

REPUBLIC OF THE PHILIPPINES
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES



STUDENT HANDBOOK

2014 REVISED EDITION

Web Version

The Student Handbook is published by the Office of the Vice President for Student Affairs and Services

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Polytechnic University of the Philippines

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Technical Assistance by the Publications Office

THIS HANDBOOK BELONGS TO:

MESSAGE OF THE UNIVERSITY PRESIDENT

Enshrined in this Student Handbook are the fundamental rights and responsibilities of the Iskolar ng Bayan—the students of the Polytechnic University of the Philippines. This is the outcome of a rigorous committee work that is based on consultation, transparency and mutual respect of the administration and the students of the University. This handbook shall guide the processes and shall be the basis of decisions concerning the students.



EMANUEL C. DE GUZMAN, PhD

FOREWORD

The PUP Student Handbook is a compendium of relevant information on student concerns and interest as part of the University.

It is also an enduring landmark of the PUP community, reflecting the external and internal substance of life in the academe.

The Handbook also echoes the sounds and nuances of learning, including the code of conduct, scholastic standards, cultural and religious guidelines, and such other policies and directives that lend distinction to PUP as a fount of knowledge and skills.

Prefaced by the PUP philosophy, vision and mission, the PUP Student Handbook is a veritable gateway to students' holistic development.

PHILOSOPHY OF PUP

As a State University, the Polytechnic University of the Philippines believes that education is an instrument for the development of the citizenry and for the enhancement of nation building. It believes that the meaningful growth and transformation of the country are best achieved in an atmosphere of brotherhood, peace, freedom, justice and a nationalist-oriented education imbued with the spirit of humanist internationalism.

VISION

Clearing the paths while laying new foundation to transform the Polytechnic University of the Philippines into an epistemic community.

STRATEGIC OBJECTIVE: 8-POINT AGENDA

1. Pursuing academic excellence through disciplinal integrity
2. Embedding a culture of research
3. Insuring transparency and participatoriness in giving rewards and sanctions
4. Modernizing and upgrading of physical facilities, equipment, library, and campus development
5. Reconceptualizing academic freedom
6. Institutionalizing civil society engagement and involved Extension Service Program
7. Assuring transparency in fiscal responsibility
8. Assessing institutional processes and reviewing critically and rationally the organization

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TITLE 1: THE PUP EDUCATION

Background of the Polytechnic University of the Philippines

Brief History

The Polytechnic University of the Philippines has for its immense historicity a rich culture of freedom and mass-oriented philosophy. It was founded as the Manila Business School in 1904 as part of the city school system under the superintendence of G.A. O'Reilley. MBS responded to the demand for training personnel for government service and the need to provide skills needed for employment.

In 1908, the MBS was renamed Philippine School of Commerce (PSC). The school opened night classes to widen access to education especially of the young people employed during daytime. However, the government retrenchment policy caused the night classes to stop in 1932 but by virtue of Executive Order no. 170 signed by then President Elpidio Quirino on August 31, 1948, the offering of the night classes resumed. By that time, PSC had Lepanto (now Sergio H. Loyola Street) as its main campus and used the building which was the first house of the Philippine Congress for its day and night classes. Republic Act 778 was passed in 1952 renaming the PSC as the Philippine College of Commerce (PCC). Under Luis F. Reyes as PCC's first president, the broadening of the school's program offerings followed with the inclusion of undergraduate courses in commerce and related fields.

During the presidency of Dr. Nemesio E. Prudente from 1962 to 1972, further expansion of undergraduate and graduate programs in liberal and distributive arts as well as social sciences was made possible. Student services were likewise introduced such as the book bank, student loan fund, cultural and student assistantship programs. PCC's growth continued in terms of program offerings and geographical scope that by 1978 under the administration of Dr. Pablo T. Mateo, PCC was converted into a chartered state university and was renamed Polytechnic University of the Philippines by virtue of Presidential Decree No. 1341. By the 1980's, PUP had transferred its main campus to a government-assigned property along Anonas Street, Sta. Mesa, Manila.

