before the request can be granted, tuition and all fees must be paid for the entire semester in which the leave is sought. Clearance from the University is also required. No leave of absence for an indefinite period will be granted.

Request for leave of absence are granted only in cases of illness. Fees paid for the interrupted period will be applied in the semester immediately following plus the difference.

RECOGNITION OF CREDITS EARNED ELSEWHERE

Generally, credits for work done elsewhere are accepted, provided the student obtains the minimum average grade required for the program. Students claiming advanced standing must submit a complete copy of their school records long before the start of the semester in which they wish to enroll. In some cases, advanced credits are accepted only after passing a validating examination that usually covers English, Biology, Chemistry, Logic, Physics, Mathematics, and Accounting.

COARSE LOAD

Regular students in undergraduate courses must take the full load or number of units prescribed for a particular term, except for:

1. Students with either work grants or assistantships;
2. Students on academic probation, who may be made to carry no less than 15 units a semester.

A regular student who drops almost all courses, either officially or unofficially, retaining a load of less than 15 units will be allowed to finish the term. However, he will be refused admission in the succeeding semester.

In the case of students failing in courses that are pre-requisite to the other courses and who may not be allowed by the college to proceed with their studies until those deficiencies are removed, these students should be made to cross-register for courses on other colleges in the University so that they may be able to comply with the minimum requirement of 15 units per term.

Overload or extra units may be allowed to a candidate for graduation only during the last term of his/her course. A graduating student requesting for an overload must meet the grade requirement of the department. A letter request for an overload must be filed addressed to the Commission on Higher Education, through the Registrar with the approval of the Dean.

These policies are also the bases for determining whether a student should be allowed to continue living in any of the university dormitories.

ACADEMIC PROBATION

A student who does not get the required QPA of 2.0 is placed on academic probation during the succeeding semester with these conditions:

1. The student may be required to repeat certain subjects, or carry a reduced load to improve or earn quality points.
2. The student must not incur any unexcused absences from regular classes, his college's assembly, or the University convocation.
3. The student is ineligible to represent the university in any public performance or activity, or hold any major office without his Dean's permission.

A student on an academic probation must attain the minimum QPA in the following semester. If he cannot get the required QPA, he would be dropped from the University. This action is automatic unless the college, or faculty, or the designated committee decides to extend the probation period.

EXAMINATION

All students are expected to take the preliminary, mid-term, and final examinations at the time scheduled by their respective Dean's Office. If the student fails to take these exams for no justifiable reason, he is fined

Php60.00 for each examination missed. His Dean shall determine if the reason is justifiable or not.

ATTENDANCE

Students are expected to attend all classes. Work covered during any absence, excused or unexcused, is incurred only for valid reasons. The teacher concerned will determine the validity of the absence. Three unexcused absences may be incurred and the rest of the 20 percent allowed by the Commission on Higher Education (CHED) must be excused, incurred only for valid reasons.

Permission to leave the campus for activities must be secured in advance from the Dean, and, if the student lives in a dormitory, from the Office of Student Organizations and Activities Division (SOAD) and the Student Housing and Residence, Student Personnel Services. Otherwise, excuse for such absence immediately preceding or following holidays can be secured only from the Dean. If excused or unexcused absences are already excessive, the instructor may recommend to the Dean that a student be given a grade of “F.” Students must attend first class sessions in any course at the beginning of the semester and classes immediately before and after long vacations.

SUMMER STUDY IN OTHER INSTITUTIONS

Students must obtain permission from their respective Deans before taking summer courses in other institutions. When credits are desired for major courses, they must secure approval from the department chairman. Only students with a minimum cumulative QPA of 2.0 will be allowed to transfer summer credits from schools whose educational standards are considered at par with Silliman standards.

Permission to take summer courses elsewhere will be granted only for courses not offered in Silliman University during the period.

APPLICATION FOR DEGREES

Application for graduation must be filed with the Office of the Registrar and Admissions (ORA) in the first semester of the senior year. Application forms are available at the ORA or at the Directors’/Deans’ offices. A student with “INC” grades prior to the semester in which he expects to graduate cannot be considered a candidate for graduation. Any “INC” grade in the student’s

final semester which is not removed before commencement will bar him from graduation.



SECTION IV:

Student Services

The University, through the Office of Student Services, exercises general supervision over all student activities outside the instructional and academic areas to ensure that students undergo a holistic college experience that facilitates the attainment of their full potential.

Students are encouraged to participate in various activities that provide opportunities for spiritual, cultural, athletic, and social growth. The activities are carefully selected and scheduled to provide adequate time for study in order to ensure good academic performance. Furthermore, students are urged to take active interests and involvement in university and community affairs, particularly, participation in the various committees and divisions created by the University for such purpose.

STUDENT WELFARE SERVICES

Guidance and Counseling Services

The guidance and counseling program at Silliman University complements the instructional program and is geared towards fulfilling the academic, psychosocial or personal needs of students.

This unit of the OSS adopts the centralized set-up but a counselor is assigned and holds office in each of the University's academic unit. The GTD Head who holds office at the Guidance Center coordinates and supervises all activities.

COUNSELLING

Considered the heart of the guidance program, individual and group counselling sessions are conducted to assist individuals arrive at self-understanding, make informed decisions and achieve wholesome adjustment.

TESTING

Administered to either individuals or groups, psychological tests allow objective and realistic view of individuals. The following types of standardized instruments are available:

1. General Intelligence or Scholastic Tests
2. Aptitude Tests
3. Personality Tests

INDIVIDUAL INVENTORY

Record of all pertinent information about students is kept in a cumulative folder. It is intended to enhance the understanding of individual students and to improve the quality of decisions made by parents, teachers, counselors and administrators.

INFORMATION

Every type of information students need in evaluating their environmental opportunities are provided. Information may be occupational, educational, or personal-social in nature.

RESEARCH AND EVALUATION

The guidance team conducts systematic evaluations of guidance activities. The findings are used to improve and upgrade guidance services.

SPECIAL PROGRAMS

1. *Personality Enhancement Program (PEP)*

PEP is a unified college program designed for all freshmen. It conducts

various activities to help students adapt more easily to college life and their new environment. PEP also makes use of inter-circle activities that allow interaction among students from other circles/groups.

2. *Human Resource Training*

The Guidance Team offers HRTs in such areas as human relationship skills, values, leadership, career development, conflict resolution as well as various human intervention strategies, academic-related training/seminars, enrichment training, and the like.

3. *Peer Outreach Program*

In order to harness the tendency of people to talk about private and/ or personal concerns with peers and friends, corps of individuals who are willing to help their peers are organized and trained to equip them with competencies needed to effectively assist others.

4. *Job Basic Entry Skills Seminar (JBESS)*

Graduating students undergo a whole day activity and college-based follow up activities to learn competencies needed as they prepare for the world of work. Occupational opportunities are provided as well.

ACADEMIC PROBATION PROGRAM

Probationary students are followed up and assisted in identifying factors that cause poor academic performance. They are also helped to develop attitudes and skills needed to cope with academic requirements. Tutors or mentors are provided when needed.

OTHER SERVICES

1. *Community Outreach*

Counselors establish linkages with government, non-government organizations and socio-civic clubs to render relevant services.

2. *Consultation and Referral*

Parents, faculty, staff and other professionals may confer with counselors on issues affecting mental health of students and other individuals.

Counselors confer as well with other professionals to facilitate the assistance needed by students.

HEALTH SERVICES

Hospital Plan

A bonafide student of the University automatically becomes a member of the Hospital Plan. Benefits and privileges under the Hospital Plan are administered by the University. Medical needs of students are served by the Silliman University Medical Center Foundation Incorporated (SUMCFI), a major hospital located on campus. Benefits under the Hospital Plan are valid only when rendered at the SUMC. To avail of the Hospital Plan benefits, a student must present a validated student identification card to the SUMC.

The benefits under the Hospital Plan are as follows:

1. Free annual physical examination (salaried doctor's services only)
2. Free hospital ward accommodation for a period of 30 days
3. Medical and surgical professional services including consultations (salaried doctor's services only) Out-Patient= 100% discount on consultation (salaried doctor) In-Patient= 50% discount on professional medical services (salaried doctor)
4. Free minor dispensary treatments (except supplies)
5. Fifty percent (50%) discount for x-ray, laboratory services, dental treatment: (except CT Scan, Endoscopy/ Colonoscopy, and its supplies)

Exclusions under the Hospital Plan are as follows:

1. Minor and major charges.
2. Dispensary consultations outside of office hours, except in cases of emergency.
2. Accommodation for private rooms except when a member of the plan pays for the difference between the private rooms and the allowable accommodation.
3. Psychiatric illness, cosmetic surgery or treatment, optometric services.
4. Normal obstetrical deliveries.
5. Medicines and supplies.
6. Medico-legal cases.

7. Suicide or intentionally self-inflicted injuries.
8. Hospital confinement for executive check-up, drug addiction or alcoholism and sexually transmitted diseases.

For those covered by PhilHealth, benefits will be applied first and exhausted before the Hospital Plan benefits are applied.

Silliman University Clinic

Guidelines regarding consultation procedures of the following:

Enrollment for New, Returning, Transferee and Continuing Students

1. **New, Returning and Transferee.** At the start of the school year, all new, returning and transferred students will be required to have Chest x-ray, Complete Blood Count and Urinalysis, a completely filled-in Physical Examination Form, a Medical Certificate from any physician and Dental Certificate. An additional ECG-12 leads will be required for all 40-y.o. incoming student.
2. **Continuing Student.** All continuing students will be required to have an updated Chest-x-ray at the start of the new school year.

Additional requirement for students enrolling in the following medical courses:

- a. Bachelor of Science in Physical Therapy. Hepatitis A Virus Antibody IgM Test, Hepatitis Surface B Antibody Test, and Hepatitis B Surface Antigen Test
- b. Bachelor of Science in Medical Technology. Ishihara Test, Hepatitis B Surface Antigen Test, Hepatitis B Surface Antibody Test.
- c. Bachelor of Science in Nursing. Hepatitis B Surface Antibody and Hepatitis B Surface Antigen Test (can be done anytime within the First Semester)

See Enrollment Flow Chart

3. **Student Visa.** Students applying for student visa must prepare the following laboratory and diagnostic results before going to DFA. Complete Blood Count (CBC), Urinalysis, Stool Exam, Serologic Test for Syphilis (VDRL), Malarial Smear and Chest X-ray.

4. **Leave of Absence.** Student requesting for medical certificate for Leave of Absence must present Medical Certificate from his/her Attending Physician indicating the actual diagnosis, medicines, interventions taken.
5. **Field trips.** Medical Certificate for field trips within and outside the province of Negros Oriental, must present latest CBC and Urinalysis prior to the consultation.
6. **Athletes.** Only athletes representing the University for official CHED/DepEd sports activity will be attended to at the clinic. Students participating on personal events not sponsored by the school will be advised to seek their personal, private physician for medical certificate.
7. **ROTC and Adapted P.E.** Students applying for HQ Department, LTS, CWTS, and adapted physical education must comply with the following requirements (see attached table) and are still subject for screening and interview by the university physician for approval.

Guidelines for ROTC Exemption and Adapted Physical Examination (P.E.)

Illness/Diseases	Category/ Diagnostics	Requirements/ Medications	Medical Certificate
Respiratory Problems			
Pulmonary TB	Chest X-Ray	Anti-TB Drugs	Pulmonologist or TBDOTS Med cert
Bronchial Asthma*	Partially Controlled or Uncontrolled last attack within 6 months ago	Inhaler Corticosteroids/Long- acting	Pulmonologist/ Pediatrician
Other Pulmonary Problems	Mild Moderate-Severe Persistent	Beta-2 antagonist and/ or oral LTRA	Pulmonologist/ Pediatrician
Neoplasm			
Cancer	X-ray/CT-Scan and other diagnostics	Current maintenance medications/Rx	Oncologists/Pedia Oncologists
Heart and Cardiovascular Disease			
Congenital Heart Disease	2D-ECHO	Current maintenance medications/Rx	Cardiologist
MVP mild with pulmonary HPN	2D-ECHO	Current maintenance medications/Rx	Cardiologist
MVP with Regurgitations	2D ECHO	Current maintenance medications/Rx	Cardiologist
Rheumatic Heart Disease	2D ECHO	Current maintenance medications/Rx	Cardiologist

Hypertension	any proof of work-up	Current maintenance medications/Rx	Cardiologist/Pedia Famed
Visual Problems			
Congenital	Medical abstract or other proof of work-up or Consultation		Ophthalmologist
Near/Far sightedness	w/ graded glasses	Proof of Consultation/Rx	Ophthalmologist
Astigmatism	w/graded glasses	Proof of Consultation/Rx	Ophthalmologist
Lazik and recent surgery	Medical abstract or other proof of work-up or Consultation		Ophthalmologist
Red blood cells and other bleeding disorders			
Anemia	any proof of work-up Hgb 10 gm, Hct 35%, RBC<4M/cumm	Proof of Consultation/Rx Current maintenance medications/Rx	Hematologist
Head and Neck			
Allergic Rhinitis*	Intermittent Moderate/ Severe Persistent Moderated/ Severe	Intranasal Corticosteroids	ENT/EENT
Epistaxis*	x-ray/CT-Scan and other diagnostics		ENT/EENT
Otitis Media w/Perforated Ear Drum*		Current maintenance medications/Rx	ENT/EENT
Thyroid Problems	TSH/UTZ	Medications	ENT/EENT
GI Tract			
Ulcers	Endoscopy/ Colonoscopy	Proof of Consultation/RX	Gastroenterologist
Liver Disease and other Organs	SGPT/UTZ Abdomen	Proof of Consultation/RX	Gastroenterologist
Kidney Disease			
Congenital and other kidney diseases	x-ray/CT-Scan and other diagnostics	Current maintenance medications/Rx	IM/FAMED/ Nephrologist
Endocrine Disorders			
Thyroid	UTZ-scan	Current maintenance medications/Rx	IM/FAMED/ Nephrologist
Diabetes mellitus	Glycated Hemoglobin	Current maintenance Medications/Rx	IM/FAMED/ Endocrinologist
Skin			
Skin Asthma*	Partially Controlled or Uncontrolled	Current maintenance medications/Rx	Dermatologist/ Allergologist

Skin Problems	Mild, Moderate-Severed Persistent any proof of work-up	Current maintenance medications/Rx	Dermatologist
Bones, Joints and Soft Tissue			
Tumors	X-RAY/CT-SCAN/or other diagnostics	Current maintenance medications/Rx	IM/FAMED/ Endocrinologist
Arthritis	X-RAY/CT-SCAN/or other diagnostics	Current maintenance Medications/Rx	IM/FAMED/ Endocrinologist
Pott's Disease	X-RAY/CT-SCAN or other diagnostics	Anti-TB Drugs	IM/TB-Dots
Scoliosis*			
NO EXEMPTIONS UNLESS	w/ braces and is on rehabilitation or as advised by physiotherapist		Orthopedic/Physiatrist
Genetic Disease	any proof of work-up	Current maintenance medications/Rx	MC from attending doctor
Auto-immune diseases SLE and other disease	any proof of work-up	Current maintenance Medications/Rx	MC from attending doctor
Neurologic Problems			
Seizures	EEG	Current maintenance medications/Rx	Neurologist
Obstetrics/Gynecologic			
Pregnancy	PT/UTZ	Medications/Proof of Prenatal Visit	Obstetrician/ Gynecologist
Other Exemptions		No Exemptions	No Exemptions
Surgeries within the past 6 months		Mild Anemia	Skin Asthma*
Fractures within the past 6 months		Epistaxis- Hereditary*	Bronchial Asthma
Chemotherapy within the past 6 months		Scoliosis*	Mild MVP with no complication
Perforated Eardrums-for Swimming only			Developmental Pediatrician/ Occupational Therapist
Developmental Disorders			

Other diseases will be entertained if with proper papers - Allergic Rhinitis*
Hyperventilation Syndrome

- There will be NO interview for ROTC- HQPD and/or ADAPTED P.E. REQUEST unless the following requirements are met.
- The medical certificate will be released after the verification of your disease.

PLEASE BE GUIDED ACCORDINGLY. THANK YOU!

SU Clinic Community Quarantine Measures

Clinic Hours: Monday – Friday - 9:00 AM – 4:00 PM

1. Please present any identification card upon consultation.
2. Whenever possible, call in advance
Telephone No.: 422-6002 loc 562
3. No Mask, No Entry
 - If using surgical mask, colored side facing outside
 - It should cover your mouth, nose and chin
 - Pinch the metal edge of the mask so that it presses gently on your nose bridge
 - Remove a used mask holding only the ear loops
 - To be effective, change your masks regularly or if soiled or wet
 - Wash your hands with soap and water after disposing the soiled mask properly into a bin
4. Patients will be required the SU COVID-19 Screening and Triage Tool.
5. No Touch Policy
 - Please avoid touching the door knob, knock first.
 - Push the door to open when called inside.
 - Please bring your ball pen.
 - Sanitize your hand with 70% alcohol.
6. Observe Social Distancing
 - Please occupy one seat apart or, stand one (1) meter apart
 - Only one (1) patient is allowed inside (if needed)
 - Only one (1) patient companion is allowed
7. Temperature Monitoring
If possible, take temperature ahead or ask from the Triage Team for your temperature.
8. Observe proper cough and sneezing etiquette
 - Use tissue or cloth to cover nose and mouth when coughing or sneezing
 - Use surgical mask if patient is unable to cover own cough, or patient is moving through facility
 - If no physical barrier available, cover mouth and nose with bend of the elbow

#StayHome #StaySafe

A friendly reminder from your SU Clinic Family

FOOD SERVICES

Aside from the main University Cafeteria, dining services are available at some dormitories, such as Edith Carson Hall, Doltz Hall, Larena Hall, Woodard Hall, Honors Dorm and Pulido Pad. These dining halls are under the supervision of the University Food Services. Questions, comments, or suggestions concerning food services may be brought to the attention of the Cafeteria Manager.

STUDENT HOUSING AND RESIDENCE LIFE SERVICES

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, spiritual, social and cultural programs, and other experiences.

Silliman University operates regular and cooperative dormitories. These dormitories provide comfortable living conditions for approximately 800 students.

Vision

We envision a student campus housing that is safe, adequate, clean and responsive to the arising challenges and growing needs of student-residents for holistic integration into the Silliman community.

Mission

We strive to complement the university's goal for Christian quality education through a wholesome, safe and conducive living condition for the student-residents' total development manifested by desirable life skills and healthy lifestyles.

Objectives of Silliman University Dormitories

- To provide living conditions with facilities that is adequate, clean, healthful and comfortable at reasonable cost.

- To help student-residents learn useful and desirable lifestyle and study habits.
- To establish and develop human relations skills through respect for one another, cooperation, friendship and courtesy.
- To guide student-residents and to develop in them an intelligent attitude toward recreation and use of leisure time; to recognize leisure time as an opportunity to expand one's experience.
- To train student-residents in self-management skills and democratic living through various organizations and worthwhile community activities that will ultimately contribute to the good of the society in general.
- To offer opportunities for spiritual growth and training of Christian character and the counseling program.
- To encourage student-residents to accept increasing responsibility for their own lives and the full consequences of their decisions and actions.
- To assist the university in the development of a well-rounded personality for the individual student-resident-citizen who is being prepared to take their place as individuals and as members of their social group in a democracy.

Types of Dormitories

1. REGULAR DORMITORIES

There are ten regular dormitories on campus. Six of these dormitories are directly supervised by dormitory managers who are also full time staff of the university. Four regular dormitories with lesser capacity are managed by dormitory advisers.