The University at Present

PUP is presently governed by Republic Act No. 8292 or the Higher Education Modernization Act of 1997, and its Implementing Rules and Regulations contained in the Commission on Higher Education Memorandum Circular No. 4, series of 1997. The Board of Regents exercises policy-making functions to carry out the vision, mission and programs in line with the University philosophy. The University is administered by an appointed President who is assisted by an Executive Vice President and sectoral vice presidents for Academic Affairs, Administration, Research and Extension, Student Affairs and Services, Finance, and Branches and Campuses.

In the recent years, PUP embarked on a development program that put greater focus on the role of research and extension as vital components of the realization of its mission as a state university. Likewise, PUP's global competitiveness showed in the increasing number of its graduate and undergraduate students from Asia and the Middle East.

October 2014 marked PUP's eleven (11) decades of service particularly to the economically challenged sectors of the Philippine society. As the country's First Polytechnic University, it has remained a partner in poverty alleviation, nation building and inclusive development. The PUP Community under the leadership of its current president, Dr. Emanuel C. De Guzman, envisions itself to be an epistemic community that is critically aware of itself and the world outside oneself, ready for the challenges of the fast changing times.

Declaration of Principles

The Polytechnic University of the Philippines hereby adopts and declares the following basic principles:

1. The University shall contribute at all times to the attainment of national development goals as it must be an instrument for the development of citizenry and for the enhancement of nation-building.
2. The University shall promote the democratization of access to educational opportunities by all sectors of the national community.
3. The University shall help accelerate the socio-economic development of the countryside by ensuring that tertiary education is within the reach of deserving members of rural communities.
4. The University shall promote and maintain the building of a self-reliant and egalitarian society through a relevant quality and total University education.
5. The University shall at all times encourage the students and faculty in the pursuit of applied and useful knowledge.
6. As a University, it shall generate research that shall help maximize institutional development and support national development thrusts.
7. The University commits to promote scientific consciousness and develop relevant expertise and competence, stressing their importance in building a truly independent and sovereign Philippines; emphasize the unrestrained and unremitting search for, and defense of truth as well as the advancement of moral and spiritual values; promote awareness of our beneficial and relevant cultural heritage; develop, promote and maintain in the students' and faculty self-discipline, nationalism, and social consciousness, and the need to protect and defend human rights; provide the students and faculty with liberal arts-based education essential to broaden understanding and appreciation of life and to the total development of the individual; make the students and faculty conscious of applied technological, social as well as politico-economic problems and encourage them to contribute to the nationalist industrialization and overall socio-economic development of the country; and develop, use, nurture, improve and propagate the national language and other

Philippine languages, and ensure proficiency in English as well as other languages required by/of the students' field of specialization.

8. To fulfill the foregoing commitments, the University shall foster high quality campus environment, broaden opportunities for the intellectually qualified and/or scientifically inclined students through school fees within the reach of even socio-economically disadvantaged students; strive to promote the welfare of its members through the improvement of salary levels, security of tenure and through scholarships, training and development programs, better working conditions, as well as the rational use of time and resources; undertake vigorous efforts toward institutional linkages, particularly in the areas of common concern like training and retaining, equipment and audio-visual use, and other existing, modern and applied technological advancement; strengthen research, publication, and creative works; model quality management and fiscal responsibility; improve sense of community involvement and linkages; institutionalize principles of academic freedom and responsibility; promote academic excellence in student/faculty performance nationally and internationally; value and enrich cultural heritage, integrate information and communication technology with instructions, research, service and production; evaluate wholesome living and working environment for faculty, employees, and students; and strategize and institutionalize income-generating projects.
9. To formulate and implement new and relevant curricula and, at the same time, supplement curricular activities with carefully-planned co-curricular interests and undertaking.
10. To emphasize on the need to improve indigenous Philippine science, technology and research; and to stress, above all, continued and regular improvement of the contents and quality of PUP education together with orienting course offerings toward sustaining Filipino manpower requirements and entrepreneurial needs.

Shared Values

- God-Fearing
- Love for Humanity and Democracy
- Collegiality
- Integrity and Credibility
- Transparency and Accountability
- Passion for Learning
- Patriotism
- Humanist Internationalism

Mandate

Presidential Decree No.1341 has mandated the PUP to expand the program offerings of the University to include courses in polytechnic areas and has also given the University the authority to expand diametrically through the establishment of branches, consortia and linkages.

The Governance of PUP

The governance of the University is vested in the Board of Regents (BOR). The administration and exercise of its corporate powers are vested exclusively in the BOR. At present, the BOR of PUP is composed of the following: the Commission on Higher Education (CHED) Chairman/Commissioner as Chairman; the President of the PUP as Vice Chairman and the following as members: the Chairman of the Senate Committee on Education, Arts and Culture; the Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines; the Regional Director of the National Economic Development Authority (NEDA); the Regional Director of the Department of Science and Technology; the President of the University Faculty Federation; the President of the University Alumni Federation; two (2) prominent citizens who have distinguished themselves in their profession; and the President of the Supreme Student Council or the student representative elected by the student council of the University.

The University has two councils, namely: (1) *Academic Council*; and (2) *Administrative Council*. The Academic Council is composed of the President of the University as Chairman and all professors (assistant, associate, and full) of the University as members. It is empowered to prescribe curricula and rules of discipline subject to the approval of the BOR. It shall determine and fix requirements for University admission, retention and graduation, and recommends candidates for graduation to the Board. The Council exercises disciplinary power over students of the University within the limits prescribed by the rules of discipline approved by the BOR. The Administrative Council is composed of the President of the University as Chairman and the vice presidents, directors, deans and other officials of equal rank as members. The Administrative Council is entrusted to recommend policies governing the administration, management, and development programs of the University as approved by the Board.

The PUP Logo



The star in the logo stands for the perfection of the human person as well as the search for truth, while the five concentric circles depict infinite wisdom.

Both the five-pointed star and the five concentric circles stand for quintessence, meaning the highest form of quality or the most perfect example of creation.

The star is golden yellow not only because this is a star's natural color but also because, together with the dark maroon used as background, it is the traditional color of the University.

The five concentric circles are white because it symbolizes purity.

Imno ng PUP

(Kumposisyon nina Siegfredo Calabig, Susan Roldan, at Raffy Amaranto)

Sintang Paaralan, tanglaw ka ng bayan
Pandayan ng isip ng kabataan
Kami ay dumating na salat sa yaman
Hanap na dunong ay iyong alay.
Ang layunin mong makatao
Dinarangal ang Pilipino
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala.

Gagamitin ang karunungan
Mula sa iyo, para sa bayan.
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala

TITLE 2: STUDENT RIGHTS

Section 1. Fundamental Rights

- 1.1 Education is a right. It is the responsibility of a State to provide quality and accessible education. Thus it is the responsibility of a State to support and give priority to education as a basic right of all citizens.
- 1.2 Right to Admission and Non-discrimination. No student shall be denied admission to nor be expelled by the school on account of his/her physical handicap, socio-economic status, political or religious beliefs, sexual orientation or membership in student organizations, nor shall pregnant students and certified reformed drug abusers be discriminated against. No student shall be punished with disciplinary action and be denied services, scholarships and other privileges on account of the same.
- 1.3 Every PUP student has the right to be safe, and to be free from actions and omissions that endanger safety and peace of mind. He/She must be free from any mental and physical threats, torture, force, violence, hazing, intimidation and all other means which vitiates the student's right to be safe within the University. Also, the students have a right against being held in secret, incommunicado or similar forms of solitary detention.
- 1.4 Right to competent instruction and relevant quality of education. Every student shall have the right to competent instruction and quality education relevant to his/her personal and cultural development and that of the nation.
- 1.5 Every student has the right to be treated with dignity and respect, at all times, by all members of the PUP community and within PUP campuses.
- 1.6 Every student enjoys within the confines of the University the freedoms of opinion, of speech, and of expression. They should also enjoy right of access to media in their respective activities. They shall also have the right to print, circulate and/or mount leaflets, newsletters, posters, wall news, petitions and other such materials. School authorities shall ensure the provision of facilities such as bulletin boards for the mounting of the aforementioned materials subject to existing rules and regulations.
- 1.7 Students shall have the right to accurate information about matters directly affecting their interests and welfare inside the University. They shall be informed of the duly approved rules and policies defining and governing proper conduct and the system of sanctions and consequences that is in place. University officials and officers of student governments are obliged to present periodically in public, reports detailing the state of their respective offices.