The regular dormitories are the following:

a. Women

- Channon Hall
- Edith Carson Hall
- Larena Hall
- Woodward Hall

b. Men

- Vernon Hall
- Doltz Hall

c. Coed

- Woodward Apartment

- Pulido Pad
- Rolando V. Del Carmen Honor Hall

2. TRANSIENT DORMITORY

A dormitory that accommodates foreign and local students on temporary accommodation/short-term special courses as well as alumni, friends and parents. No dining service. The transient dormitories are the following:

- a. Occidental Hall
- b. Davao Home

3. COOPERATIVE DORMITORIES

The following are the cooperative dormitories on the main campus:

- a. **Women**
 - Azucena Cottage
 - Sampaguita Cottage
- b. **Men**
 - Ipil Cottage
 - Molave Cottage
 - Narra Cottage

There are two cooperative dormitories for women and three for men. These dormitories are designed to accommodate freshmen students. Each room accommodates six (6) residents. Two of them are big sisters (Big Sis) or big brothers (Big Brod).

The Big Sisters (Big Sis) or Big Brothers (Big Brod) in every room carry an important role and great responsibility to her/his small sisters or brothers. He/she is a resident worthy of respect and a good example – God-fearing, disciplinarian, and a good listener. Simply put, a Big Sis or Big Brod provides a role model to her small sisters or brothers.

Cooperative dormitories are managed by Dormitory Managers/Advisers who are either full-time staff, faculty or staff or selected graduate students.

The residents undertake some housekeeping tasks and assist in the meal planning and preparation of the food with the supervision of the Dormitory Adviser. Every resident is required to pay two months' advance for their fixed board upon acceptance of his/her dormitory application. This will cover the first month and the last month within

the semester. Succeeding payment schedule is posted to guide students and parents in settling their accounts. Unlike the regular dormitories, cooperative dormitories have their respective cook who make marketing for food preparation every day. It means that the marketing needs of the dormitory cook is dependent on the timely payments made by the residents to the Business and Finance from where the Dormitory Adviser requests for cash advances for the daily marketing expenses.

At the start of the school year, the Dormitory Adviser prepares the projected revenue and expenses. This shall be presented to the residents so they will be aware of where their money is going. At the end of every semester, the Dormitory Adviser will present the financial statement to the residents. A copy of which shall be posted at the conspicuous area within the dormitory.

Dormitory Officers

Each dormitory is encouraged to elect officers in order to plan, deliberate, decide and effect activities to enrich living experiences. The governing body for each dorm varies, but generally consists of a president, vice president, secretary, treasurer, chairpersons on religious, social, and sports, etc. Dormitory meetings, scheduled regularly throughout the school year, give residents a chance to become acquainted with one another, plan activities, discuss problems, and become acquainted with dormitory and campus activities.

A Dormitory Residents' Council (DRC) is organized as the council of officers for all dormitory residents. They elect their set of officers and make plans and programs as well. Plans and programs shall be coordinated with the programs of the Dormitory Management Council (DMC).

All inquiries regarding dormitory services should be addressed to the Student Housing and Residence Division, Office of Student Services, at the Second Floor, Oriental Hall.

Dormitory Big Brods and Big Sis Program

The dormitory management selects upper class residents, based on their performance, to guide the freshmen and new students-residents in their adjustment to dormitory and University life during their first year in the University. These upper class residents are selected for their leadership

experience, training, scholarship and the desire to help students. They act as liaison between freshmen and the dormitory management and to the University in general. These upper class residents assist and work closely with the dormitory management in promoting pleasant living-learning atmosphere in the dormitory.

Dormitory Management Council (DMC)

The Dormitory Management Council (DMC) is composed of the Dormitory Managers and Dormitory Advisers and the Head of the Student Housing and Residence Division (SHRD). The Dean of Students sits as an ex-officio member of the Council.

The Council elects its own officers every start of the school year and decides on the frequency and place of its meetings. Among its functions are to define & review the policies and programs of student dormitory governments; review, appraise and advise on the implementation of dormitory rules and regulations; and interpret university regulations concerning dormitories. The Council coordinates its programs and activities and promotes cooperation and understanding between the management and residents of all dormitories.

Admission Policies

All High School and College Freshmen and sophomore (undergraduate) students who are not from the city are given priority in residence halls and cottages. Limited accommodation slots are available for college juniors and seniors. Admission, which is based primarily on good behavior, needs the final approval by the SHRD Head. Reservation for vacancies must be made prior to enrollment. All dormitory space reservation/application must be coursed through the Student Housing and Residence Division (SHRD) office.

1. NEW APPLICANTS

New applicants must do the following:

- a. Submit a duly accomplished Application for Dormitory Admission and Agreement form to the SHRD;
- b. Be personally interviewed by the SHRD Head or his/her representative;
- c. Observe the schedule of payments for board & lodging, and maintenance fee.

Fixed Board	
Cooperative Dormitories	Regular Dormitories
Upon enrollment or 10 days before the start of classes: 2 months' equivalent (subject to change) Succeeding schedule of payments will be posted in a conspicuous place within the dorm.	▪ Down payment – 25% of the full payment ▪ Prelim Payment – 25% of the full payment ▪ Midterm Payment – 25% of the full payment ▪ Final Term Payment – 25% of the full payment
Lodging (applicable to Regular & Coop DORMS)	
Down Payment – 25% of the full payment For new applicants + processing fee – P 200.00 & surety deposit - P 1,000.00	
▪ Prelim Payment – 25% of the full payment ▪ Midterm Payment – 25% of the full payment ▪ Final Term Payment – 25% of the full payment ▪ Summer Term (Full Payment) – 40% of the full payment	

- d. Present the official receipt of payment together with the “print out” marked officially enrolled then secure Dormitory Assignment Slip (DAS) from SHRD. A surcharge shall be imposed for non-submission of DAS after the prescribed date.
- e. Php 1,000.00 – 15th day after the 1st day of classes
- f. The parents/guardian or resident himself/herself must visit or contact the SHRD office, after they made the payment, to confirm their reservation.
- g. The initial down payment of 25% including surety deposit shall be forfeited to the dormitory in case of failure to arrive or withdrawal from the dormitory at the start of classes.
- h. Submit the accomplished parent-guardian form and the DAS to the Dormitory Manager/Adviser for room assignment.

NOTE: For room assignment, residents are encouraged to see or call the dormitory adviser on or before the start of classes.

2. CONTINUING APPLICANTS

- a. Any interested and qualified resident must submit a Renewal/ Clearance Form to the Dormitory Manager/Adviser before the end of every semester. A qualified resident is one endorsed by the Dormitory Manager/Adviser based on the assessment of dormitory performance.

- b. The Application for Renewal shall be endorsed by the respective Dormitory Managers/Advisers to the SHRD Head for appropriate action.
- c. Residents who are renewed shall pay the required 25% for lodging and 25% for board, or two months' payment for food (for cooperative dormitories), at the Business and Finance Office.
- d. Residents who are endorsed but are not yet fully paid of their accounts shall be considered on the waiting list for a certain period only.
- e. Keep the official receipt of payment for verification purposes at the SHRD Office. Present the "print-out" marked officially enrolled and secure the DAS from the SHRD Office.
- f. Submit a DAS to the dormitory adviser for room assignment. A fine is imposed for non-submission of DAS after the prescribed date.
- g. A resident who wishes to transfer to another dormitory must submit a written request with notation/recommendation of the Dormitory Manager/Adviser of the dormitory last resided. Said application must be decided in a DMC meeting called for that purpose. The concerned resident must personally verify with the SHRD on the decision reached by the DMC regarding the said application.

Lodging/Fixed Board Policy

1. LODGING

- a. Dormitory space application shall be acted upon only after the payment of the required dormitory down payment and a non-refundable/non-transferable dormitory application fee of P200.00 and a refundable surety deposit of P1, 000.00.
- b. A resident is required to pay 25% down payment for lodging and 2 months for fixed board. The same is required for a continuing resident.
- c. Lodging payment should be within the schedule of payments as determined by term.
 - If a student leaves the dorm before the first fifteen (15) days of classes, 25% of the semester lodging cost shall be charged.
 - If a student leaves the dorm after the 15th day of classes, the latter shall be charged for the entire semester lodging cost.
 - If a student moves in the dorm at the middle of the semester and

withdraws, the counting of the first fifteen (15) days will start on the day he/she moves in the dorm.

- During summer school, 50% of the payments will be charged for withdrawal within the first three days of classes; 100% of the payment shall be charged after this period.
- In cases of payment refund, only residents who withdraw from the dormitory upon recommendation/endorsement of the Dormitory Management and other reasons approved by the VPAA, will be granted refund.
- The Office of Student Services shall not endorse the University Clearance Form of the student if the charges are not fully paid.

2. FIXED BOARD

- a. Fixed board is required to all dormitory residents, except at Pulido Hall, Woodward Apartment or a dormitory(ies) designated as such.
- b. All residents shall eat their meals in their respective dining halls.
- c. Residents should provide their own utensils such as spoons, forks, plates, etc.
- d. Meal Schedule for cooperative dormitories depends upon the convenience or agreement of the residents.
- e. For regular dormitories meal schedule are as follows or as agreed with the University Food Services:
 - Breakfast 6:15 am – 7:45 am
 - Lunch 11:00 am – 12:30 pm
 - Supper 5:30 pm – 7:00 pm
- f. Appropriate attire during mealtime is expected and proper decorum shall be observed.
- g. Observe table manners and courtesy towards kitchen staff.
- h. Payment for meals shall be made directly at the Business and Finance (B&F) Office. The receipt must be kept and ready to be presented in case of clarification.
- i. Food payment refunds are not allowed for students going home on weekends.
- j. Refund for food payment may be allowed when a student shall be out of the dormitory for a period of at least five (5) consecutive days for any of the following reasons:
 - Field trips and other university related activities

- Illness that may require confinement at home or in a hospital.
- Emergency family concerns such a death of an immediate family member. A written certification by the Dormitory Manager/ Adviser is required and arrangement with the University Food Services should be made in advance if possible. In case of emergency, the Food Supervisor should be informed immediately.

Rules and Regulations

All residents are expected at all times and in all occasions to conduct themselves in a proper and irreproachable manner in accordance with the high moral, ethical and Christian standards of the University.

1. GENERAL STATEMENT

If a resident manifests a persistent lack of interest in his/her study or by repeated failures, wastes of his/her own time and that of instructors, or if in the judgment of the university authorities, a student, by his/her general conduct brings discredit upon the university rules and regulations, the administration reserves the right to dismiss said student (without stating the specific cause) or expel him/her, or take such other disciplinary measures as, in its judgment, the circumstances warrant.

Utmost effort will be exerted to challenge and stimulate the student to honest, conscientious effort, but the university may judiciously defer to undertake the problems of disciplining students who are not in sympathy with its purpose.

2. GENERAL PROVISIONS

- a. Academic excellence must at all times be the paramount consideration of all residents.
- b. Submission of Dormitory Assignment Slip (DAS) to the Dormitory Management makes a student a bona fide resident.
- c. Observance of dormitory rules and regulations is mandatory to all residents specifically the prohibitions on the following: smoking in all forms, drinking of alcoholic beverages, illegal drugs, pornography, firearms, deadly weapons, gambling, immorality, fistfight, etc.
- d. Waiver (with original signature of parents) is required to leave the dormitory for non- University sanctioned activity and should be

presented and received officially by the SHRD Office two (2) days before leaving the dormitory. A permit for school-sanctioned activity from the Student Organization and Activities Division (SOAD) shall be presented to the dormitory management together with the leave permit before leaving the dormitory to its intended activity.

- e. Payment of board and lodging should be within the schedule of payments by term.
- f. Cooperative dormitories are exclusive for incoming freshmen residents. Only those who are chosen as big sisters (big sis) or big brother (big bro) are allowed to continue to stay in a cooperative dormitory. A maximum of 2 big sis or big bro per room shall be allowed.
- g. Continuing students who have complied with all residency renewal requirements are allowed to move into the dormitory few days before the start of classes every term with prior arrangement with the dormitory management and SHRD.
- h. Students must leave the dormitory at the end of every term. If a student has to stay in the dormitory after the term, a written request by the student duly approved by the Head of the Student Housing and Residence Division is required. An additional transient fee shall be charged to the resident.
- i. Any locker used by a dormitory resident must be vacated and cleaned before the termination of his/her stay/term. Failure to do so shall subject him/her to be charged the regular term rate, provided that at any time, the Dormitory Manager/Adviser may decide to forcibly remove, destroy, or otherwise dispose of such personal items if the resident fails to remove them within reasonable time despite notice and their continued presence would be prejudicial to the safety or convenience of other residents, the dormitory building itself, and/or its surrounds.
- j. Students may be allowed to leave their things in the dormitory for a fee at a designated area only, if there is an available space for that purpose. Any losses shall not be charged against Silliman University or the dormitory management.
- k. Recommendation from the Dormitory Manager/Adviser is required for an application of dormitory space for continuing residents.

- l. Electrical appliances of residents shall be charged accordingly. Rates shall be determined by the Business & Finance Office thru the Buildings & Grounds Office.
- m. During school days, all dormitories officially open at 5A.M and closes at curfew. During non-school days (eg. Semestral break, Christmas break, summer vacation) all dormitories are officially closed.
- n. All articles not kept in their designated places may be “*bingcong*”.
 - *bingcong* – confiscation of things not in their proper places to be redeemed at a price in agreement with resident officers and the Adviser.
- o. Residents are urged to settle their misunderstanding amicably and to refrain from fist-fighting or violence.
- p. Residents should be responsible for their own possessions. All valuables must be kept in a properly secured cabinet/locker. Residents are advised to deposit their money in the banks or an ATM card is preferred. The dormitory management is not liable for any loss of residents’ belongings.
- q. Dormitory residents are prohibited from bringing animals into dormitory premises, unless said animals are required for a legitimate academic course or an authorized extra-curricular activity, provided that in any instance, the dormitory management and SHRD Office permission had been acquired.
- r. Any resident dishonorably removed from a dormitory will not be allowed to transfer to another dormitory. Any resident who had to leave a dormitory for other reasons and then decides to return will need deliberation by the Dormitory Management Council.
- s. Since dormitory residents are already living on campus, they shall be disqualified from applying for parking privileges inside the campus, provided that they may be allowed to park their vehicles, if any, for an agreed time and day and if there are available parking space.
- t. In accordance with pertinent laws and jurisprudence, the University in exercising its custodial responsibility through the dormitory management, reserves the right to conduct random and suspicion-less drug testing on dormitory residents. In the conduct of these

drug tests, the dormitory management shall respect the right to privacy of the residents.

STUDENT SCHOLARSHIP AND AID DIVISION (SSAD)

The University awards different scholarships, grants and other types of assistance to deserving students based on merit and/or need.

University Scholarships

ACADEMIC HONOR AWARD

Academic Honor Awards are available to all promising students from Junior High School to college with high academic achievement.

GRANTS-IN-AID

An aid is a form of financial assistance given to qualified students to help meet their financial requirements in the University. These are given to students who have been in Silliman for at least a semester. Consideration is given to students with a QPA of at least “2.0” or better, and who have made reasonable efforts to meet their financial needs through self-support. These are:

1. Aid to Athletes
2. Aid to Dance Troupe Members
3. Aid to Band Members
4. Aid to Campus Choristers Members
5. Aid to Children of UCCP Ministers

For children of practicing pastors in a local UCCP church. Recipients receive Php10, 000.00 per semester credited towards the tuition. They are required to render at least 2 hours of volunteer work per week at the Silliman University Church, Chaplaincy Center or at a local UCCP church. A TQPA of not less than “2.5”, with no grade of “F” in any subject, is required to qualify (for the grant.)

7. Aid to Children of AFP Personnel and Veterans (PD 577)

PORTAL SCHOLARSHIP

The Portal Scholarship is a tuition and work grant that assures graduation

to students who maintain high academic standing. Recipients are incoming first year students belonging to the top 5 of their graduating class. It provides a tuition discount of 75%. Recipients are required to serve a minimum of 10 hours per week as a student assistant to supplement the assistance from the University. In addition to the grant, recipients are given priority in accommodation in the Cooperative Dorms, should the need arise, to help them maintain affordable living standards until they finish their degree. To qualify for the grant in the succeeding semesters, the student must maintain a TQPA of “2.75”. Recipients are enrolled in priority courses determined by the Scholarships and Aid Committee, excluded from this scholarship are students enrolled in Physical Therapy, Medical Technology, Nursing and Accountancy.

EXPANDED WORK STUDENT GRANT

The Expanded Work Study Grant allows recipients to work their way through College following a six-year work study program. This enables the recipients to work hours a day towards the payment of their tuition, alongside a scholarship awarded by the University.

FIXED GRANTS

The Fixed Grant is for continuing students enrolled in any of the courses in the University. The award is based on the justification for request (financial) and the availability of un-programmed grants-in-aid fund. A Php10,000.00 per semester aid is credited toward the tuition fees of the recipients. Recipients of the fixed grant must render 100 work hours per semester and must have a minimum of TQPA of “2.5” with no grade below “2.0”, “F”, “W” or “INC”.

FOREIGN STUDENT EXCHANGE PROGRAM

The Foreign Student Exchange Program provides an opportunity for students to spend a maximum of one (1) year at a partner university abroad for related learning and cultural immersion.

SPECIAL SCHOLARSHIPS

1. Designated Scholarships

These are scholarships that carry the name of the donors or individuals in whose honor the scholarships were named, and are awarded according

to the stipulations agreed upon any the donor/s and the University.

2. Undesignated Scholarships

These are scholarships that carry the name of the donors or individuals in whose honor the scholarships were named but are open to all students enrolled in any course in the University.

WORK GRANTS

Qualified students who have the desire to maximize their productivity during their vacant periods within the campus are allowed to assist in various University offices and units, upon issuance of a work grant permit from the SSAD office. Wages from these work assignments are applied to their school accounts either during the current or next school term. Student assistants are eligible to work for a maximum of four (4) hours a day, provided they carry a minimum load of 15 units and maintain a QPA of at least 2.0.

Students may withdraw excess wages after full payment of tuition and fees. Work grants are renewable every semester, including summer. A student assistant is an automatic member of the SU Student Assistants Association (SUSAA).

General Requirements, Policies and Guidelines of University Scholarships and Grants

As a general rule, scholarships are awarded to students who meet minimum criteria set by the University through the Scholarships Committee.

GENERAL STATEMENTS

1. A scholarship is a privilege and not a right. It carries with it certain responsibilities and duties.
2. Students applying for scholarships should not make applications for a particular or designated specific scholarship.
3. No student should come to Silliman University with the expectation of enjoying a scholarship, a work grant, or any financial assistance from the university unless s/he has been formally accepted and has received official notification of the award.
4. Awards are made only to full-time students (minimum load of 15 units) with demonstrated need and academic merit.

5. Scholarships are subject to availability of funds, thus, every year the university determines the number of scholarships and aid that it will make available to incoming freshmen and continuing scholars.
6. To maximize financial assistance to as many respondents as possible, awarding of a scholarship will be limited to one family member only, unless otherwise stipulated by the donor/s.
7. University scholars are chosen according to rank and the number of scholarships available for the year.
8. The education of the student is not the sole responsibility of the school. The student and his/her family are also expected to contribute (e.g. through earnings, assets, savings and even borrowing against future earnings) to the education costs incurred during the student's study here in Silliman.

GENERAL GUIDELINES

1. Students who wish to apply for a scholarship grant must comply with the minimum requirements on the set deadline.
2. Continuing scholars need to re-apply during the prescribed period. Non-compliance means automatic dropping from the Roster of Scholars.
3. Once the Roster of Scholars is drawn up, late applicants who fulfill the minimum conditions shall no longer be considered.
4. Successful candidates are required to sign the Scholarship Agreement indicating their acceptance of the terms and conditions of the scholarship.
5. Transferees can apply for a scholarship provided they come from accredited schools (PAASCU, PACUCOA, ACSU-ACI, PASUC, etc.).
6. Continuing students applying for special scholarships and grants-in-aid with the exception of the Service Scholarships (Aid to Athletes, Band, Campus Choristers and Dance Troupe) must have demonstrated an earnest effort by being self-sufficient in addressing one's educational need.
7. All incomplete grades must be completed on or before the following semester's Midterm Week before any financial assistance can be considered.
8. All applications must be submitted on or before the designated deadline set by the SSAD office.

9. Recipients must maintain the stipulated TQPA of the scholarship grant and must not have a grade below 2.0, F, W, or NG in any subject enrolled in the semester.
10. No two or more Comprehensive and Substantial Scholarships are awarded except for Partial Scholarships and Service Scholarships.
11. Recipients of Special Scholarships may also apply for Academic Scholarships.
12. In the case of University Honor Scholars, the corresponding honor attached to it shall be conferred on the student through an Honor Certificate, in lieu of any monetary consideration.
13. With the exception of the Service Scholarships, all the other scholarships, financial aid, grants, or special privileges/benefits administered by the university observes the 'No Cash Out' policy.
14. Recipients of the Service Scholarships may receive the monetary benefit when school obligations are fully paid.
15. The special scholarship grant can be availed for eight (8) semesters for a 4-year course/program and ten (10) semesters for a 5-year course/program which is subject to renewal/evaluation every semester. Shiftees can avail of Grants-in-Aid with the remaining semesters of the new program.
16. Children of faculty and staff members are not eligible for Special Scholarships and Grants-in-Aid except for Service Scholarship.

CRITERIA

1. Applicants must belong to the first 5 ranks of the graduating class. Applicant for Portal Scholarship must belong to the top 10 of the graduating class.
2. The family annual income of the applicant must not be more than Php350,000.00.
3. Applicant is willing to enroll in a priority course subscribed by the university for Portal Scholarship recipients.

APPLICATION REQUIREMENTS

1. New Applicants

- a. Accomplished application form accompanied by a personal letter of application. On the blank space below, briefly write an essay

about yourself, your goals in life and why you need this special scholarship and what it will mean to you if granted.

- b. Photocopy of Form 138.
- c. Scholarship Examination Result from the SU Testing Center.
- d. Certification of honor/graduation rank from the High School Principal.
- e. Latest income tax return or Certification as non-filer from the local BIR.
- f. Recommendations from two (2) uninterested reliable persons from his/her community but not politicians and relatives, stating the economic condition of the family.
- g. Certification from the District Conference stating that her/his parent/s are practicing pastor/s to a local church (state the name & location of the church) and the duration of the appointment. (for UCCP Pastor's children)
- h. Certification from the District Superintendent that will certify that the applicant is a son/daughter of an ordained minister of the United Methodist church (state the name & location of the church) and the duration of the appointment. (for United Methodist Ministers' Children)

2. Continuing Applicants

- a. Accomplished application form accompanied by a personal letter of application. On the blank space below, briefly write an essay about yourself, your goals in life and why you need this special scholarship and what it will mean to you if granted.
- b. Certified TQPA of 2.5 or better from the College.
- c. Latest income tax return or Certification as non-filer from the local BIR of both parents.
- d. Endorsement from the College Dean.
- e. Certification from the District Conference stating that her/his parent/s are practicing pastor/s to a local church (state the name & location of the church) and the duration of the appointment. (for UCCP Pastor's children)

3. Transferee

- a. Accomplished application form. On a separate sheet of paper, briefly write an essay about yourself, your goals in life and why you need this special scholarship and what it will mean to you if granted.
- b. Photocopy of Informative Copy of Record (TOR) with a TQPA of 2.5 or better.
- c. Latest income tax return or Certification as non-filer from the local BIR of both parents.
- d. Certificate from the school indicating the accrediting agencies of the school.
- e. Certification from the District Conference stating that her/his parent/s are practicing pastor/s to a local church (state the name & location of the church) and the duration of the appointment. (for UCCP Pastor's children)
- f. Certification from the District Superintendent that will certify that the applicant is a son/daughter of an ordained minister of the United Methodist Church (state the name & location of the church) and the duration of the appointment. (for United Methodist Ministers' Children)

STUDENT LOANS

The University has several Funds available for emergency short-term loans for college students to help defray their immediate school and personal expenses. The maximum amount per loan is Php2,000.00 with no interest. The loan may be availed of at least 3 times per semester and no subsequent release will be made if the student has not paid off the previous loan. Loans must be cleared by the end of the school year. For loans open to working students only, the student must have rendered at least 20 hours of service the previous month to avail of the loan.

INTERNATIONAL STUDENT PROGRAMS AND SERVICES

Silliman University is home to around 300 international students every school year. They come from 50 countries in Asia, America, Africa and Europe, and provide a rich mix of cultures, social orientations and faith perspectives.

Besides our foreign students who are pursuing regular degrees are those who join us for student exchange, Intensive English Orientation, and service-learning from countries like Japan, Thailand, Korea, India, German, and the United States.

International Student Center Services

INTERNATIONAL STUDENT ADMISSION PROCESS

1. Overseas Student Application

Guided by the instructions in the Silliman University website <http://su.edu.ph/page/181-International-Students-Guide>, the student applicant while abroad:

- a. Files the application online with honorable dismissal from previous school and from the Foreign Service office of the country of origin.
- b. Silliman University acknowledges receipt of online application through the Adviser of International Students (AIS). Details about enrolment and the name of the student mentor from the program applied for will be included.
- c. The Silliman University Registrar and Admissions Officer issues an Acceptance Letter and the AIS sends this to the student. A letter introducing the Dean of the College that will also offer the chosen program be sent.

2. Visa Application

Upon receipt of the S.U. Acceptance Letter, the student applies for student visa. If due to time constraint, student may apply for a tourist visa (9a) for 21 or 29 days at the Philippine Consulate or Embassy. When in the Philippines the student must then apply for conversion to his/her student visa at the Bureau of Immigration.

3. Filing of Student Visa

For the filing of Student Visa Conversion, Student Visa Extension, Special Study Permit, New ACR I-Card and ACR I-Card Renewal, the following requirements provided by the Bureau of Immigration must be produced:

- a. Extension of Student Visa Requirements
 - Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning

school, stating that the applicant qualifies for the application with the school letterhead and dry seal;

- Duly accomplished CGAF (BI Form CGAF-003-Rev2).
- Photocopy of passport bio-page, visa implementation page and latest admission with the valid authorized stay;
- Copy of latest Transcript of Records (TOR) or Certificate of Grades for two (2) previous semesters;
- Honorable dismissal or certificate of transfer from previous school, in case of transfer;
- Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school;
- Photocopy of BI school accreditation ID of the registrar or the school representative;
- BI Clearance Certificate;
- Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex “A” of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

b. Special Study Permit (SSP)

- Letter request addressed to the commissioner from the representative of the petitioning school;
- Duly accomplished CGAF (BI Form CGAF-003-Rev2). If the applicant is minor, it shall be signed by the parent or the legal guardian;
- Photocopy of passport bio-page and latest admission with valid authorized stay;
- Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;
- Photocopy of BI school accreditation ID of the registrar or school representative;
- National Bureau of Investigation (NBI) Clearance, in case of flying schools;
- BI Clearance Certificate.

4. Enrollment

The Dean of the College (in Silliman University) offering the chosen program will send a copy of the proposed class schedule to the applicant and the AIS.

NOTE: International Student Fee is collected every semester from International Students.

a. Dormitory Information

Dormitory / Boarding House reservation (inside/outside campus) must be arranged by the student earlier options may be consider upon arrival.

5. Arrival

- a. The student will send to AIS confirmation of flight information/ booking: from country of origin to Manila/Cebu – Dumaguete.
- b. Mentor from the college; with AIS and Higala International: Students from around the world country representatives will be in the welcoming.
- c. The new student will have a campus tour with campus ambassadors.
- d. The student will be given the schedule of the University and HI:SAW Orientation; an orientation kit will also be provided.

SAFETY AND SECURITY SERVICES

The SILLIMAN UNIVERSITY contracted the services of a private security agency to guard and protect the entire campus, including the properties and improvements therein, their immediate premises, as well as the members of the faculty, students, all personnel, and guests/visitors therein, and all the vehicles parked in the said premises, from assault, trespass, arson, robbery, mischief, or other unlawful acts or negligence.

The winning bidder CFORCE SECURITY SERVICES, INC. (AGENCY) whose contract was extended for another school year, with SEC Company Registration No. CS200926429 and Department of Labor and Employment (DOLE) Certificate of Registration No. CEO26880, will be providing the security services of the UNIVERSITY.

The AGENCY will be the one to assign and deploy security guards which will primarily guard and protect all buildings, structures, improvements, and edifice within the UNIVERSITY and the premises within the immediate areas. In addition, parking areas and the cars parked therein and all members of the faculty, staff, students, personnel, visitors and other persons inside the buildings of the UNIVERSITY and the premises within the immediate areas.

All guards are duly licensed which complied all the necessary required documents upon reporting to duty. The AGENCY are the ones responsible for the supervision and control of its security guards and other personnel wherein the UNIVERSITY, through the OIC Chief Security Officer, may monitor and observe the actual delivery of security services by such security personnel of the AGENCY at their assigned posts, and recommend or request to the AGENCY measures or changes to ensure the efficiency of security services.

Security operations equipment are likewise provided by the AGENCY such as transportation (motorcycle), communications (radio/cellphone), metal detectors and chassis mirror. Their security guards are likewise provided with a complete uniform and paraphernalia's. In case of bad weather, they are issued with one (1) pair rubber boots and plastic trench coat or raincoat. And for gate guards manning traffic for vehicles entering/exiting along the highway, they have reflector hand gloves and four (4) strap-on torso reflector jackets.

The Standard Operating Procedure (SOP) for Security Guards prepared by the Public Assistance and Security Office (PASO) are being faithfully observed by both parties.

Role of the Security Guard

To protect Silliman community, property and information. They should provide security for the Silliman community specifically the Administrators, Faculty/Staff, students, visitors and guests, buildings and property through patrol of school buildings and building perimeters, including parking lots, to prevent unauthorized visitors or property damage and to provide for general building security.

Role of the Security Supervisors/Inspectors

To protect Silliman Community, property and information. They are

responsible for everything that occurs within the limits of their post while they are on duty. They are also responsible for all equipment and property located within the limits of their post.

The security service contractor shall monitor and submit written reports in case there is a violation of university policies. Security guards shall report to Public Assistance and Security/Safety Office (PASO) immediately all violations committed by individual or group that occurs on or near his/her post inside the campus and in all buildings owned and operated by Silliman University, hazing or any practice by a group or individual that is contrary to the Anti--Hazing Law (Republic Act No. 8049), acts of immorality and any other acts committed on campus which adversely affect the reputation of the university or the status and/or safety of its students. They are required to submit reports to PASO for immediate action.

Furthermore, the security service contractors shall enforce/implement the ff:

1. The No Identification/No Sticker – No Entry Policy
2. The Helmet Policy
3. The No Smoking Policy
4. The No To-Single Use Plastic Policy
5. The No Idling Policy
6. The Gate Control Policies

The AGENCY shall regularly assess the safety and security protocols of the UNIVERSITY and make recommendations on how to improve the same. The AGENCY shall also be liable for liquidated damages for failure to exercise due diligence in the performance and conduct of its security personnel and shall be a ground for the UNIVERSITY to pre-terminate the contract.

CRISIS PREVENTION AND RESPONSE POLICY AND PROTOCOL

Silliman University as an institution of higher learning is committed to ensuring health, safety, security, and welfare of persons as well as protection of property in the campus. The protocol is intended to establish framework and guidelines for immediate response to a declared emergency or crisis.

For purposes of this protocol, an emergency or crisis is defined as: “an urgent and/or critical situation, temporary in nature, that threatens or causes harm to people or causes harm to individuals, the environment, university property or disrupts critical operations.”

Policy

In case of an emergency or a crisis, it is the policy of the University:

1. To authorize and initiate timely and appropriate response from the Crisis Prevention and Response Team (CPRT) with the assistance of the University Security and Information Office, Silliman University Medical Center Foundation, Inc., Dumaguete City, Philippine National Police, City Fire Department, and other colleges/departments/units.
2. To require all individuals in the university to fully cooperate/coordinate with the CPRT upon the activation of emergency and crisis response.
3. To establish and maintain a CPRT responsible to oversee the management of emergency or crisis procedures.
4. To designate a CPRT Chairperson to be responsible for the administration of emergency or crisis prevention and response.
5. To require all colleges and departments and other units/offices to prepare appropriate emergency and crisis response plan.
6. To authorize the CPRT to coordinate with the local authorities, such as the City Government of Dumaguete, Philippine National Police, City Fire Department, and other governmental and non-governmental agencies/organizations in the event of widespread emergency or disaster
7. To establish necessary mutual aid agreements or assistance with other emergency services, institutions, or organizations to ensure adequate resources to cope with emergency or crisis that may arise.
8. To establish a crisis Operation Control Center to coordinate the response to a major emergency or crisis.

Emergency and Crisis Response Protocol

1. FIRE EMERGENCY

Inside the building:

- a. Do NOT panic
- b. Activate a fire alarm or pull station
- c. Call or text 299 (Security Office) or 0965 175 1949

- d. Evacuate the building using the fire exit or building evacuation instructions
- e. Do not lock the doors when leaving

Outside the building

- a. Call or text 299 (Security Office) or 0965 175 1949
- b. Give caller name, address, and location of fire
- c. Do NOT activate the building fire alarm system

2. BUILDING EVACUATION

When the building fire alarms sound:

- a. Immediately evacuate using the fire exit or building emergency instructions
- b. Assist the evacuation of individuals with special needs
- c. Do not lock the doors when leaving
- d. Walk to the nearest exit/stairwell
- e. Proceed to the safest area outside the building
- f. Call or text 299 (Security Office) or 0965 175 1949
- g. Give caller name, address, location of fire

3. BOMB THREAT

Important Information:

- a. Schools are responsible for assessing bomb threats to determine credibility.
- b. All bomb threats must be taken seriously until they are assessed.
- c. The decision whether or not to evacuate rests with the university, unless a device is located.

By Telephone Call

- a. List down all the information

By Written Note

- a. Preserve the evidence
- c. Place note in the plastic bag, if available
- d. Immediately after the call is terminated call local 299 (Security Office) or dial 0 (PABX Operator)
- e. Notify the department head or the administrator of the building, or office of the Dean
- f. Meet and assist the University official and security personnel
- g. As directed by the proper University authorities, help locate and identify suspicious item

- h. Do not touch any suspicious item/s, package/s, or device/s
- i. Evacuate the buildings as directed by the building evacuation plan
- j. Do Not re-enter building until cleared by authorized personnel

4. MEDICAL EMERGENCY

- a. Call or text 299 (Security Office) or 0965 175 1949
- b. Provide the following information: Location of emergency, type of injury, if known; brief description of injured person.
- c. Do NOT move or transport the injured if, possible
- d. Give full attention to the victim/s
- e. Ask person/s for an assistance to locate the nearest office in the vicinity.
- f. Assist the transportation of the injured to the SU Medical Center

5. FIGHT/DISTURBANCE

- a. Ensure the safety of students, faculty, and staff first
- b. Notify the nearest office in the vicinity (administrator, or dean)
- c. Call or text or 299 (Security Office) or 0965 175 1949
- d. Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area.
- e. When participants are separated, do not allow further visual or verbal contact.
- f. Deal with event according to school's discipline policy
- g. For fights or disturbances that elevate to possible assault level, refer to Assault guidance
- h. Meet and assist the University official or security personnel in the investigation

6. ASSAULT

- a. Ensure the safety of students, faculty, and staff first
- b. Notify the nearest office in the vicinity
- c. Call or text 299 (Security Office) or 0965 175 1949
- d. Notify the security personnel if circumstances lead you to believe that criminal activity is involved. e.g., if a weapon is used, if there has been a sexual assault or there is physical injury that causes substantial pain.
- e. If victim requires medical attention, follow Medical Emergency procedures
- f. Do not leave the victim alone

- g. Meet and assist the University official or security personnel in the investigation

7. THEFT/ROBBERY

- a. Discovery of missing personal belongings
- b. Call or text (University Hotline Number)
- c. Call for help or assistance from the nearest office or building administrator
- d. Meet and assist the University official or security personnel in the investigation

8. SNATCHING/HOLD UP

- a. Do NOT attempt to resist or fight with the perpetrator/s
- b. Call or text 299 or 0965 175 1949
- c. Ask for help/assistance to the nearest office in the area or security outpost.
- d. Meet and assist the University official or security personnel in the investigation

9. HOSTAGE

Witness to a hostage situation:

- a. If the hostage-taker is unaware of your presence, DO NOT INTERVENE!
- b. Notify the nearest office in the vicinity. The university official, administrator, or the dean may wish to initiate lockdown procedures or evacuation
- c. Call or text 299 (Security Office) or 0965 175 1949. Give dispatcher details of situation
- d. Security personnel will take control of hostage scene, university official, administrator, or the dean coordinates with police or security personnel for safety and welfare of students, faculty, and staff.

If taken hostage:

- a. Cooperate with hostage-taker to the fullest extent possible
- b. Try not to panic, Calm students if they are present
- c. Treat the hostage-taker as normally as possible
- d. Be respectful to the hostage-taker
- e. Ask permission to speak; do not argue or make suggestions.

10. SHOOTING

If a person displays a firearm or begins shooting:

- a. Move to or seek safe shelter. Go to lockdown procedures
- b. Notify the nearest office in the vicinity
- c. Call or text 299 (Security Office) or 0965 175 1949

If you hear gunshots:

- a. If possible, determine where shooting is taking place
- b. Seek safe shelter
- c. If outside, stay as low to the ground as possible, and find any kind of cover
- d. If inside, go to lockdown procedures
- e. Notify the nearest office in the vicinity when it is safe to do so
- f. University official or administrator or security personnel or the police may order lockdown procedures
- g. Assess the situation as to:
 - Shooter's location
 - Injuries
 - Potential for additional shooting
- h. Call or text (Security Office) or 0965 175 1949 and give as much detail as possible about the situation.
- i. Secure the vicinity, if appropriate
- j. Help students, faculty, and staff find safe shelter
- k. Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger

11. SEXUAL ASSAULT/HARASSMENT/RAPE

- a. Get to a safe place as soon as you can
- b. Try to preserve all physical evidence
- c. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes put all clothing you were wearing at the time of the attack in a paper, not plastic bag
- d. Get medical attention as soon as possible to make sure you are physically well and to collect important evidence In the event you may later wish to take legal action.
- e. Call or text 299 (Security Office) or 0965 175 1949
- f. Call for help or assistance to the nearest office in the vicinity or security outposts

- g. Talk with a counselor who will maintain confidentially, help explain your options, give you information, and provide emotional support
- h. Contact someone you trust to be with you and support you
- i. The Office of Student Services upon notification of the incident shall facilitate the investigation as well as the filing of complaint against the suspected individual/s.