- 1.8 A student is entitled to prompt correction of his or her official records if an error is found and duly proven.
- 1.9 Students shall have the right to be informed and consulted regarding all tuition and other fee increase.

Section 2. Academic Rights

- 2.1 Every PUP student has the right to receive competent instruction and relevant quality education. Therefore, the University shall ensure that:
 - 2.1.1 Faculty members must be available during the consultation hours that they specified in their faculty service record.
 - 2.1.2 Faculty members are obliged to submit the final grades of their students within the submission deadlines specified in the academic calendar.
- 2.2 Students are entitled to sufficient course information, academic advice, and general guidance from faculty, staff, fellow students, and other members of the University, so they are able to make wise decisions regarding their training.
- 2.3 Students must be formally informed, in writing, of the academic standards that will be applied in any course of study for which they are enrolled in. Within the first week of the semester, the instructor must provide students with the full course description, the learning objectives, syllabus, the course requirements, the evaluation method, deadlines and academic consequences, and acceptable academic collaboration.
- 2.4 Every student shall have fair access to adequate University services and facilities. The libraries of PUP shall be open to students and non-students alike, in accordance with duly-approved University rules and regulations.
- 2.5 Students are guaranteed academic freedom to the extent that they may pursue independent inquiry, free from unwarranted interference and influence, and to express contrary opinions and points of view.

Student's academic freedom shall consist of but, not limited to, the following:

- 2.5.1 To conduct research in connection with academic work, and to freely discuss and publish their findings and recommendations;
- 2.5.2 To conduct inquiry on curricular and extracurricular activities within the campus and in appropriate circumstances;
- 2.5.3 To choose a field of study for research and to pursue the quest for truth; to express their opinion on any subject of public or general concern which directly or indirectly affects the students or the educational system;

- 2.5.4 To invite off-campus speakers or resource persons to student sponsored assemblies, for a, symposia, and other activities of similar nature;
 - 2.5.5 To express contrary interpretations or dissenting opinions inside and outside the classroom;
 - 2.5.6 To participate in the drafting of new curriculum and in the review or revision of the old;
 - 2.5.7 To participate in the drafting and/or revising of the student handbook which shall include the school rules and regulations, a copy of which shall be furnished to the student upon admission to the school; and
 - 2.5.8 To freely discuss and criticize university policies and national policies
- 2.6 Every student has the right to fair, transparent and objective evaluation of his or her academic performance based on duly-approved standards of excellence.
- 2.7 Every student must be given the opportunity to evaluate objectively faculty performance and course delivery, curriculum of degree program and course syllabus without fear of reprisal.

Section 3. Representation Rights

- 3.1 Students are free to establish and run structures of self-governance, mechanisms for advocacy, and systems of decision-making that protect and promote their democratic rights and welfare. To this end, the University must support and facilitate the creation and operation of student councils and student publications.
- 3.2 Students must be duly represented in decision-making, policy-making, and adjudicatory bodies as well as provide opportunity to participate in or influence the governance of the University. They shall have the right to examine existing school policies, initiate appropriate amendments and appeal decisions of policy-making bodies that affect student interests and welfare. In all policy matters, the University must uphold the principle of collective decision-making and due process.
- 3.3 Students are free to form, assist, join or participate in organizations, societies or alliances in the University, in the pursuit of common interests and lawful goals. Students have the right to create and decide independently the rules on membership, policies, and actions of the group.
- 3.4 Students have the right to use, free of charge, needed University facilities for extra-curricular programs and activities subject to prevailing University rules and regulations. The University shall designate and provide proper students centers that shall be jointly managed by the University and student government.