12. SUICIDE

Early signs/suicide attempts/serious acts of self-harm

- a. In the event that a person indicates alarming signs of suicide ideation, report to the nearest guidance counselor of your college for assistance.
- b. In case of suicide attempt or serious act of self-harm, call or text 299 (Security Office) or notify any person of authority in the building or vicinity for medical emergency.
- c. If the attempt is less serious or non-life threatening, the student shall be referred to the Student Guidance and Testing Division for appropriate counseling intervention as soon as possible. The Office of Student Services shall also notify the guardian or the family of the student. If the student fails to cooperate with the Student Guidance and Testing Division, the Office of Student Services shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- d. If the attempt is serious and life threatening, the Office of Student Services shall notify the family immediately and arrange for immediate trauma and counseling response.
- e. Upon release and recovery of the student, the student shall be referred to the Student Guidance and Testing Division and arrange for mandatory counseling sessions. If the student fails to cooperate with the Student Guidance and Testing Division, the Office of Student Services shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- f. In cases of serious and repeated attempts, and when attempts to secure voluntary cooperation from the student have failed, the Office of Student Services in coordination with the Student Guidance and Testing Division, shall consider the suitability of continued enrolment. If an involuntary withdrawal is imposed, psychiatric

and medical evaluations must be processed to support the decision. (The Office of Student Services reserves the right to choose an independent evaluation, the method, and the entity/person who will conduct the evaluation.)

- g. If the student withdraws voluntarily or involuntarily from the University as a result of a suicide attempt or other self-harm incident, the Office of Student Services will place the student's future enrolment or registration on hold until it is determined by the Office of Student Services that the student (supported by psychiatric and medical evaluations as previously mentioned) is ready to return to the University.
- h. In the event of student suicide, the staff, person, or student who received the initial notification shall notify the University Security and the Office of Student Services, who will then immediately notify the police.
- i. The Office of Student Services shall assume responsibility of contacting the guardian and the parents or other emergency contacts.
- j. The Office of Student Services through the Student Guidance and Testing Division shall assess impact populations and dispatch counseling team to assist those who may be affected by the incident (i.e. roommates, fellow residents, classmates, friends, student groups or organizations).
- k. The Office of Student Services shall implement procedures regarding the death of a student by providing notices to administrative and academic units in coordination with the Vice-President for Academic Affairs. Information shall be provided to the Office of Information and Publications for the official University press statement.

STUDENT DEVELOPMENT

Student Life

SILLIMAN UNIVERSITY STUDENT GOVERNMENT (SUSG)

The Student Government at Silliman serves to strengthen the bonds

of fellowship among the students, promote their interest, and provide opportunities for training on good citizenship. To carry out these objectives, the Student Government functions under a constitution and a set of rules and regulations. The Office of Student Services (OSS), through the Student Organizations and Activities Division (SOAD), acts as the supervisory unit of the Student Government.

Under the present set-up, the Student Government is divided into three branches: the executive, the legislative and the judicial departments. The executive power is exercised by the president with the assistance of the Cabinet. The Cabinet is composed of the president, vice president and the respective heads of the Executive Committee who shall be appointed by the president. The legislative power of the Student Government is vested in the Student Assembly. It is composed of elected representatives of the different schools and colleges.

The justice committee exercises judicial power. It is composed of the prime justice and six other justices who shall be appointed by the president upon recommendation of the Committee on Appointments. Election of the Student Government officers is held before the close of the academic year.

Political Campaigns for Student Government Elections

1. Student political rallies may be held after securing the necessary permit from the SOAD. Rallies are held at the Amphitheater or in other appropriate places as approved by the SOAD. A classroom-to-classroom campaign must be cleared and approved by the Vice President for Academic Affairs and the Directors/Dean of the schools/colleges concerned.
2. Candidates and their leaders or sympathizers may speak before dormitory residents during devotional hours with arrangements made in advance with the head of the Student Housing and Residence Division and the dormitory managers. Dormitory room-to-room campaigning is not allowed.
3. The other rules and procedures of the election are set by the Commission on Elections (COMELEC) of the Student Government.

UNIVERSITY CONVOCATIONS

Convocations are a means of enriching campus life at Silliman. Measures are done to make the convocation programs interesting and meaningful. Guest speakers are featured along with our own faculty members. Convocations are usually scheduled on Mondays, unless visits of resource persons fall on another day. Students are urged to attend the convocations.

COLLEGE ASSEMBLIES

Students are required to attend college or departmental assemblies ideally scheduled on a Monday. The college assembly features a wide variety of educational and entertaining programs that are usually sponsored by student groups within the college.

ATHLETICS

Silliman recognizes the importance of a strong athletics program, in addition to physical education courses that are part of the General Education program. The Athletics Department supervises a full program of intramural sports in which all students are encouraged to participate. The program runs throughout the school year and includes all organized competitive sports.

The University's varsity teams often compete against teams from other educational institutions and participate actively in national competitions sponsored by the Department of Education or the Commission on Higher Education.

THE CULTURE AND ARTS PROGRAMS

Silliman University offers a variety of cultural programs produced by the faculty and students. The Culture and Arts Council adds to the fare with a season each semester, featuring university-based, national, and international talents.

Venues for the productions are the College of Performing and Visual Arts Music-Sala, the Woodward Little Theater, Assembly Hall, Multi-Purpose Center, and the Luce Auditorium.

Venues for the Art Exhibits are the Ariniego Art Gallery, the Luce Auditorium Foyer and some sections of the Silliman University Main Library.

Campus Chaplaincy Services

The Silliman University Church is strategically located at the heart of the campus for a purpose. It constantly reminds us of the central focus of the teaching-learning experience in Silliman—quality Christian education. The Christian character of this education is reflective of the Protestant evangelical and reformed traditions of the faith.

While Silliman University Church is an integral part of the United Church of Christ in the Philippines, it welcomes everybody in its corporate worship and common witness. The church aims “to proclaim Jesus Christ as Lord and Savior in the campus and the larger community, to invite all into a life of discipleship and dynamic witness.”

Through the Youth and Campus Ministry Unit, Silliman University Church provides a wide range of opportunities for students to have a personal encounter with Jesus Christ, He who said, “I am the Way (Via), the Truth (Veritas) and the Life (Vita).” Through various programs students are invited to explore the challenges of the faith in the midst of a changing world within an atmosphere of openness in a discerning community.

Programs initiated by the Church are open to everybody. One does not need to become a member to actively participate. There are various groups of the Church that cater to student needs: the Christian Youth Fellowship (CYF), the Young Adults Fellowship (YAF), the Campus Ministry, the Covenant Choir and the Pilgrim Choir, among others. The Church connects spiritual disciplines and academic learning, thereby integrating holistic growth in body, mind and spirit.

Corporate worship services on Sundays are held at 6:30 a.m. Silliman Heights, 8:00 a.m. Udarbe Chapel, 10:00 a.m. Main Church, 4:00 p.m. Main Church, 5:00 p.m. Udarbe Chapel Lawn. There is a midweek service every Wednesday at 7:00 p.m. The Sacrament of the Holy Communion is celebrated every first Sunday of the month and on Wednesday after the first Sunday. While the Church Office is open during regular office hours, you can call any of the pastors all the time for assistance and counseling.

CAMPUS CHAPLAINCY CENTER

The Campus Chaplaincy Center, in coordination with Silliman University Church, commits “to proclaim Jesus Christ, as Savior and Lord in the

Silliman community, inviting all to become Christ's disciples so that they may live a life of service to others."

The campus Chaplaincy Center serves the faculty, staff, and students in strengthening their spiritual lives. It also seeks to assist the various units in their religious life activities. The Center, which is guided by its three "S" goals, namely: (1) We SHARE the Good News (proclamation), (2) we SHAPE character (discipleship), and (3) We SERVE others (service), offers the following services:

- SHARE the Good News: Worship Services, Convocations, and Devotions
- SHAPE Character: Bible Studies, Leadership Trainings, Retreats
- SERVE others: Pastoral Care & Counseling Mission Outreaches

The Center offers the Scheide Chapel, a prayer and peace sanctuary, for prayer and meditation anytime of the day. Religious organizations are encouraged to use the Chapel for religious activities in the evenings.

The Center also offers the Catacombs (back of SU Church) for everyone. Students can hang out, relax, play or study over a cup of coffee. Interactive games are provided to build meaningful relationships.

Assisting in the implementation of the programs of the Center are the various church youth organizations of Silliman University Church such as: Christian Youth Fellowship and Young Adults Fellowship 20's.

The Center also coordinates with the religious student organizations in the campus, through the Council of Religious Students Organizations and the Religious Life Council of the SU Student Government.

Student Organizations and Activities

Silliman University has a strong program of student activities. These activities vary from student organizations to student publications and from dramatics and music to athletics.

Students are encouraged to participate in as many activities as possible, provided these do not interfere with the greater goal of good academic work. Students are encouraged likewise to consult the SOAD on matters concerning student activities.

At the end of every school year, the University recognizes outstanding students who have contributed to enriching campus and community life,

through the University Co-Curricular Awards. Awards for outstanding organizations are also given by the Committee on Student Organizations (SUSG-ComSO). The SOAD is actively involved in administering these awards.

SOAD REGULAR LEADERSHIP DEVELOPMENT TRAINING

1. SUSG Execom Leadership Training and Team Building.

Before the start of the school year, the incoming members of the SUSG (Execom) undergoes Leadership Training and Team Building. Although there are only two political parties in the university, it is acknowledged that every administration has diverse personalities coming from different colleges, not to mention different party affiliations with different ideas and/or political agenda. It is, therefore, necessary to bring these student leaders together and make them work as one; acknowledging each other's strengths and weaknesses for the common goal of delivering effective and efficient service to the students, the university and the community.

True to its objectives, the university invites notable university personalities to talk to the participants about the university's four functions of Faith, Instruction, Research and Extension, as well as the 5 Cs of Silliman Education. These components are expected to be always incorporated in the activities and engagements of not only the students but also the entire SU community.

2. Committee on Student Organizations Leadership Training and Team Building.

The SUSG Committee on Student Organization (ComSO) is the arm of SOAD in the administration of its functions. Just like the SUSG Executive Committee, every start of the school year, SOAD ensures that all members of ComSO are working cohesively with each other. SOAD acknowledges that ComSO is an integral partner, the partnership will not be functioning well if the partnership is not rooted on solid foundation.

It is also during this time that the action plan for the coming school year is set and immediately executed. However, plans are not carried out properly without proper guidance; again SOAD invites personalities to talk with the participants, those that will help ensure

the efficient functionality of the group in order to meet its objectives and purpose.

3. Organization Summit (Every 1st semester)

At the start of every semester, SOAD in partnership with the SUSG ComSO, gathers all organizations for an orientation, where matters in relation to the conduct of co-curricular activities for the semester are discussed with organization leaders. These include instructions and guidelines on current and new regulations as may be promulgated by the ComSO, SOAD, and the university.

Organization concerns, questions and clarifications are addressed in this gathering.

4. Organizational Development (Every 2nd semester)

The OrgDev is a response to the Org. Summit. After careful assessment of the concerns raised during the summit, and per evaluation of the previous school year, organizations are made to undergo workshops, seminars, and human relations training.

These are the four regular programs delivered to the students through OSS-SOAD. Other programs may be held during the school year, based on necessity and/or when an opportunity arises.

EDUCATIONAL FIELD TRIPS

A field trip is defined as one initiated by the instructor as a regularly scheduled part of class work. If it is necessary to schedule these trips at times when the student has other regularly scheduled classes, the student may be excused from these classes, provided certain regulations are complied with. It is, of course, understood that the student must make up for any work missed.

Rules and Regulations

1. Supervision. The college dean or principal shall have supervision and control of all field trips and shall keep a calendar thereof. She/he has the prerogative to evaluate the relevance of the field trip learning. Before endorsing field trips for approval, he/she shall review the following:
 - a. The specific academic objectives of the field trips as approved and endorsed by the Department Head;
 - b. Expenses (transportation, accommodation and meal arrangement

- included) which should not be unduly burdensome to the student's parents;
- c. Safety consideration with respect to the transportation and the peace and order situation in the place to be visited;
 - d. Number of days the trip will take and classes that will be missed;
 - e. The adequacy of chaperonage and/or guidance for the number of students involved;
 - f. The written approval or invitation of companies and institutions to be visited.
2. Scheduling. Field trips for the entire semester should be scheduled at the beginning of the semester and distributed evenly throughout the term.
 3. Announcement. Notification of the proposed field trip should be made to the Dean at least three weeks in advance so that it may be cleared with the other teachers. Permit forms must be submitted to the Student Organizations and Activities Division or Office of Student Services not later than one week before the scheduled trip.

Checklist of Requirements

1. The written approval from parents/guardians of the student going on field trips should be filed with the Dean's Office before departure.
2. Clearance from Business and Finance regarding school obligations.
3. The faculty member in charge of the trip is expected to brief the group before departure. Besides the academic objectives of the trip, students should also be oriented in such matters as:
 - a. Behavior during the trip especially while visiting homes, offices, companies, or institutions;
4. After every field trip, the faculty member in charge should report to the Dean with the following particulars:
 - a. Log of the field trip
 - b. Attainment of the objectives and other learning benefits.
 - c. Justification of costs.
 - d. Other related accomplishments which were not in the schedule/program/ objectives of the trip.
 - e. Instances of breach of discipline and other untoward conduct by any participants of the trip.

The Office of the Vice President for Academic Affairs gives the final approval for field trips.

Additional Guidelines

1. Trips to Manila are discouraged because of the high cost involved. Suggested destinations: Cebu, Cagayan de Oro, Iligan or Bacolod.
2. Trip is limited to three class days, but still preferably on weekends.
3. Permits from parents shall be submitted together with the application.
4. Application for field trips must be submitted to the Student Organizations and Activities Division (SOAD) or the Office of Student Services not later than one week before the trip.
5. Expenses for student should be limited to transportation, board and lodging, plus a 10% contingency fund.
6. Chaperon expenses should not be charged to the students.
7. Each student participant must submit a report to the adviser after the field trip. The adviser makes a report to the Dean.
8. For a more detailed guideline on Educational Trips, please refer to Annex (Major-Off-Campus Trips)

RULES AND REGULATIONS ON STUDENT ACTIVITIES**Activities Calendar**

The Activities Calendar was devised for the purpose of keeping a record of all activities sponsored by Silliman University students, faculty, and campus organizations, whether on or off-campus. The record is kept so that these activities may be properly spaced; rooms and equipment as needed are provided and available; and final arrangements for holding any activity or series of activities are made there.

The Activities Calendar is kept in the Student Organizations and Activities Division of the Office of Student Services.

Scheduling of Activities

The Student Organizations and Activities Division reviews the program of the student organization reserving a date or a number of dates. All planned activities of registered campus organizations are expected to be scheduled in the Activities Calendar at least two weeks in advance. These include benefit

activities, programs, contests, and formal and informal dances. Other activities should be scheduled at least one week in advance, such as picnics, excursions, service projects, etc.

Recognized student organizations are entitled to protected dates. Protected dates are dates in the Activities Calendar reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted on the basis of the nature of the program and the degree of student involvement.

A long-range protected reservation is tentative and must be reconfirmed by the entity two weeks before the activity; otherwise the date will be made available to other groups.

Request should be made in writing. Reservations for protected dates will be on a first-come, first-served basis, except when the date proposed coincides with the date of an important University-wide activity, in which case the latter takes precedence.

Weekends scheduled for University or special church programs, the week before and during the final examinations, are protected.

Processing of Permits for Activities

All activities sponsored by registered student organizations shall have the place, date, and chaperon approved in advance by the Student Organizations and Activities Division.

It is expected of all registered student organizations to assign one member, preferably the president or secretary, to prepare and follow up applications to hold activities.

Applications to hold activities should be submitted to the SOAD not later than one (1) week before the scheduled activity. Exceptions to accepted procedure are referred to the Dean of Students.

Student groups are required to observe the following in securing permits for activities held inside and outside the campus:

1. Secure an application form quadruplicate at the SOAD.
2. The form should be signed by the following persons: president and adviser of the group or organization; dean/principal of the college/school; person in charge of the activity or place/building, chaperons; and the SUSG-COMSO, if a CSO member organization.

3. Submit the form to the SOAD office for approval. For off-campus and fund-raising activities, submit the form to the SOAD office for endorsement, to the VPAA and to the Office of the President for final approval.
4. If the application is approved, furnish one copy to the SOAD office, one for the SUSG- ComSO, one for the University Security, and one for the organization.

Cancellation of Scheduled Activities

If plans of an organization change and the activity are not held as scheduled, the group should notify the Student Organizations and Activities Division of the change at once, so that the activity may be cancelled on the Activities Calendar and made available for another group.

Picnics, Excursions and Delegations

Sunday picnickers are permitted to leave the campus only after the second morning worship service and must return to the campus not later than 5:00 p.m.

There should be one chaperon for every thirty-five students or a major fraction thereof. Class/group advisers are not considered chaperons.

All University students who wish to join a university delegation must secure written permission from the matron or a person in charge of the university dormitory if they are campus residents or from their parents or guardians, if interns, to be submitted together with the insurance and the permit of the activity. In case of the interns, the permission to be granted by the dormitory matron or manager will be based on their parents' specific instructions as expressed in the questionnaires mailed to the parents by the dormitory management at the start of the school year. Hence, if there are no such questionnaires duly answered and signed by the students' parents, written permission from the home will still be required only for off-campus trips or activity.

Members of athletic teams, if minors, must comply with this requirement in order to qualify for participation in athletic meets.

Social Affairs and Gatherings

The following rules apply to all social affairs held by any college, unit or entity of the university and to any parties and off-campus initiated or sponsored by

students of the University.

1. All social affairs must be scheduled with the SOAD office at least one week before the affairs are to be held.
2. The head of the entity sponsoring the affair, chaperonage, finances, and compliance with other regulations must be included.
3. No permission shall be granted unless the dean or adviser signifies that such meeting will be held. By such signification, It shall be understood that the unit head shall be present in the affair and shall further assume responsibility for the conduct of the said affair.

Formal Social Gatherings

Formal social gatherings in any approved hall or home with more than 30 persons in attendance may be sponsored or held by a college, or any duly registered campus organization.

Each college or school organization is allowed one formal social affair in a school year. This includes the ROTC, CWTS/LES units. Colleges may combine in holding such affair. These social affairs are usually held on a night before a holiday or on a weekend night when there are no classes or University activity the following day, in an approved hall or residence. No formal affairs, however, will be allowed within two weeks before the close of the semester, unless otherwise permitted by the VPAA for all valid reasons.

No student may be compelled to contribute any amount if he cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the college or entity responsible.

No contract or agreement involving financial obligation shall be entered into without consent of the unit head or the organization adviser and the University Comptroller or his representative. In no case should a contract be executed prior to approval of the holding of the said activity by the Dean of Students.

A careful accounting of income and expenses (or receipts and disbursements) should be made after every social affair, duly approved by the unit head(s).

Informal Social Gatherings

Informal gatherings are programs with no more than 30 persons in attendance.

It is understood that the adviser of the entity sponsoring the activity is present throughout such activities and should share the same responsibility with the officers and members for the proper conduct of the activity.

Chaperonage

For formal and informal social gatherings on campus, there shall be at least one faculty/staff adviser of the entity sponsoring the activity. Every gentleman is expected to call for and escort his date to the dormitory after the activity.

When the social activity is held off-campus, another faculty/staff member is required other than the adviser and the host and hostess who have formally/signed up to take responsibility for the proper conduct of the activity.

All social activities held on campus should end not later than 9:45 P.M. to allow off-campus students and guests to leave the campus before the gates close. If the activity is held off-campus, dormitory residents are expected to leave the activity early enough to be on the campus before the gates close at 10:00 p.m., except upon the prior arrangement with the proper authorities. The student inviting a non-Sillimanian will be held responsible for the latter's conduct during the activity.

All students are expected to show courtesy and thoughtfulness for others and to maintain proper decorum during any social activity.

REGULATIONS ON STUDENT ORGANIZATIONS

Silliman provides its students with opportunities for the development and expression of skills through membership in student organizations. These vary from interest groups and course-related or professional societies/organizations to service-oriented groups.

These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of like interests.

Membership

1. Only bonafide students are qualified to become members of student organizations. Advisorship in these organizations is limited to full-time faculty or staff members of the University.
2. Elementary and high school students, college freshmen, and students on

academic probation are not eligible to join any organization except class, dormitory, and/or are one interest group related to their field or study.

3. A student cannot be a president or vice-president of more than one organization in addition to his class, dormitory, or interest groups.
4. An officer of any organization should carry an academic load of not less than 12 units and should have a minimum cumulative grade point average of 2.5 (term QPA) which must be maintained during his term of office.
5. A student under strict disciplinary or academic probation cannot be elected to any office.

New Organizations

New organizations are those seeking official recognition for the first time. Prior to being afforded the privilege to apply for registration, new organizations are required to submit a copy of their Constitution and By-Laws for SOAD to evaluate. Based on the nature of the organization, endorsements from certain university entities may be required for new organizations to finally be given the approval to apply for registration. New organizations are allowed registration only during the second semester. This in effect puts them on probationary status during the second semester and the summer term. If they satisfactorily comply with the requirements, the probationary status is lifted; hence they shall be eligible for registration in the first semester of the next school year. Registration is held within the first three weeks after the start of the second semester.

Returning Organizations

For this purpose, returning organizations are those organizations that have been afforded official recognition in the past, but have ceased to exist for a period of at least one semester. Similar to new organizations, returning organizations are allowed registration only during the second semester; and registration held within the first three weeks after the start of the Semester. If and when necessary, returning organizations may be required to submit an updated copy of their Constitution and By-Laws.

Continuing Organizations

For this purpose, continuing organizations refer to those organizations that

have satisfactorily complied with the requirements of the previous school year, and are eligible for renewal in the next school year.

Renewal of registration for continuing organizations are held within the first three weeks after the start of the first semester.

Delinquent Organizations/Sanction

Those organizations that have not satisfactorily complied with the requirements, or have committed an offense against university policy and regulation are considered delinquent, hence are not eligible for renewal. Corollary thereto, they are stripped of the privilege to renew their registration in the first semester of the next school year and must wait for the second semester of the school year identified by the head of SOAD, for restoration of standing and eligibility for recognition, but shall be placed on probationary status.

The non-renewal of registration in the first semester serves as a sanction for delinquent organizations; therefore, they are not eligible to join the Hibalag activities in whatever capacity.

Supervision and Coordination

The supervision and coordination of student organizations are undertaken by the Office of Student Organizations and Activities Division (SOAD). Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SOAD.

Recognition

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SOAD office.

To be officially recognized, student organizations must meet the following criteria:

1. Uphold and preserve the ideals and traditions of the University as embodied in the University Statement of Aims and Purposes, in particular:
 - a. Service Organizations must contribute to the welfare of the campus or community;

- b. Interest groups must promote the development of an approved skill or creative interest;
 - c. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
2. Promote academic excellence on the campus.
3. Develop campus-wide friendships and fellowships that transcend race or region.
4. Comply with the semestral and other requirements of the Student Organizations and Activities Division. College, class or dormitory organizations are not considered for recognition.

Religious-oriented organizations shall be eligible for registration in addition to the above mentioned criteria.

Official recognition shall be given to organizations:

1. That, in a Protestant University, shall embody the Christian principles and adherence to the ecumenical interpretation of faith as propagated by the World Council of Churches;
2. That are officially recognized and related to the National Council of Churches in the Philippines (NCCP).

After a thorough examination of the constitution and by-laws, list of officers and members, and program of activities, using the above qualifications, the organization shall then be endorsed by the University Spiritual Life Council (USLC) to the SOAD for official recognition.

Existing religious organizations that are officially recognized and have been part of the campus spiritual life in the past are granted registration without undergoing the process of recognition.

However, the programs and activities of the organizations are still subject to review and appraisal by the URLC and the SOAD. The following organizations are on active status and are granted the exemption:

1. Campus Crusade for Christ
2. Young Life Philippines
3. Student Alliance Lay Movement of the Philippines
4. Inter-Varsity Christian Youth Fellowship

5. Christian in Action
6. St. Thomas Moore Guild

Privileges

1. To hold social functions and other activities during the semester;
2. To compete for awards given to organizations which have contributed most to campus life during the year;
3. To be included in the list of organizations in the Student Handbook or in other official University publications;
4. To enjoy special rates for the use of University facilities and other privileges

Organizations which are not recognized or registered do not have the rights or privileges of registered organizations. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

Registration

Organizations must be registered within the first three weeks after the start of each semester. Only organizations registered with the SOAD may become members of the Council of Student Organizations. (CSO).

Progress Reports

The president or head of every student organization is required to submit to the Student Organizations and Activities Division and SUSG Committee on Student Organizations a written report on the progress of the organization's program at the end of every semester.

Financial Reports

Applicable to Academic Organizations. A financial report covering all the organization's activities duly endorsed by the organization adviser, must be submitted together with the documents for renewal of registration. This is to ensure that the academic organization has no pending financial obligations to its members and/or to the university. Failure of the organization to comply with this requirement may result in the withdrawal of recognition and subsequent reclassification of status to being on probationary.

Initiation

Student organizations should conduct initiations in conformity with the Christian ideals of the University. Organizations are encouraged to emphasize service and productive work project as part of initiation requirements. All forms of hazing are strictly forbidden. No form of physical punishment or indignity such as paddling is allowed. Only college students, 18 years old and above upon date of initiation, are allowed to join fraternities/sororities.

All student organizations that intend to hold initiations for new members should submit to the SOAD a full description of the entire initiation program and procedures with a list of neophytes, recruits or prospective members of the organization (See Requirements for the Conduct of Initiation or Acceptance Rites).

Each organization is allowed to hold only one ceremonial initiation rite, except when the number of neophytes, recruits or pledges requires more. In no case should a neophyte, pledge or recruit undergo more than one ceremonial initiation.

All initiation sessions must be held on the campus proper. The adviser of the organization must be present at all initiation proceedings. In the final initiation program, two additional faculty or staff members of the University must be present in addition to the group advisers.

Members of fraternities shall not be permitted to participate in the initiation of sister of sororities or vice versa. In cases of organizations which have both male and female members, the male members shall not be allowed to initiate any of the female recruits, neophytes or pledges, and female members shall not be allowed to initiate the male neophytes or recruits.

Each organization's set of officers, the advisers, and the University representatives are responsible for the physical welfare of every individual neophyte, recruit or pledge, as well as for the regular members of the organizations.

The whole initiation period should last no longer than three days.

All initiation expenses should be kept within reasonable limits, bearing in mind the capacity of each recruit, neophyte or pledge.

Any violation of these rules and regulations shall constitute grounds for the immediate suspension of the offending organization and disciplinary procedures for erring students.

Requirement for the Conduct of Initiation or Acceptance Rites

1. All duly recognized student organizations (except course-related organizations) are required to file a permit for initiation or acceptance rite at the Student Organizations and Activities Division office.
2. The initiation and acceptance rite permit must be processed and approved seven days
2. before the conduct of such initiation or acceptance rite.
3. All forms of hazing administered to the recruit, neophyte, or applicant as defined under R.A. No. 11053 (Anti-Hazing Act of 2018) are strictly prohibited, and shall subject offenders to criminal liability.
4. The following are the requirements that must be submitted to the SOAD office for the initiation or acceptance rite;
 - a. Approved initiation or acceptance rite permit.
 - b. A written notice of initiation or acceptance activities of the recruit, neophyte, or applicant, which includes detailed programs and schedules of the initiation or acceptance rite. Initiation or acceptance activities shall not exceed three (3) days.
 - c. The specific venue (on campus) of the initiation or acceptance activities.
 - d. A complete list of all recruits, neophytes, or applicants and their corresponding application forms.
 - e. A list of the two (2) University representatives excluding the organization's advisers, approved, by the SOAD office and the organization.
5. The University representatives, the organization's advisers, and the organization's president shall submit a complete list of newly accepted recruits, neophytes, or applicants not later than three days after the activity.
6. Only the names of the newly accepted recruits, neophytes, or applicants duly certified by the University representatives shall be recognized and registered by the organization and the SOAD office.
7. Violation of the guidelines shall be dealt severely.

Solicitation of Funds, Prizes and Sponsors

All applications for money-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the money-raising activity. Permission will be given only if the money to

be raised is intended for a worthy cause. The office of the Vice President for Development (VPD) will issue the necessary forms and will also give instructions on the proper keeping of the record. Tickets must be sold on a cash basis only.

Publicity on Campus

Student organizations are urged to use the University bulletin boards. Department and dormitory bulletin boards may not be used by the students unless permission is first secured from the department or dormitory concerned.

Unauthorized bulletin boards and billboard are not allowed on any campus property. Bulletin boards which are properly authorized may be set up in designated places in the University campus.

Posters on the University bulletin boards shall in no case exceed 16 inches by 11 inches (1 cartolina) in size. No poster shall be posted without the approval by the SOAD Office. Posters must be removed immediately after the termination of the announced activity by the organization sponsoring the activity. No posters or announcements may be posted on trees or walls on the campus. Any violation of the provision shall cause the removal of the posters by authorized persons.

Announcements regarding activities of organizations must first be cleared with the SOAD office to ensure that these activities have been duly approved.

SUACONA STUDENT CENTER (SC)

The SUACONA (Silliman University Alumni Council of North America) Student Center is a facility provided by the University for academic and recreational use of students. Its refurbishment, along with that of the offices in the Oriental Hall, was supported by the SUACONA. The Center is a place where students can take time off to relax during their free time, study (individual or groups), practice group presentations, work on a project, or entertain themselves with a variety of table games, newspapers and magazines, or watch TV. Use of facilities is free for students, but individuals or groups who may want to use the venue for specific activities pay a certain fee. Application forms are available at the Student Center for booking.

Schedule:

Monday to Friday - 8:00 AM - 1:00 PM

Saturday- 8:00 AM - 12:00 NN; 2:00 PM - 6:00 PM

Sunday- 2:00 AM - 5:00 PM

ANNEX (Major Off-Campus Trips)
PROCEDURE FOR PROCESSING OF ACTIVITY PERMIT
FOR MAJOR OFF-CAMPUS TRIPS

This policy is applicable to educational trips, invitational games, competitions, and cultural performances.

Step 1: Faculty Adviser or Team Adviser requests for approval of permit

EDUCATIONAL TRIPS

Requirements/Attachments:

1. Curriculum/Syllabus – justifying that the trip is a requirement
2. Letters of approval or invitation of companies and institutions to visit
3. Duly accomplished educational tour checklist based on university guidelines--checklist is attached to the activity permit form released by SOAD
4. Financial statement reflecting cost to students and cost to university
5. Students' written concurrence
6. Parent's Consent
7. Medical Certificate – honored for one semester only
8. Contact number of faculty adviser and chaperons while on trip (names and contact numbers must be clearly printed on the permit form).

Faculty member in charge of the trip is expected to brief participants before the trip on precautionary measures as well as risk assessment procedures. He or she is also expected to do a debriefing upon return which shall include, among others, reflection on the learning experience, duly documented in a learning journal (journals shall be filed with the respective departments – may be used for accreditation purposes).

Invitational Games/Competitions/Cultural Performances

Requirements/Attachments:

1. Invitation letter
2. Financial statement reflecting cost to students and cost to university
3. Students' written concurrence
4. Parents' Consent

Step 2: Endorsement by Chairperson**EDUCATIONAL TRIPS**

1. Chairperson confirms all necessary attachments and approves adequacy of chaperonage.
2. Chairperson confirms that SOAD has been notified of the trip prior to the start of the semester, such information having been communicated to the CHEDRO.

Invitational Games/Competitions/Cultural Performances

Chairperson confirms team composition (including chaperonage) and validity of the invitation or event.

Step 3. Approval by College Dean, Academic Unit Director, Athletics Director, Culture and Arts Director**EDUCATIONAL TRIPS**

1. Dean/Director confirms the academic relevance of the trip.
2. Questions on academic relevance or irregularities in the university policy may be elevated to the office of the VPAA.

Invitational Games/Competitions/Cultural Performances

Director confirms institutional bearing of the event participation.

Step 4. Approved by Dean of Students

1. Dean of Students ascertains that all necessary requirements for university sanctioned trip has been duly complied with.

2. Dean of Students determines the state of security of the trip destination as well as the safety in the course of travel.
3. In case of DISAPPROVAL, Dean of Students refers back the permit to the respective dean/director stating reasons for disapproving.
4. Preliminary Understanding: At the start of every school year, Dean of Students coordinates with the Alumni and External Affairs Office director for contact details of officers of Alumni Chapters of trip destination(s), as itemized in the information communicated to CHEDRO, for institutional coordination in case of emergency situations.

Step 5. Endorsement by Alumni and External Affairs Office Director

Director endorses permit after alerting the respective alumni chapter officers of scheduled trip.

Step 6: Approval by VPFA

EDUCATIONAL TRIPS

1. Office of the VPFA clears student participants regarding school financial obligations.
2. Trip is bid-out to service providers/travel agencies.
3. Travel agencies are required to submit an accident/calamity/hospitalization /security protocol for any untoward incidents that may happen, especially that a section of the bid document is a provision on travel insurance; this protocol shall be a determining factor for the approval of the bid.

Invitation Games/Competition/Cultural Performances

Office of the VPFA clears trip based on financial viability as may be incurred by the university.

Step 7: Trip is logged and deemed as University Sanctioned

When requirements are already in order and all procedures have been complied with, the trip is deemed approved and recorded.

CO-CURRICULAR AWARDS

The following are the Co-Curricular Awards to be conferred:

Freshman Student of the Year Award

This award will be given to a student who has shown his/ her exceptional leadership ability, excellence in academic endeavor, notable talents and unselfish service in line with University’s mission and programs.

Criteria:

Service	- 25%
Leadership	- 25%
Scholarship	- 25%
Talent	- 25%
Total	- 100%

Note: The abovementioned criteria are the same criteria for the Sophomore, Junior, and Senior Students of the Year Awards.

The residency requirement must not be less than one semester of the entire freshmen year. For purposes of evaluation, activities credited will be based on the current school year – August until February of the following year. Scholarship should be based on cumulative quality point average of 3.25 or better, with no grades of F, WF, NG, or INC.

Sophomore Student of the Year Award

This award will be given to a student who has shown his/ her exceptional leadership ability, excellence in academic endeavor, notable talents and unselfish service in line with the University’s mission and programs.

The student must have residency requirement of a full sophomore year and at least one semester. For purposes of evaluation, activities credited will be based from the period of March until February of the following year. Scholarship should be based on cumulative quality point average of 3.25 or better, with no grades of F, WF, NG, or INC.

Junior Student of the Year Award

This award will be given to a student who has shown his/her exceptional leadership ability, excellence in academic endeavor, notable talents and unselfish service in line with the University's mission and programs.

The student must have residency requirement of a full junior year and at least one semester. For purposes of evaluation, activities credited will be based from the period of March until February of the following year. Scholarship should be based on cumulative quality point average of 3.25 or better, with no grades of F, WF, NG, or INC.

Senior Student of the Year Award

This award will be given to a student who has shown his/her exceptional leadership ability, excellence in academic endeavor, notable talents and unselfish service in line with the University's mission and programs.

The student must have residency requirement of a full senior year and at least one semester. For purposes of evaluation, activities credited will be based from the period of March until February of the following year. Scholarship should be based on cumulative quality point average of 3.25 or better, with no grades of F, WF, NG, or INC.

Glunz Endeavor Award

These awards will be given to qualified and deserving graduating students who have worked their way through college within the University and performed commendable endeavors as self-help students.

The students must be working students for at least three (3) consecutive school years in a four-year course, or four (4) consecutive school years in a five year course, with a cumulative quality point average of at least 2.50 or better, with no grade of F, WF, NG, or INC, and no grade below 2.0.

International Student of the Year Award

This award will be given to an international student who has shown his/ her exceptional leadership ability, excellence in academic endeavor, notable talents and unselfish service in line with the University's mission and programs.

Criteria:

Service	- 25%
Leadership	- 25%
Scholarship	- 25%
Talent	- 25%
Total	- 100%

The student must have residency requirement of a full year and at least one semester. For purposes of evaluation, activities credited will be based until December of the current school year. Scholarship should be based on cumulative quality point average of 2.50 or better, with no grades of F, WF, NG or INC.

Talent Award

These awards will be given to students with outstanding talent, outside of academic discipline, and who have generously shared talents, thus enriching campus and/ or community life.

The Talent Awards are categorized into the following distinctions.
Excellence in:

1. Creative Writing (poetry/stories)
2. Performing Arts (dance/song/theater)
3. Visual Arts (sculpture/drawing/painting/CGI)
4. Athletics
5. Public Speaking (debate/oration/declamation)
6. Journalism
7. Creative Innovations (invention software apps)

Criteria:

Talent	- 50%
Scholarship	- 25%
Leadership	- 12.5%
Service	- 12.5%
Total	- 100%

A residency of at least one year or two semesters is required. Nominees are subject for a panel interview if it is deemed necessary by the Committee.

Scholarship should be based on the cumulative quality point average of at least 2.50 or better, with no grades of F, WF, NG or INC.

Service Award

This award will be given to a graduating student who has rendered the most meritorious service to the University and the community.

Criteria:

Service	- 50%
Scholarship	- 25%
Leadership	- 12.5%
Talent	- 12.5%
Total	- 100%

A residency of at least three (3) school years including the current school year is required. For purposes of evaluation, only the services rendered that are not related to the academic requirements of the students will be credited. The activities that will be credited should be based in the entire period of college work including the current school year. Scholarship should be based on the cumulative quality point average of at least 2.50 or better, with no grades of F, WF, NG, or INC.

Leadership Awards

This award will be given to a graduating student with exceptional leadership abilities in campus and/ or community activities.

Criteria:

Leadership	- 50%
Scholarship	- 25%
Service	- 12.5%
Talent	- 12.5%
Total	- 100%

A residency of at least three (3) school years including the current school year is required. For purposes of evaluation, only the positions held in the entire college will be credited including current school year. Scholarship should be

based on the cumulative quality point average at least 2.50 or better, with no grades of F, WF, NG, or INC.

Most Outstanding Student of the Year Award

This award will be given to a graduating student who has consistently demonstrated his / her exceptional leadership ability, excellence in academics, generously shared his/her talents, and rendered service unselfishly both to the University and community.

Criteria:

Service	- 25%
Leadership	- 25%
Scholarship	- 25%
Talent	- 25%
Total	- 100%

Scholarship should be based on the cumulative quality point average of 3.40 or better as certified by the University Registrar, with no grades of F, WF, NG, or INC. A residency of at least three (3) school years including current school year is required. For purposes of evaluation, the credited activities will be based on the entire period of college work, including the current school year.

GENERAL RULES ON CO-CURRICULAR AWARDS

1. A nominee must carry a full load with an average of at least fifteen (15) units every semester during his/ her entire college work.
2. The college or school shall be allowed to nominate not more than three (3) students for each particular award. For colleges with a population of more than 500 students, every fraction of 500 students after the first 500 entitles the college to one (1) nominee.

Example:

- a. Agriculture = 120 students >>> entitled to 3 nominees
 - b. Arts & Sciences = 1000 students >>> entitled to 4 nominees
 - c. Business Administration = 1700 students >>> entitled to 6 nominees
3. All nominees must be screened and endorsed by their respective colleges/schools. The nomination of the school/ college shall indicate

that the nominees are in good moral standing.