- 3.5 All publications produced by students shall be self-regulated. School authorities shall not unduly sanction editors, managers, and writers of campus press and media due to editorial policy or content disapproval or disagreement with any other PUP stakeholder.
- 3.6 Students must be free to air and seek redress of grievances.

Section 4. Right to Organize and Right of Association

- 4.1 Right to organize and right of association. The right of students to form, assist, join and actively participate in any campus organizations, unions, societies, nationwide youth groups, alliances or federations, for purpose not contrary to law shall not be abridged.
- 4.2 Right to hold activities. The rights of organizations to conduct activities inside and outside campus for purposes not contrary to law shall not be abridged.

The school administration shall provide space for the offices of student organizations within the premises of the school. Furthermore, the school administration may allow student organizations to use school facilities free of charge subject to the existing policies of the University.

Section 5. Procedural Rights

- 5.1 Every student has the right to due process and to the integrity of the administrative procedures.
- 5.2 University policy or regulation, especially those that are penal or analogous in nature, shall be only enforced prospectively.
- 5.3 Students are entitled to prompt and proper resolution of cases.
- 5.4 Students have the right to appeal all decisions of the University while exhausting all possible administrative remedies in accordance with the PUP Charter and its implementing rules and regulations.

Section 6. Other Rights

- 6.1 Right of Entry. In case of violations of “No ID, No Entry” or uniform policies, the student concerned shall not be denied entry provided that he/she sufficiently provides proof that he/she is a bona fide student of the school.
- 6.2 Students with delinquent fees shall have the right to take an examination. Nevertheless, such students shall be subject to the right of the school to

- suspend enrollment and/or to withhold the release or issuance of their school clearance prior to their graduation until all prior delinquencies are fully paid.
- 6.3 Protection against militarization within the school campus except the ROTC. The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment or personnel shall be installed inside the school premises.
 - 6.4 Acts that impair the rights of student to organize are prohibited, such as:
 - 6.4.1 Signing of waivers or similar documents that use membership to any organization as a basis for admission to or expulsion from schools, including the imposition of disciplinary actions;
 - 6.4.2 Imposition of unreasonable requirements on student organizations seeking recognition, such as but are not limited to: the imposition of a minimum size of membership and the imposition of unreasonable community services duties; and
 - 6.4.3 Discriminatory policies in the assignment of school facilities and in granting other privileges to student organizations.
 - 6.5 Protection against imposition of requirements for admission and continued membership to a student organization that are contrary to law.

TITLE 3: GENERAL REGULATIONS

Section 1. The regulations of the PUP as set forth in this Handbook are formulated to ascertain the proper order necessary in the pursuit of knowledge, to guide the students in attaining the best possible quality of work required of them, and to ensure their desirable deportment.

Section 2. Every PUP student is expected to observe and abide by all the policies and regulations of the University, thus, he/she is committed to uphold these rules and regulations.

Section 3. Every PUP student is an extension and reflection of the University. Henceforth, whether on- or off-campus, he/she is expected to be a model of the highest norms of behavior befitting a true scholar, a future professional, and a respectable citizen.

Section 4. He/She is expected to know the philosophy, vision and mission of the University, the meaning of its logo, and the Imno ng PUP.

Section 5. He/She shall observe and respect the laws of the land, the standards of organized society, and the code of conduct, rules and regulations of the University.

Section 6. He/She shall, in words and in deeds, observe the usual norms of courtesy and etiquette in all areas of interpersonal relationships with any member of the University community.