4. A nominee shall be nominated for a specific award. There shall be no changes of nomination as soon as the evaluation begins.
5. A nominee shall not receive a particular award more than once.
6. For the Senior Student Awards (leadership, service), all nominees shall be qualified except for the Glunz Endeavor Awards. The number of nominees shall be limited to General Rule No. 2.
7. For purposes of evaluation; on-campus activities shall cover 80% of the criterion and 20% for off-campus (non-university organized/sanctioned) activities.
8. Faculty or staff members whether part-time or full-time are disqualified for the awards.
9. Official Cumulative QPA requirements must be secured from the Office of the Registrar & Admissions.

REVISED EVALUATION SYSTEM (AS ADOPTED IN 2018)

1. 1st Level Evaluation Committee. Here, the applicant is evaluated on the documents that the applicant is able to submit to the committee. Applicant is evaluated on the activity involvements that he/she has written on the application forms. The result of the evaluation only comprises 50% of the overall rating.
 - a. Status quo. Generally, nothing is changed in the previous evaluation procedure.
 - b. Only those candidates with a raw score of 50% or above shall be considered for endorsement to the 2nd level evaluation committee.
2. For the 2nd Level Evaluation Committee, the applicant will be evaluated through a panel interview. In this level, questions will be categorized according to the 5 C's of Silliman education. The applicant is required to submit an essay about his/her life as a student focusing on his/her experiences with respect to the 5 C's of Silliman education and especially his/her involvement thereof. The panel will evaluate the applicant accordingly; each of the 5 categories will have a 20% maximum rating totaling 100%. The result of the evaluation only comprises 40% of the overall rating.
 - a. Each candidate shall be subjected to a maximum of 15 minutes interview.

- b. Questions may be based on the contents of the candidate's essay only, if the committee sees fit; otherwise, the committee can ask questions as they desire but anchored on the 5 C's of Silliman Education
 - c. The committee will be provided with a brief summary of the results of the previous evaluation for each endorsed candidate.
 - d. Only those candidates with a raw score of 50% or above shall be considered for endorsement to the 3rd level evaluation Committee.
3. The 3rd Level Evaluation Committee confirms the results of the 1st and 2nd Level Evaluation Committees. If the outcome of the lower committees' evaluation results to the endorsement of only one applicant in a particular category, the committee may decide to give the maximum allowable rating of 10% or lesser if deemed necessary. In the event 2 or more applicants were endorsed, the 3rd Level Committee may evaluate them accordingly.
 - a. The committee will be provided with a brief summary of the evaluation results of each endorsed candidate.
 - b. The committee may call upon certain candidates to appear for a confirmatory interview, if deemed necessary.
4. Only those candidates with a final score of 60% or above shall be endorsed to the VPAA for confirmation.

CO-CURRICULAR AWARDS SCREENING COMMITTEE

1. First Level Selection Committee: University Wide
2. Second Level Selection Committee: Deans Conference
3. Third Level Selection Committee: Outstanding Sillimanian Awardees
4. Screening Committees Convener: Dr. Edna Gladys T. Calingacion, Dean of Students

STUDENT GOVERNMENT

The Student Government at Silliman serves to strengthen the bonds of fellowship among the students, promote their interest, and provide opportunities for training on good citizenship. To carry out these objectives, the Student Government functions under a constitution and a set of rules and regulations. The OSS, through the SOAD, acts as the supervisory unit of the Student Government.

Under the present set-up, the Student Government is divided into three branches: the executive, the legislative and the judicial departments. The executive power is exercised by the president with the assistance of the Cabinet. The Cabinet is composed of the president, vice president and the respective heads of the Executive Committee who shall be appointed by the president. The legislative power of the Student Government is vested in the Student Assembly. It is composed of elected representatives from the schools, institutes and colleges.

The justice committee exercises judicial power. It is composed of the prime justice and six other justices who shall be appointed by the president upon recommendation of the Committee on Appointments.

Elections of the Student Government Officers are held before the close of the academic year.

Political Campaigns for Student Government Elections

1. Student political rallies may be held after securing the necessary permit from the SOAD. Rallies are held at the Amphitheater or in other appropriate places as approved by the SOAD. A classroom-to-classroom campaign must be cleared and approved by the Vice President for Academic Affairs and the Directors/Dean of the schools/institutes/colleges concerned.
2. Candidates and their leaders or sympathizers may speak before dormitory residents during devotional hours with arrangements made in advance with the head of the Student Housing and Residence Division and the dormitory managers. Dormitory room-to-room campaigning is not allowed.
3. The other rules and procedures of the election are officially formulated by the Commission on Elections (COMELEC) of the Student Government

STUDENT PUBLICATIONS

Campus journalism and creative writing opportunities are available through various publications. The Weekly Sillimanian is one of only two weekly student papers in the country. Its creative outlet is the annual Sillimanian Magazine. The High School Department puts out the Junior Sillimanian. The Sands and Coral, a literary journal, is published in cooperation with

the Department of English and Literature. Portal is the yearbook of the graduating class.

Key positions in these publications carry honoraria and are available to all students through competitive examinations. These publications are supported by the students through a publication fee. For more information, please see or contact the Director of the Office of Information and Publications, third floor, Leopoldo T. Ruiz Administration Hall (or online oiip@su.edu.ph).

Some organizations also put out their own magazines or news sheets.

ATHLETICS PROGRAM

Silliman recognizes the importance of a strong athletics program, in addition to physical education courses that are part of the General Education program. The Athletics Department supervises a full program of intramural sports in which all students are encouraged to participate. The program runs throughout the school year and includes all organized competitive sports.

The University's varsity teams often compete against teams from other educational institutions and participate actively in national competitions sponsored by the Department of Education or the Commission on Higher Education.

INSTRUCTIONAL MEDIA AND TECHNOLOGY CENTER

The Instructional Media and Technology Center (IMTC) is one of the academic support units of Silliman University. Located in the annex portion of the Robert B. And Metta J. Silliman Library, it provides multimedia services to faculty and staff, students, and the administration. Occasionally, it may rent its equipment upon request from other members of the general community.

Currently, IMTC has approximately 642 films on sundry topics, which students and teachers may find useful in their class presentations.

Bonafide students of Silliman University can avail of the two major venues of the IMTC – the Multipurpose Room and the Audio-Visual Theater I – both for curricular and co-curricular activities at a discounted rate. Other services or equipment available for the students are use of sound system and lights, use of LCD projector with screen, and video recording.

SECTION V

Laws and Issuances Concerning Students

EXCERPT FROM THE EDUCATION ACT OF 1982

“An Act Providing for the Establishment and Maintenance of an Integrated System of Education”

1. General Provisions

CHAPTER 1: PRELIMINARY MATTERS

Section 1. Title – This Act shall be known as the “Education Act of 1982.”

Section 2. Coverage – This Act shall apply to and govern both formal and non-formal systems in public and private schools in all levels of the entire educational system.

CHAPTER 2: DECLARATION OF BASIC STATE POLICY AND OBJECTIVES

Section 3. Declaration of Basic Policy – It is the policy of the State to establish and maintain a complete, adequate and integrated system of education relevant to the goals of national development. Toward this end, the government shall ensure, within the context of a free and

democratic system, maximum contribution of the educational system to the attainment of the following national developmental goals:

- a. To achieve and maintain an accelerating rate of economic development and social progress;
- b. To ensure the maximum participation of all the people in the attainment and enjoyment of the benefits of such growth; and
- c. To achieve and strengthen national unity and consciousness and preserve, develop and promote desirable cultural, moral and spiritual values in a changing world.

Section 4. Declaration of Objectives – The educational system aims to:

1. Provide for a broad general education that will assist each individual in the peculiar ecology of his own society, to
 - a. Attain his potential as a human being;
 - b. Enhance the range and quality of individual and group participation in the basic functions of society; and
 - c. Acquire the essential educational foundation of his development into a productive and versatile citizen;
2. Train the nation's manpower in the middle-level skills for national development;
3. Develop the profession that will provide leadership for the nation in the advancement of knowledge for improving the quality of human life; and
4. Respond effectively to changing needs and conditions of the nation through a system of educational planning and evaluation.

EXCERPT FROM THE NATIONAL SERVICE TRAINING PROGRAM ACT (RA 9163)

“An Act Establishing the National Service Training Program (NSTP) for the Tertiary Level Students, Amending for the Purpose Republic Act No 7077 Presidential Decree No. 1706, and for other Purpose”

Be it entered by the Senate and House of Representatives of the Philippines in Congress assembled.

Section 1. *Short Title.* – This Act shall be known as the “National Service Training Program (NSTP) Act of 2001”.

Section 2. *Declaration of Policy.* – It is hereby affirmed the prime duty of the government to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend the security of the state and in fulfillment thereof, the government may require each citizen to render personal, military or civil service.

Recognizing the youth's vital role in nation building, the state shall promote civic consciousness among the youth and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement on public and civic affairs.

In pursuit of these goals, the youth, the most valuable resource of the nation, shall be motivated, trained, organized and mobilized in military training, literacy, civic welfare and other similar endeavors in the service of the nation.

Section 3. *Definition of Terms.* – For the purpose of this Act, the following are hereby defined as follows:

- a. "National Service Training Program (NSTP)" is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of services and patriotism while undergoing training in any of its three (3) program components. Its various components are especially designed to enhance the youth's active contribution to the general welfare.
- b. "Reserve-Officers' Training Corps (ROTC)" is a program institutionalized under Sections 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.
- c. "Literacy Training Service" is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
- d. "Civic Welfare Training Service" refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.

- e. “Program component” shall refer to the service components of the NSTP as enumerated on Section 4 of this Act.

Section 4. *Establishment of the National Service Training Program.* – There is hereby established a National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and of at least two (2)-year technical vocational courses and is a requisite for graduation, consisting of the following service components:

1. The Reserve Officers’ Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act;
2. The Literacy Training Service; and
3. The Civil Welfare Training Service.

The ROTC under the NSTP shall instill patriotism, moral virtues, respect for rights of civilians, and adherence to the Constitution, among others. Citizenship training shall be given emphasis in all three (3) program components.

The Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA), in consultation with the Department of National Defense (DND), Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations of the Philippines (COCOPEA) and other concerned government agencies, may design and implement such other program components as may be necessary in consonance with the provisions of this Act.

EXCERPT FROM THE CAMPUS JOURNALISM ACT OF 1991 (RA 7079)

“An Act Providing for the Development and Promotion of Campus Journalism and for other Purposes”

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

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

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

Section 3. *Definition of Terms.* –

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

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

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

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

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

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

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

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

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

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

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

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

Section 11. *Appropriations.* – For the initial year of implementation, the sum of Five million pesos (P5, 000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

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

EXCERPT FROM THE ANTI-HAZING LAW (RA 8049)

“An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and other Organizations and Providing Penalties Therefor”

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

The term “organization” shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or

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

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

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

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

1. The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.
2. The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period (14 years, 8

months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.
6. The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.
7. The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.
8. The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

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

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

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

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

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

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

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

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

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

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

CHED STATEMENT ON FRATERNITIES (CMO 4 S.1995)

Preventive Measures against Violence and Sanctions on Fraternities and Other Student Organizations

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote brotherhood and camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institutions. Students' dedication to study, respect for authority, observance of the rules and

regulation of educational institutions are ignored. Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - a. Monthly meetings of heads of fraternities in a Council of Equals,
 - b. Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross memberships.
 - c. Reporting of a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart.
 - d. Internal policing by the fraternities themselves.
 - e. Long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood.
 - f. More interaction between the School Administration and the fraternities.
 - g. Parents informed about the participation of their children in fraternities.
 - h. Use of fraternity alumni members to counsel resident members.
 - i. Fraternities be obliged to have an ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among Fraternities the following sanctions shall be strictly carried out:
 - A. Automatic expulsion of any fraternity member for:
 - a. Starting or taking the offensive action that clearly provokes violence.
 - b. Carrying of knives, sticks, pipes, guns and other deadly weapons in schools.
 - c. Extortion

2. 60 days suspension of all officers of a fraternity found guilty of starting action that will provoke violence.
3. Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
6. Higher education institution must fully assume authority and responsibility in dealing with fraternities and other student aggrupations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above-stated.

EXCERPT FROM RA 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”.

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

“Section 2. Definition of Terms. - As used in this Act:

- a) “(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) “(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 fraternity, sorority, and 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) “(c) Organization refers to an organized body of people which includes, but it 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 Philippine National Police Academy (PNPA), and other similar uniformed service learning institutions.
- d) “(d) Schools refer to colleges, universities, and other educational institutions.”

Section 3. A new section to be denominated as Section 3 is hereby inserted in the same Act to read as follows:

Section 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 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 National Police Commission, duly recommended by the Chief of Staff of the AFP and Director General of the PNP, shall not be considered as hazing purposes of this Act: Provided, further, That the exemption 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.”

Section 4. Section 2 of the same Act is hereby amended to read as follows:

“Section 4. Regulation of School-Based Initiation Rites. Only initiation rites or practices that do not constitute hazing shall be allowed: Provided, That:

- a. “(a) A written application to conduct initiation rites shall be made to the proper authorities of the school not later than seven (7) days prior to scheduled initiation date;
- b. “(b) The written application shall indicate the place and date of the initiation rites and the names of the recruits, neophytes, or applicants to be initiated and the manner by which they will conduct the initiation rites;
- c. “(c) The initiation rites shall not last more than three (3) days;
- d. “(d) The application shall contain the names of the incumbent officers of the fraternity, sorority, or organization and any person or persons who will take charge in the conduct of the initiation rites;
- e. “(e) The application shall be under oath with a declaration that it has been posted in the official school bulletin board, the bulletin board of the office of the fraternity, sorority, or organization, and two (2) other conspicuous places in the school or in the premises of the organization; and
- f. “(f) The application shall be posted from the time of submission of the written notice to the school authorities or head of organization and shall only be removed from its posting three (3) days after the conduct of the initiation rites.

“The school, fraternity, sorority, or organization shall provide for their respective bulletin boards for purposes of this section.

“Guidelines for the approval or denial of the application to conduct initiation rites by a registered fraternity, sorority, and organization shall be promulgated by the appropriate school official not later than sixty (60) days after the approval of this Act. The appropriate school authorities shall have the obligation to disapprove the application to conduct

initiation rites that do not conform to any of the requirements of this section, and in unequivocal terms in a formal advice to the fraternity sorority, or organization concerned, taking into consideration the safety and security of participants in the activity.

“School officials shall have the authority to impose after due notice and summary hearing, disciplinary sanctions, in accordance with the school’s guidelines and regulations on the matter, which shall include, but shall not be limited to, reprimand, suspension, exclusion, or expulsion, to the head and all other officers of the fraternity, sorority and organization which conducts an initiation without first securing the necessary approval of the school as required under this section. All members of the fraternity, sorority, or organization, who participated in the unauthorized initiation rites, even if no hazing was conducted, shall also be punished accordingly.

“In case the written application for the conduct of initiation rites contains false or inaccurate information, appropriate disciplinary sanctions in accordance with the school’s guidelines and regulations on the matter ranging from reprimand to expulsion shall be imposed, after due notice and summary hearing, against the person who prepared the application or supplied the false and inaccurate information and to the head and other officers of the fraternity, sorority, or organization concerned.”

EXCERPT FROM RA 9262

“An Act Defining Violence against Women and their Children, Providing for Protective Measures for Victims, Prescribing Penalties Therefore, and for other purposes”

Be it enacted by the Senate and House of Representatives of the Philippine Congress Assembled.

Section 1. Short Title. - This Act shall be known as the “Anti-Violence against Women and Their Children Act of 2004”.

Section 2. Declaration of Policy. - It is hereby declared that the State values the dignity of women and children and guarantees full respect for

human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the Convention on the Elimination of all Forms of Discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

Section 3. Definition of Terms. - As used in this Act,

- A. "Violence against women and their children" refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:
- a. "Physical Violence" refers to acts that include bodily or physical harm;
 - b. "Sexual violence" refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:
 1. rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;
 2. acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or

threat of physical or other harm or coercion;

3. Prostituting the woman or child.

- c. “Psychological violence” refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.
 - d. “Economic abuse” refers to acts that make or attempt to make a woman financially dependent which includes, but is not limited to the following:
 - 1. Withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral grounds as defined in Article 73 of the Family Code;
 - 2. Deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;
 - 3. Destroying household property;
 - 4. Controlling the victims’ own money or properties or solely controlling the conjugal money or properties.
- B. “Battery” refers to an act of inflicting physical harm upon the woman or her child resulting to the physical and psychological or emotional distress.
- C. “Battered Woman Syndrome” refers to a scientifically defined pattern of psychological and behavioral symptoms found in women living in battering relationships as a result of cumulative abuse.
- D. “Stalking” refers to an intentional act committed by a person who, knowingly and without lawful justification follows the woman or her child or places the woman or her child under surveillance directly or

indirectly or a combination thereof.

- E. “Dating relationship” refers to a situation wherein the parties live as husband and wife without the benefit of marriage or are romantically involved over time and on a continuing basis during the course of the relationship. A casual acquaintance or ordinary socialization between two individuals in a business or social context is not a dating relationship.
- F. “Sexual relations” refers to a single sexual act which may or may not result in the bearing of a common child.
- G. “Safe place or shelter” refers to any home or institution maintained or managed by the Department of Social Welfare and Development (DSWD) or by any other agency or voluntary organization accredited by the DSWD for the purposes of this Act or any other suitable place the resident of which is willing temporarily to receive the victim.
- H. “Children” refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this Act, it includes the biological children of the victim and other children under her care.

Section 4. Construction. - This Act shall be liberally construed to promote the protection and safety of victims of violence against women and their children.

Section 5. Acts of Violence Against Women and Their Children. - The crime of violence against women and their children is committed through any of the following acts:

- A. Causing physical harm to the woman or her child;
- B. Threatening to cause the woman or her child physical harm;
- C. Attempting to cause the woman or her child physical harm;
- D. Placing the woman or her child in fear of imminent physical harm;
- E. Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman’s or her child’s freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the

following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:

1. Threatening to deprive or actually depriving the woman or her child of custody to her/his family;
 2. Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;
 3. Depriving or threatening to deprive the woman or her child of a legal right;
 4. Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;
- F. Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;
- G. Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;
- H. Engaging in purposeful, knowing, or reckless conduct, personally or through another that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:
1. Stalking or following the woman or her child in public or private places;
 2. Peering in the window or lingering outside the residence of the woman or her child;
 3. Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;
 4. Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
 5. Engaging in any form of harassment or violence;
- I. Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children or access to the woman's child/children.

EXCERPT FROM THE ANTI-SEXUAL HARASSMENT ACT OF 1995 (RA 7877)

*“An Act Declaring Sexual Harassment Unlawful in the Employment,
Education, or Training Environment, and for other Purposes”*

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

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

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

Section 3. Work, Education or Training -Related, Sexual Harassment Defined.

- Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, 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.
- A. In a work-related or employment environment, sexual harassment is committed when:
 - 1. The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying

the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;

2. The above acts would impair the employee's rights or privileges under existing labor laws; or
 3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- B. In an education or training environment, sexual harassment is committed:
1. Against one who is under the care, custody or supervision of the offender;
 2. Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or
 4. When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

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

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

- A. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions thereof.

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

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

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

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

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

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

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

EXCERPT FROM HEALTH AS A HUMAN RIGHT (RA 11223)

“An Act Instituting Universal Health Care for All Filipinos, Prescribing Reforms in the Health Care System, and Appropriating Funds Therefor”

Be it enacted by the Senate and House of Representatives of the Philippine Congress Assembled.

Chapter I: General Provisions

Section 1. *Short Title.* - This Act shall be known as the “Universal Health Care Act”.

Section 2. *Declaration of Principles and Policies.* - It is the policy of the State to protect and promote the right to health of all Filipinos and instill health consciousness among them. Towards this end, the State shall adopt:

- A. An integrated and comprehensive approach to ensure that all Filipinos are health literate, provided with healthy living conditions, and protected from hazards and risks that could affect their health;
- B. A health care model that provides all Filipinos access to a comprehensive set of quality and cost-effective, promotive, preventive, curative, rehabilitative and palliative health services without causing financial hardship, and prioritizes the needs of the population who cannot afford such services;
- C. A framework that fosters a whole-of-system, whole-of-government, and whole-of-society approach in the development, implementation, monitoring, and evaluation of health policies, programs and plans; and
- D. A people-oriented approach for the delivery of health services that is centered on people’s needs and well-being, and cognizant of the differences in culture, values, and beliefs.

Section 3. *General Objectives.* - This Act seeks to:

- (a) Progressively realize universal health care in the country through a systemic approach and clear delineation of roles of key agencies and stakeholders towards better performance in the health system; and
- (b) Ensure that all Filipinos are guaranteed equitable access to quality and affordable health care goods and services, and protected against financial risk.

Section 4. *Definition of Terms.* - As used in this Act:

- (a) Abuse of authority refers to an act of a person performing a duty or function that goes beyond what is authorized by this Act and Republic Act No. 7875, otherwise known as the “National Health Insurance Act of 1995”, as amended, or their implementing rules and regulations (IRR), and is inimical to the public;
- (b) Amenities refer to features of the health service that provide comfort or convenience, such as private accommodation, air conditioning, telephone, television, and choice of meals, among others;
- (c) Basic or ward accommodation refers to the provision of regular meal, bed in shared room, fan ventilation, and shared toilet and bath;
- (d) Co-insurance refers to a percentage of a medical charge that is paid by the insured, with the rest paid by the health insurance plan;
- (e) Co-payment refers to a flat fee or predetermined rate paid at point of service;
- (f) Direct contributors refer to those who have the capacity to pay premiums, are gainfully employed and are bound by an employer-employee relationship, or are self-earning, professional practitioners, migrant workers, including their qualified dependents, and lifetime members;
- (g) Emergency refers to a condition or state of a patient wherein based on the objective findings of a prudent medical officer on duty, there is immediate danger and where delay in initial support and treatment may cause loss of life or permanent disability to the patient, or in the case of a pregnant woman, permanent injury or loss of her unborn child, or a non-institutional delivery;
- (h) Entitlement refers to any singular or package of health services provided to Filipinos for the purpose of improving health;
- (i) Essential health benefit package refers to a set of individual-based entitlements covered by the National Health Insurance Program (NHIP) which includes primary care; medicines, diagnostics and laboratory; and preventive, curative, and rehabilitative services;
- (j) Fraudulent act refers to any act of misrepresentation or deception resulting in undue benefit or advantage on the part of the doer or any means that deviate from normal procedure and is undertaken for personal gain, resulting thereafter to damage and prejudice which may be capable of pecuniary estimation;
- (k) Health care provider refers to any of the following:

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- (1) A health facility which may be public or private, devoted primarily to the provision of services for health promotion, prevention, diagnosis, treatment, rehabilitation and palliation of individuals suffering from illness, disease, injury, disability, or deformity, or in need of obstetrical or other medical and nursing care;
 - (2) A health care professional who may be a doctor of medicine, nurse, midwife, dentist, or other allied professional or practitioner duly licensed to practice in the Philippines;
 - (3) A community-based health care organization, which is an association of members of the community organized for the purpose of improving the health status of that community; or
 - (4) Pharmacies or drug outlets, laboratories and diagnostic clinics.
 - (l) Health care provider network refers to a group of primary to tertiary care providers, whether public or private, offering people-centered and comprehensive care in an integrated and coordinated manner with the primary care provider acting as the navigator and coordinator of health care within the network;
 - (m) Health Maintenance Organization (HMO) refers to an entity that provides, offers, or covers designated health services for its plan holders or members for a fixed prepaid premium;
 - (n) Health Technology Assessment (HTA) refers to the systematic evaluation of properties, effects, or impact of health-related technologies, devices, medicines, vaccines, procedures and all other health-related systems developed to solve a health problem and improve quality of lives and health outcomes, utilizing a multidisciplinary process to evaluate the social, economic, organizational, and ethical issues of a health intervention or health technology;
 - (o) Indirect contributors refer to all others not included as direct contributors, as well as their qualified dependents, whose premium shall be subsidized by the national government including those who are subsidized as a result of special laws;
 - (p) Individual-based health services refer to services which can be accessed within a health facility or remotely that can be definitively traced back to one (1) recipient, has limited effect at a population level and does not alter the underlying cause of illness such as ambulatory and inpatient care, medicines, laboratory tests and procedures, among others;
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- (q) Population-based health services refer to interventions such as health promotion, disease surveillance, and vector control, which have population groups as recipients;
- (r) Primary care refers to initial-contact, accessible, continuous, comprehensive and coordinated care that is accessible at the time of need including a range of services for all presenting conditions, and the ability to coordinate referrals to other health care providers in the health care delivery system, when necessary;
- (s) Primary care provider refers to a health care worker, with defined competencies, who has received certification in primary care as determined by the Department of Health (DOH) or any health institution that is licensed and certified by the DOH;
- (t) Private health insurance refers to coverage of a defined set of health services financed through private payments in the form of a premium to the insurer; and
- (u) Unethical act refers to any action, scheme or ploy against the NHIP, such as overbilling, upcoding, harboring ghost patients or recruitment practice, or any act contrary to the Code of Ethics of the responsible persons profession or practice, or other similar, analogous acts that put or tend to put in disrepute the integrity and effective implementation of the NHIP.

Chapter II: Universal Health Care (UHC)

Section 5. *Population Coverage.* - Every Filipino citizen shall be automatically included into the NHIP, hereinafter referred to as the Program.

Section 6. *Service Coverage.* -

- (a) Every Filipino shall be granted immediate eligibility and access to preventive, promotive, curative, rehabilitative, and palliative care for medical, dental, mental and emergency health services, delivered either as population-based or individual-based health services: Provided, That the goods and services to be included shall be determined through a fair and transparent HTA process;
- (b) Within two (2) years from the effectivity of this Act, PhilHealth shall implement a comprehensive outpatient benefit, including outpatient

drug benefit and emergency medical services in accordance with the recommendations of the Health Technology Assessment Council (HTAC) created under Section 34 hereof;

- (c) The DOH and the local government units (LGUs) shall endeavor to provide a health care delivery system that will afford every Filipino a primary care provider that would act as the navigator, coordinator, and initial and continuing point of contact in the health care delivery system: Provided, That except in emergency or serious cases and when proximity is a concern, access to higher levels of care shall be coordinated by the primary care provider; and
- (d) Every Filipino shall register with a public or private primary care provider of choice. The DOH shall promulgate the guidelines on the licensing of primary care providers and the registration of every Filipino to a primary care provider.

Section 7. *Financial Coverage.* -

- (a) Population-based health services shall be financed by the National Government through the DOH and provided free of charge at point of service for all Filipinos.

The National Government shall support LGUs in the financing of capital investments and provision of population-based interventions.

- (b) Individual-based health services shall be financed primarily through prepayment mechanisms such as social health insurance, private health insurance, and HMO plans to ensure predictability of health expenditures.

Chapter III: National Health Insurance Program

Section 8. *Program Membership.* - Membership into the Program shall be simplified into two (2) types, direct contributors and indirect contributors, as defined in Section 4 of this Act.

Section 9. *Entitlement to Benefits.* - Every member shall be granted immediate eligibility for health benefit package under the Program: Provided, That PhilHealth Identification Card shall not be required in the availment

of any health service: Provided, further, That no co-payment shall be charged for services rendered in basic or ward accommodation: Provided, furthermore, That co-payments and co-insurance for amenities in public hospitals shall be regulated by the DOH and PhilHealth: Provided, finally, That the current PhilHealth package for members shall not be reduced.

PhilHealth shall provide additional Program benefits for direct contributors, where applicable: Provided Provided, That failure to pay premiums shall not prevent the enjoyment of any Program benefits: Provided, further, That employers and self-employed direct contributors shall be required to pay all missed contributions with an interest, compounded monthly, of at least three percent (3%) for employers and not exceeding one and one-half percent (1.5%) for self-earning, professional practitioners, and migrant workers.

EXCERPT FROM THE SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE, EXPLOITATION, AND DISCRIMINATION ACT (RA 7610)

*“An Act Providing for Stronger Deterrence and Special Protection against
Child Abuse, Exploitation and Discrimination, and for other purposes”*

Be it enacted by the Senate and House of Representatives of the Philippines
in Congress Assembled.

Article I: Title, Policy, Principles and Definitions of Terms

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 to 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.

It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.

The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

Section 3. *Definition of Terms.* –

- (a) “Children” refers to person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition;
- (b) “Child abuse” refers to the maltreatment, whether habitual or not, of the child which includes any of the following:
 - (1) Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
 - (2) Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
 - (3) Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
 - (4) Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.
- (c) “Circumstances which gravely threaten or endanger the survival and normal development of children” include, but are not limited to, the following:
 - (1) Being in a community where there is armed conflict or being

- affected by armed conflict-related activities;
- (2) Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;
 - (3) Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;
 - (4) Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life;
 - (5) Being a victim of a man-made or natural disaster or calamity; or
 - (6) Circumstances analogous to those above stated which endanger the life, safety or normal development of children.
- (d) “Comprehensive program against child abuse, exploitation and discrimination” refers to the coordinated program of services and facilities to protected children against:
- (1) Child Prostitution and other sexual abuse;
 - (2) Child trafficking;
 - (3) Obscene publications and indecent shows;
 - (4) Other acts of abuses; and
 - (5) Circumstances which threaten or endanger the survival and normal development of children.

Article II: Program on Child Abuse, Exploitation and Discrimination

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.

Article III: Child Prostitution and Other Sexual Abuse

Section 5. Child Prostitution and Other Sexual Abuse. – Children, whether male or female, who for money, profit, or any other consideration or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse.

The penalty of reclusion temporal in its medium period to reclusion perpetua shall be imposed upon the following:

- (a) Those who engage in or promote, facilitate or induce child prostitution which include, but are not limited to, the following:
 - (1) Acting as a procurer of a child prostitute;
 - (2) Inducing a person to be a client of a child prostitute by means of written or oral advertisements or other similar means;
 - (3) Taking advantage of influence or relationship to procure a child as prostitute;
 - (4) Threatening or using violence towards a child to engage him as a prostitute; or
 - (5) Giving monetary consideration goods or other pecuniary benefit to a child with intent to engage such child in prostitution.
- (b) Those who commit the act of sexual intercourse or lascivious conduct with a child exploited in prostitution or subject to other sexual abuse; Provided, That when the victims is under twelve (12) years of age, the perpetrators shall be prosecuted under Article 335, paragraph 3, for rape and Article 336 of Act No. 3815, as amended, the Revised Penal Code, for rape or lascivious conduct, as the case may be: Provided, That the penalty for lascivious conduct when the victim is under twelve (12) years of age shall be reclusion temporal in its medium period; and
- (c) Those who derive profit or advantage therefrom, whether as manager or owner of the establishment where the prostitution takes place, or of the sauna, disco, bar, resort, place of entertainment or establishment serving as a cover or which engages in prostitution in addition to the activity for which the license has been issued to said establishment.

Section 6. Attempt To Commit Child Prostitution. – There is an attempt to commit child prostitution under Section 5, paragraph (a) hereof when

any person who, not being a relative of a child, is found alone with the said child inside the room or cubicle of a house, an inn, hotel, motel, pension house, apartelle or other similar establishments, vessel, vehicle or any other hidden or secluded area under circumstances which would lead a reasonable person to believe that the child is about to be exploited in prostitution and other sexual abuse.

There is also an attempt to commit child prostitution, under paragraph (b) of Section 5 hereof when any person is receiving services from a child in a sauna parlor or bath, massage clinic, health club and other similar establishments. A penalty lower by two (2) degrees than that prescribed for the consummated felony under Section 5 hereof shall be imposed upon the principals of the attempt to commit the crime of child prostitution under this Act, or, in the proper case, under the Revised Penal Code.

EXCERPT FROM THE STUDENT'S RIGHTS AGAINST UNREASONABLE SEARCHES AND SEIZURES (MAGNA CARTA OF STUDENT RIGHTS)

Section 40. Right against Illegal Searches and Seizures: Any form of unlawful and unreasonable search and seizures shall be illegal. Articles seized in violation of the herein above right shall be inadmissible in evidence against the student in disciplinary action that may be brought against him/her.

EXCERPTS FROM RA 8792

“An Act Providing for the Recognition and Use of Electronic Commercial and Non-Commercial Transactions and Documents, Penalties for Unlawful Use Thereof, and for other purposes”

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

Part I: Short Title and Declaration of Policy

Section 1. Short Title - This Act shall be known as the “Electronic Commerce Act of 2000.”

Section 2. Declaration of Policy - The State recognizes the vital role of information and communications technology (ICT) in nation-building; the need to create an information-friendly environment which supports and ensures the availability, diversity and affordability of ICT products and services; the primary responsibility of the private sector in contributing investments and services in telecommunications and information technology; the need to develop, with appropriate training programs and institutional policy changes, human resources for the information technology age, a labor force skilled in the use of ICT and a population capable of operating and utilizing electronic appliances and computers; its obligation to facilitate the transfer and promotion of technology; to ensure network security, connectivity and neutrality of technology for the national benefit; and the need to marshal, organize and deploy national information infrastructures, comprising in both telecommunications network and strategic information services, including their interconnection to the global information networks, with the necessary and appropriate legal, financial, diplomatic and technical framework, systems and facilities.

Part II: Electronic Commerce in General

CHAPTER I: GENERAL PROVISIONS

Section 3. Objective - This Act aims to facilitate domestic and international dealings, transactions, arrangements agreements, contracts and exchanges and storage of information through the utilization of electronic, optical and similar medium, mode, instrumentality and technology to recognize the authenticity and reliability of electronic documents related to such activities and to promote the universal use of electronic transaction in the government and general public.

Section 4. Sphere of Application - This Act shall apply to any kind of data message and electronic document used in the context of commercial and non-commercial activities to include domestic and international dealings, transactions, arrangements, agreements, contracts and exchanges and storage of information.

Section 5. Definition of Terms - For the purposes of this Act, the following terms are defined, as follows:

- (a) “Addressee” refers to a person who is intended by the originator to receive the electronic data message or electronic document. The term does not include a person acting as an intermediary with respect to that electronic data message or electronic data document.
- (b) “Computer” refers to any device or apparatus which, by electronic, electro-mechanical, or magnetic impulse, or by other means, is capable of receiving, recording, transmitting, storing, processing, retrieving, or producing information, data, figures, symbols or other modes of written expression according to mathematical and logical rules or of performing any one or more of these functions.
- (c) “Electronic Data Message” refers to information generated, sent, received or stored by electronic, optical or similar means.
- (d) “Information and Communications System” refers to a system intended for and capable of generating, sending, receiving, storing, or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar device by or in which data is recorded or stored and any procedures related to the recording or storage of electronic data message or electronic document.
- (e) “Electronic Signature” refers to any distinctive mark, characteristic and/or sound in electronic form, representing the identity of a person and attached to or logically associated with the electronic data message or electronic document or any methodology or procedures employed or adopted by a person and executed or adopted by such person with the intention of authenticating or approving an electronic data message or electronic document.
- (f) “Electronic Document” refers to information or the representation of information, data, figures, symbols or other modes of written expression, described or however represented, by which a right is established or an obligation extinguished, or by which a fact may be proved and affirmed, which is received, recorded, transmitted, stored, processed, retrieved or produced electronically.
- (g) “Electronic Key” refers to a secret code which secures and defends sensitive information that cross over public channels into a form decipherable only with a matching electronic key.

- (h) “Intermediary” refers to a person who in behalf of another person and with respect to a particular electronic document sends, receives and/or stores, provides other services in respect of that electronic data message or electronic document.
- (i) “Originator” refers to a person by whom, or on whose behalf, the electronic document purports to have been created, generated and/or sent. The term does not include a person acting as an intermediary with respect to that electronic document.
- (j) “Service provider” refers to a provider of -
 - i. On-line services or network access or the operator of facilities therefor, including entities offering the transmission, routing, or providing of connections for online communications, digital or otherwise, between or among points specified by a user, of electronic documents of the user’s choosing; or
 - ii. The necessary technical means by which electronic documents of an originator may be stored and made accessible to designated or undesignated third party.

Such service providers shall have no authority to modify or alter the content of the electronic data message or electronic document received or to make any entry therein on behalf of the originator, addressee or any third party unless specifically authorized to do so, and who shall retain the electronic document in accordance with the specific request or as necessary for the purpose of performing the services it was engaged to perform.

EXCERPTS FROM THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 (RA 9165)

“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 therefor, and for other purposes”

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

Section 1. Short Title. – This Act shall be known and cited as the “Comprehensive Dangerous Drugs Act of 2002”.

Section 2. Declaration of Policy. – It is the policy of the State to safeguard the integrity of its territory and the well-being of its citizenry particularly 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. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills.

Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning, implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs.

It is further declared the policy of the State to provide effective mechanisms or measures to re-integrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

Article I: Definition of Terms

Section 3. Definitions. As used in this Act, the following terms shall mean:

- (a) **Administer.** – Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
- (b) **Board.** - Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.
- (c) **Centers.** - Any of the treatment and rehabilitation centers for drug

dependents referred to in Section 34, Article VIII of this Act.

- (d) **Chemical Diversion.** – The sale, distribution, supply or transport of legitimately imported, in-transit, manufactured or procured controlled precursors and essential chemicals, in diluted, mixtures or in concentrated form, to any person or entity engaged in the manufacture of any dangerous drug, and shall include packaging, repackaging, labeling, relabeling or concealment of such transaction through fraud, destruction of documents, fraudulent use of permits, misdeclaration, use of front companies or mail fraud.
- (e) **Clandestine Laboratory.** – Any facility used for the illegal manufacture of any dangerous drug and/or controlled precursor and essential chemical.
- (f) **Confirmatory Test.** – An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.
- (g) **Controlled Delivery.** – The investigative technique of allowing an unlawful or suspect consignment of any dangerous drug and/or controlled precursor and essential chemical, equipment or paraphernalia, or property believed to be derived directly or indirectly from any offense, to pass into, through or out of the country under the supervision of an authorized officer, with a view to gathering evidence to identify any person involved in any dangerous drugs related offense, or to facilitate prosecution of that offense.
- (h) **Controlled Precursors and Essential Chemicals.** – Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Act.
- (i) **Cultivate or Culture.** – Any act of knowingly planting, growing, raising, or permitting the planting, growing or raising of any plant which is the source of a dangerous drug.
- (j) **Dangerous Drugs.** – Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.
- (k) **Deliver.** – Any act of knowingly passing a dangerous drug to another, personally or otherwise, and by any means, with or without consideration.