Section 7. He/She is expected to show respect and deference to all members of the academe including visitors in the campus.

Section 8. He/She is expected to cooperate in classroom procedures, as well as to help in keeping clean and orderly all classrooms, corridors, walls, boards, furniture, equipment, the campus premises and the structures and other facilities therein. He/She shall refrain from posting or inscribing offensive or indecent language in the form of graffiti.

Section 9. He/She shall refrain from boisterous or unbecoming behavior and rude actions that tend to disrupt and disturb the teaching-learning process.

Section 10. He/She is encouraged to attend University-, college-, department-, and campus/branch-sponsored activities.

Section 11. He/She should not stay inside the University premises during curfew time (10pm to 6am), Sundays, holidays or when classes are suspended. However, activities during curfew time, or on Sundays or holidays and overnight stays may be allowed provided he/she secures approval from the Office of the Vice President for Student Affairs and Services (OVPSAS) as recommended by the Office of the Director for Student Services, at least two days before the intended stay and complies with other requirements such as parental consent and request-letter endorsed by the Dean (for academic-related

activity) or faculty adviser (in case of student organization) with complete contact information. The student shall stay only at the approved venue and shall not be allowed to go outside the campus during curfew. The security officers shall be informed of the names of the person/s who will stay overnight and shall monitor the student activities.

Section 12. In cases where a permit or any other document of a student require the signature of the parent/guardian, he/she is the only authorized person to sign.

Section 13. The University President may suspend classes in case of serious weather disturbance, calamity and / or other emergency situation/s.

Section 14. Students, as individuals or groups, shall not be allowed to use the name, logo and seal of the University without the recommendation of the activity adviser and the approval of the duly authorized University Official. This applies to printed programs, invitations, announcements, tickets, and the like.

TITLE 4: CODE OF CONDUCT

To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, every PUP student shall strictly abide by the following University rules and regulations:

Section 1. He/She shall observe the following guidelines on the use of the official identification card (ID):

- 1.1 Upon admission to the University, every PUP student is issued an official ID card and must have this card validated by the concerned College at the start of every term.
- 1.2 He/She shall wear conspicuously his/her ID at all times while inside the campus.

Section 2. A PUP student proven to have violated the foregoing rules on ID and registration certificate shall be subject to disciplinary measures as specified in Title 9, Code of Discipline of this Handbook or as determined by the Director of Student Services. Any of the following shall be considered a violation of the foregoing rules:

- 2.1 A student who fails to secure his/her ID on time due to late filing of application for ID;
- 2.2 A student who fails to bring his/her validated ID and in lieu thereof, cannot present his/her current validated registration certificate at the Security Post;
- 2.3 A student who fails to conspicuously wear his/her validated ID at all times inside the Campus;
- 2.4 A student who loses his/her ID without a justifiable cause; and
- 2.5 A student who uses fake, non-validated ID/another person's ID or lends one's ID for the use of another person.

Section 3. In no case shall the ID and registration certificate be confiscated from a student unless ordered by the Student Disciplinary Board (SDB). However, if a student is caught in the act of violating any of the rules and regulations of the University, any concerned University personnel may demand for his/her ID for proper identification and reporting to concerned authorities without confiscating the same.

Section 4. In the implementation of the guidelines on the use of ID/registration certificate, utmost courtesy is expected at all times.

Section 5. A student who withdraws, transfers or graduates from the University must surrender his/her ID card to the Office of the Registrar as a prerequisite to the issuance by the Registrar of a Certification of Graduation and/or Transfer Credentials.

Section 6. Every PUP student may dress up according to his/her individual taste but he/she is required to adhere to the conventions of decency and proper grooming.

The College of Law enforces a strict dress code approved by the Dean of the College after consultation with the students and which must be complied with by all students of the said College.

Note: In cases where a Department/College would have a uniform, this must be approved by at least the majority of the students and noted by the College Council President and the Dean, yet it should not be made compulsory and should not be taken against the students in any form.