- (l) Den, Dive or Resort. – A place where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, stored for illegal purposes, distributed, sold or used in any form.
- (m) Dispense. – Any act of giving away, selling or distributing medicine or any dangerous drug with or without the use of prescription.
- (n) Drug Dependence. – As based on the World Health Organization definition, it is a cluster of physiological, behavioral and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in controlling substance-taking behavior in terms of its onset, termination, or levels of use.
- (o) Drug Syndicate. – Any organized group of two (2) or more persons forming or joining together with the intention of committing any offense prescribed under this Act.
- (p) Employee of Den, Dive or Resort. – The caretaker, helper, watchman, lookout, and other persons working in the den, dive or resort, employed by the maintainer, owner and/or operator where any dangerous drug and/or controlled precursor and essential chemical is administered, delivered, distributed, sold or used, with or without compensation, in connection with the operation thereof.
- (q) Financier. – Any person who pays for, raises or supplies money for, or underwrites any of the illegal activities prescribed under this Act.
- (r) Illegal Trafficking. – The illegal cultivation, culture, delivery, administration, dispensation, manufacture, sale, trading, transportation, distribution, importation, exportation and possession of any dangerous drug and/or controlled precursor and essential chemical.
- (s) Instrument. – Anything that is used in or intended to be used in any manner in the commission of illegal drug trafficking or related offenses.
- (t) Laboratory Equipment. – The paraphernalia, apparatus, materials or appliances when used, intended for use or designed for use in the manufacture of any dangerous drug and/or controlled precursor and essential chemical, such as reaction vessel, preparative/purifying equipment, fermentors, separatory funnel, flask, heating mantle, gas generator, or their substitute.
- (u) Manufacture. – The production, preparation, compounding or

processing of any dangerous drug and/or controlled precursor and essential chemical, either directly or indirectly or by extraction from substances of natural origin, or independently by means of chemical synthesis or by a combination of extraction and chemical synthesis, and shall include any packaging or repackaging of such substances, design or configuration of its form, or labeling or relabeling of its container; except that such terms do not include the preparation, compounding, packaging or labeling of a drug or other substances by a duly authorized practitioner as an incident to his/her administration or dispensation of such drug or substance in the course of his/her professional practice including research, teaching and chemical analysis of dangerous drugs or such substances that are not intended for sale or for any other purpose.

- (v) Cannabis or commonly known as “Marijuana” or “Indian Hemp” or by its any other name. – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa* L. including, but not limited to, *Cannabis americana*, hashish, bhang, guaza, churrus and ganjab, and embraces every kind, class and character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture or in any form whatsoever.
- (w) Methylenedioxymethamphetamine (MDMA) or commonly known as “Ecstasy”, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- (x) Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or by its any other name. – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
- (y) Opium. – Refers to the coagulated juice of the opium poppy (*Papaver somniferum* L.) and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.
- (z) Opium Poppy. – Refers to any part of the plant of the species *Papaver*

somniferum L., Papaver setigerum DC, Papaver orientale, Papaver bracteatum and Papaver rhoeas, which includes the seeds, straws, branches, leaves or any part thereof, or substances derived therefrom, even for floral, decorative and culinary purposes.

- (aa) PDEA. – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.
- (bb) Person. – Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into obligations.
- (cc) Planting of Evidence. – The willful act by any person of maliciously and surreptitiously inserting, placing, adding or attaching directly or indirectly, through any overt or covert act, whatever quantity of any dangerous drug and/or controlled precursor and essential chemical in the person, house, effects or in the immediate vicinity of an innocent individual for the purpose of implicating, incriminating or imputing the commission of any violation of this Act.
- (dd) Practitioner. – Any person who is a licensed physician, dentist, chemist, medical technologist, nurse, midwife, veterinarian or pharmacist in the Philippines.
- (ee) Protector/Coddler. – Any person who knowingly and willfully consents to the unlawful acts provided for in this Act and uses his/her influence, power or position in shielding, harboring, screening or facilitating the escape of any person he/she knows, or has reasonable grounds to believe on or suspects, has violated the provisions of this Act in order to prevent the arrest, prosecution and conviction of the violator.
- (ff) Pusher. – Any person who sells, trades, administers, dispenses, delivers or gives away to another, on any terms whatsoever, or distributes, dispatches in transit or transports dangerous drugs or who acts as a broker in any of such transactions, in violation of this Act.
- (gg) School. – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.
- (hh) Screening Test. – A rapid test performed to establish potential/presumptive positive result.

- (ii) Sell. - Any act of giving away any dangerous drug and/or controlled precursor and chemical whether for money or any other condition.
- (jj) Trading. - Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, email, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.
- (kk) Use. - Any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, the dangerous drugs.

Article II: Unlawful Acts and Penalties

Section 4. Importation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.- .The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall import or bring into the Philippines any dangerous drug, regardless of the quantity and purity involved, including any and all species of opium poppy or any part thereof or substances derived therefrom even for floral, decorative and culinary purposes.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall import any controlled precursor and essential chemical.

The maximum penalty provided for under this Section shall be imposed upon any person, who, unless authorized under this Act, shall import or bring into the Philippines any dangerous drug and/or controlled precursor and essential chemical through the use of a diplomatic passport, diplomatic facilities or any other means involving his/her official status intended to

facilitate the unlawful entry of the same. In addition, the diplomatic passport shall be confiscated and canceled.

The maximum penalty provided for under this Section shall be imposed upon any person, who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section.

The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a “protector/coddler” of any violator of the provisions under this Section.

EXCERPTS FROM THE DANGEROUS DRUGS BOARD

Strategic Objectives

Mandate – The Dangerous Drugs Board (DDB) plans and formulates policies and programs on drug prevention and control. It develops and adopts a comprehensive, integrated, unified and balanced national drug abuse prevention and control strategy.

Vision – A drug-resistant Philippines that is safe and prosperous, through a dynamic and responsive partnership between the government and society contributing towards global efforts to eradicate drug abuse.

Mission – To eradicate, through its implementing arm and other concerned agencies, the supply of, and demand for, dangerous drugs and their precursors and to stop trafficking to and from the country; and to promote regional and international cooperation in drug prevention and control.

EXCERPTS FROM RA 9211

“An Act Regulating the Packaging, Use, Sale, Distribution and Advertisements of Tobacco Products and for other purposes”

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

Section 1. Short Title.—This Act shall be known as the Tobacco Regulation Act of 2003.

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.

EXCERPTS FROM RA 7277

“An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and Their Integration into the Mainstream of Society and

for other Purposes.”

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

Title One: General Provisions

CHAPTER I – BASIC PRINCIPLE

Section 1. *Title.* – This Act shall be known and cited as the Magna Carta for Disabled Persons.

Section 2. *Declaration of Polity.* – 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 person's 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.

- (d) The State also recognizes the role of the private sector in promoting the welfare of disabled persons and shall encourage partnership in programs that address their needs and concerns.
- (e) To facilitate integration of disabled persons into the mainstream of society, the State shall advocate for and encourage respect for disabled persons. The State shall exert all efforts to remove all social, cultural, economic, environmental and attitudinal barriers that are prejudicial to disabled persons.

Section 3. *Coverage.* – This Act shall covers all disabled persons and, to the extent herein provided, departments, offices and agencies of the National Government or non-government organization involved in the attainment of the objectives of this Act.

Title Two: Rights and Privileges of Disabled Persons

CHAPTER I – EMPLOYMENT

Section 5. *Equal Opportunity for Employment.* – No disabled persons shall be denied access to opportunities for suitable employment. A qualified disabled employee shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as a qualified able-bodied person. Five percent (5%) of all casual, emergency and contractual positions in the Department of Social Welfare and Development; Health; Education, Culture and Sports; and other government agencies, offices or corporations engaged in social development shall be reserved for disabled persons.

CHAPTER 2 – EDUCATION

Section 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.

CHAPTER 3 – HEALTH

Section 18. *National Health Program.* – Department of Health, in coordination with National Council for the Welfare of Disabled Persons, shall institute a national health program which shall aim to attain the following:

- (a) prevention of disability, whether occurring prenatally or post-natally;
- (b) recognition and early diagnosis of disability; and
- (c) early rehabilitation of the disabled.

EXCERPTS FROM RA 9003

“An Act Providing for an Ecological Solid Waste Management Program, Creating the Necessary Institutional Mechanisms and Incentives, Declaring Certain Acts Prohibited and Providing Penalties, Appropriating Funds therefor, and for other purposes.”

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

Chapter I: Basic Policies

ARTICLE 1: GENERAL PROVISIONS

Section 1. *Short Title.* — This Act shall be known as the “Ecological Solid Waste Management Act of 2000.”

Section 2. *Declaration of Policies.* — It is hereby declared the policy of the State to adopt a systematic, comprehensive and ecological solid waste management program which shall:

- (a) Ensure the protection of public health and environment;
- (b) Utilize environmentally-sound methods that maximize the utilization of valuable resources and encourage resource conservation and recovery;
- (c) Set guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures, including composting, recycling, re-use, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally sound solid waste management facilities in accordance with ecologically sustainable development principles;
- (d) Ensure the proper segregation, collection, transport, storage, treatment and disposal of solid waste through the formulation and adoption of the best environmental practice in ecological waste management excluding incineration;
- (e) Promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery;
- (f) Encourage greater private sector participation in solid waste management;
- (g) Retain primary enforcement and responsibility of solid waste management with local government units while establishing a cooperative effort among the national government, other local government units, non-government organizations, and the private sector;
- (h) Encourage cooperation and self-regulation among waste generators through the application of market-based instruments;
- (i) Institutionalize public participation in the development and implementation of national and local integrated, comprehensive and ecological waste management programs; and
- (j) Strengthen the integration of ecological solid waste management and resource conservation and recovery topics into the academic curricula

of formal and non-formal education in order to promote environmental awareness and action among the citizenry.

ARTICLE 2: SEGREGATION OF WASTES

Section 21. *Mandatory Segregation of Solid Wastes.* — The LGUs shall evaluate alternative roles for the public and private sectors in providing collection services, type of collection system, or combination of systems, that best meet their needs: Provided, That segregation of wastes shall primarily be conducted at the source, to include household, institutional, industrial, commercial and agricultural sources: Provided, further, That wastes shall be segregated into the categories provided in Sec. 22 of this Act.

For premises containing six (6) or more residential units, the local government unit shall promulgate regulations requiring the owner or person in charge of such premises to:

- (a) provide for the residents a designated area and containers in which to accumulate source separated recyclable materials to be collected by the municipality or private center; and
- (b) notify the occupants of such buildings of the requirements of this Act and the regulations promulgated pursuant thereto.

Section 22. *Requirements for the Segregation and Storage of Solid Waste.* —

The following shall be the minimum standards and requirements for segregation and storage of solid waste pending collection:

- (a) There shall be a separate container for each type of waste from all sources: Provided, That in the case of bulky waste, it will suffice that the same be collected and placed in a separate and designated area; and
- (b) The solid waste container depending on its use shall be properly marked or identified for on-site collection as “compostable”, “non-recyclable”, “recyclable” or “special waste”, or any other classification as may be determined by the Commission.

ARTICLE 3: COLLECTION AND TRANSPORT OF SOLID WASTES

Section 25. *Guidelines for Transfer Stations.* — Transfer stations shall be designed and operated for efficient waste handling capacity and in compliance with environmental standards and guidelines set pursuant to this Act and other regulations: Provided, That no waste shall be stored in such station beyond twenty-four (24) hours.

The siting of the transfer station shall consider the land use plan, proximity to collection area, and accessibility of haul routes to disposal facility. The design shall give primary consideration to size and space sufficiency in order to accommodate the waste for storage and vehicles for loading and unloading of wastes.

EXCERPTS FROM 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 Therefore”

Section 1. *Short Title.* –This act shall be known as the “Safe Spaces Act”.

Section 3. *Definition of Terms.* – As used in this Act:

- (a) Catcalling refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;
- (d) Gender refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;
- (e) Gender-based online sexual harassment refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing one’s photos without consent, video and audio recordings, cyberstalking and online identity theft;
- (f) Gender identity and/or expression refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and

- behavior in relation to masculine or feminine conventions. A person may have a male or female identify with physiological characteristics of the opposite sex in which case this person is considered transgender:
- (g) Public spaces refer to streets and alleys, public parks, schools, building, malls, bars, restaurants, transportation terminals, public markets, spaces used as evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and
 - (h) Stalking refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

Article I: Gender-Based Streets and Public Spaces

SEXUAL HARASSMENT

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 11. *Specific Acts and Penalties for Gender-Based Sexual Harassment in Streets and Public Spaces.* – The following acts are unlawful and shall be penalized as follows:

- (a) For acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, pursing, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identify and/or expression including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety-
 - (1) The first offense shall be punished by a fine of One thousand pesos (P1,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar to be conducted by the PNP in coordination with the LGU and the PCW;
 - (2) The second offense shall be punished by arresto menor (6 to 10 days) or a fine of Three thousand pesos (P3,000.00);
 - (3) The third offense shall be punished by arresto menor (11 to 30 days) and a fine of Ten thousand pesos (P10,000.00).

- (b) For acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions –
 - (1) The first offense shall be punished by a fine of Ten thousand pesos (P10,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;
 - (2) The second offense shall be punished by arresto menor (11 to 30 days) or a fine of Fifteen thousand pesos (P15,000.00):
 - (3) The third offense shall be punished by arresto mayor (1 month and 1 day to 6 months) and a fine of Twenty thousand pesos (P20,000.00).

- (c) For acts such as stalking, and any of the acts mentioned in Section 11 paragraphs (a) and (b), when accompanied by touching, pinching or brushing against the body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in Section 11 paragraphs (a) and (b) –
- (1) The first offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Thirty thousand pesos (P30,000.00), provided that it includes attendance in a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;
 - (2) The second offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) or a fine of Fifty thousand pesos (P50,000.00)
 - (3) The third offense shall be punished by *arresto mayor* in its maximum period or a fine of One hundred thousand pesos (P100,000.00):

Article II: Gender Based Online Sexual Harassment

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 identifies of victims online or posting lies about victims to harm their reputation, or filing, false abuse reports to online platforms to silence victims.

Section 14. *Penalties for Gender-Based Online Sexual Harassment.* - The penalty of prison correccional in its medium period or a fine of not less

than One hundred thousand pesos (P100,000.00) but not more than five hundred thousand pesos (P500,000.00), or both, at the discretion of the court shall be imposed upon any person found guilty of any gender-based online sexual harassment.

Article VI: Common Provisions

Section 26. *Confidentiality.* - At any stage of the investigation, prosecution and trial of an offense under this Act, the rights of the victim and the accused who is a minor shall be recognized.

Section 27. *Restraining Order.* - Where appropriate, the court, even before rendering a final decision, may issue an order directing the perpetrator to stay away from the offended person at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the offended person.

Section 28. *Remedies and Psychological Counselling.* - A victim of gender-based street, public spaces or online sexual harassment may avail of appropriate remedies as provided for under the law as well as psychological counselling services with the aid of the LGU and the DSWD, in coordination with the DOH and the PCW. Any fees to be charged in the course of a victim's availment of such remedies or psychological counselling services shall be borne by the perpetrator.

SECTION VI

Procedures for Non-Academic Services

HOW DO I SECURE A CERTIFICATE OF GOOD MORAL CHARACTER?

For college/graduate students – Please email to the following addresses: oss@su.edu.ph or deanstud@su.edu.ph

For Senior High students – Please email: seniorhigh@su.edu.ph

HOW DO I REPORT THEFT OR LOSS OF PERSONAL BELONGINGS?

Discovery of missing personal belongings

Call 299 (Security Office) or 330 (Office of Student Services)

WHAT DO I DO WHEN I LOSE OR I FORGET MY ID?

- Please remember that the use of a student ID which is not your own is considered a Major Offense. Do not borrow anyone's Identification Card.

- If you forget to bring ID, you should inform the Security Guard on duty about your predicament.
- For replacement of a lost ID, you must personally go to the Office of Student Service, 2nd Floor, Oriental Hall and file a request for consideration to be issued a copy of your ID. A subsequent request will require a notarized affidavit of loss.

WHAT SHOULD I DO IN CASE OF A MEDICAL EMERGENCY?

- Call or text 0917 729 2696 (Security Office) , 0916 666 6964 (Mrs. Christy G. Destor) and request for assistance. Provide the following details: Name, location, nature of emergency, kind of assistance.
- If you are assisting an injured person, please observe the following:
 - ▶ Do not move or transport the injured, if possible
 - ▶ Give full attention to the victim/s
 - ▶ Ask person/s for an assistance to locate the nearest office in the vicinity
 - ▶ Assist the transportation of the injured to the SU Medical Center

HOW DO I CLAIM ACCIDENT AND MEDICAL INSURANCE REIMBURSEMENT?

Group insurance policy with a wide range of benefits and privileges are extended to students upon enrollment. Under the current policy, students have other medical benefits aside from the student discount.

INSURANCE COVERAGE

Schedule of Benefits:

- Accidental Death & Dismemberment
- Unprovoked Murder & Assault
- Accidental Medical Reimbursement
- Accidental Burial Benefit
- Daily Hospital Allowance due to Accident – maximum of 30 days
- Daily Hospital Allowance due to Natural Sickness – maximum of 30 days
- Cash Assistance due to Natural Death
- Fire Cash Assistance
- Annual Premium

Requirements:

- Medical Certificate
- Hospital Bill/Statement of Account
- Photocopy of validated Identification Card (I.D.)
- Official Receipt and prescription – for accidental related case
- Incident Report/Police Report – for accident related case
- Photocopy of parent's ID – for students below 18 years old
- Photocopy of Birth Certificate – for students below 18 years old

Availment Process:

For student admitted and/or checked in the hospital and in need of assistance:

- Internos (staying in the campus dormitory)
- The dorm manager/adviser facilitates the admission of the resident/student and informs immediately the Liaison Officer.
- Externos (not staying in the campus dormitory)

Standard practice is for the SUMC ER personnel to inform/calls the OSS Liaison Officer (LO) for assistance. We encourage the student/companions to inform through a call or text also the LO at 0916 666 6964.

1. The student applies for insurance refund after discharge and submits all requirements to the Office of Student Services (OSS).
2. All applications must be submitted within 45 days from the date of admission.
3. OSS will assess submitted documents and forward them to the insurance company.
4. Insurance processing will be for 2 months.
5. OSS will inform the students, parents and or guardian of the availability of the insurance refund through phone call, email and/or text message.

In cases where the student cannot pay his/her hospital bill, this can be charged to his/her tuition fee provided that this can be covered by the insurance refund. This will be assessed by the OSS and will be properly endorsed to Silliman University Medical Center.VI. What do I do if I have a complaint/concern?

We hope to provide you with the most appropriate resolution to your concern. We might not be able to provide you with an immediate result, but rest assured, we will facilitate your need.

SUGGESTED POSSIBLE ACTIONS IF YOU HAVE COMPLAINT/CONCERN:

- **Academic Related** – If your concern is course-related such as queries on the course/syllabus, re-computation of grades, completion of a requirement, make-up activities for missed classes or exams, please message your course teacher/instructor. Clarifications on this matter is best addressed by your instructor.

If the instructor cannot or fails to address your concern, you may approach your department chairperson.

You may also talk to your department guidance counselor as she/he is equipped to assist you on finding the most practicable answers to your concern.

- **Peer/Classmate Related** – If your concern involves peers, you may approach your department guidance counselor; you may also approach a department faculty/staff you are most comfortable with as he/she may also assist you.

In the university, we have to exhaust all administrative remedies to our complaint/concerns. Every interaction must be collegial and professional; hence, a protocol is followed.

HOWEVER, there are instances when the gravity of your concern/complaint is high, and the most practical remedy is to lodge a complaint with the proper authorities for arbitration and processing. Such situation calls for the filing of a GRIEVANCE – this concern is taken as one of utmost sensitivity and confidentiality. You may have a complaint against a peer, a staff, a teacher, or a university administrator. The first move you can do is talk to your department counselor.

Simultaneously, you may submit to the Student Grievance Center a letter-of-complaint stating all pertinent facts and information, with your complaint properly signed. The Grievance Officer, who is the head of the Student Organizations and Activities Division, will look at your complaint and after finding that the complaint is justified, will endorse it to the proper office/department for appropriate action.

The Grievance Officer's duty is purely ministerial as mandated by the University Manual. He/she cannot decide on complaints lodged. The grievance officer's duty is only to facilitate the preliminary step in the processing of the complaint. But the Office of Student Services, being the advocate for students, will help you find a resolution to your complaint/grievance once you inform the Office about it.