Section 7. Every PUP student shall refrain from smoking, drinking alcoholic beverages, gambling, taking prohibited drugs or engaging in any unlawful activity while inside the University premises.

Section 8. The destruction or defacement of any of the structures, classrooms, facilities, equipment or any other properties of the University is strictly prohibited as it would constitute destruction or defacement of government property.

Section 9. Accredited student organizations and student councils may be allowed to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, but prior permit must be obtained from the Office of the Vice President for Student Services and the Office of the Vice President for Administration after complying with the requirements.

Section 10. Any student who wishes to participate in any activity outside the campus as a representative of the University shall apply for a clearance with the Office of the Director of Student Services (ODSS) and shall comply with the existing guidelines on the conduct of off-campus student activities. The Director for Student Services shall evaluate the student's application and shall endorse or recommend the same as may be appropriate, to the authorized University official, in accordance with the University policy. Without a written authority and/or without complying with the required documents such as parental consent, medical clearance, and insurance, the student's participation shall be considered unofficial/unauthorized and may be subject to disciplinary sanctions.

Section 11. Students who intend to release to the press or similar channels of public communication notices and other announcements concerning University activities must secure a written clearance from the Director of Student Services or his/her duly authorized representative/s and the Director of the Communication Management Office (CMO) or

his/her duly authorized representative/s, who shall be furnished with copies of the notices or announcements.

Section 12. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits, etc.) are required to obtain prior approval from the Director of Student Services or his/her duly authorized representative and to submit to him/her a Visitors' List, the purpose of their visit, and their expected date and time of arrival. The properly accomplished form with the attached list shall be forwarded to the Security Office for information.

Section 13. For students' educational tours, field visits, outings, and other similar activities, the faculty-in-charge is required to submit a written request addressed to the University President through the Vice-President for Academic Affairs, duly recommended by the Chairperson and the Dean. The other requirements stated in the CHED and the PUP Guidelines on the Conduct of Educational Tours and Field Visits such as but not limited to parental waiver/consent, group insurance must likewise be complied with. Educational tours and/ or field visits shall not be made a substitute for a major examination and shall not be scheduled one (1) week before or after a mid-term or final examination. Any activity of this sort should not be made compulsory and shall not be taken as a substitute for any academic requirements such as mid-term examination, final examination and the like unless required by the subject curriculum.

Section 14. Students and/ or student organizations shall not engage in any fund raising activity without the necessary approval of the authorized University official/s and without complying with the approved policies on fund raising.

Section 15. Students who violate the aforementioned rules and regulations shall be meted with corresponding disciplinary measures as stated in Title 9 - Code of Discipline.

TITLE 5: ACADEMIC REGULATIONS, PROCEDURES AND SERVICES

Section 1. Schedule of Fees and Payments

- 1.1 The educational expenses of PUP students are partly borne by the State. The University charges a fixed amount per unit/hour. Laboratory fees vary according to the laboratory subject.
- 1.2 Students shall pay other fees like registration, library, medical and dental, sports development, guidance, student government, student publication, cultural and other fees approved by the Board of Regents.
- 1.3 Information regarding tuition and other fees may be found in the PUP Website, or it may be secured from the Accounting Office - Student Services Section.

International students are advised to see the Office of the Vice President for Finance (OVPF) for the applicable tuition and other fees. (To be transferred to the section applicable to International students)

- 1.4 The mode of payment for tuition and miscellaneous fees shall be in full or in two equal installments. 50% of the total semester assessment should be paid upon enrollment and the remaining 50% prior to the final examination period.
- 1.5 Students who voluntarily withdraw from the University shall be entitled to a refund of their tuition only in accordance with the following schedule:
 - 1.5.1 Within one week from the opening of semestral classes (or 2 days from opening of summer classes) – 70%
 - 1.5.2 Within two weeks from opening of semestral classes (or 3-4 days from opening of summer classes) – 50%
 - 1.5.3 Within the third and fourth weeks from the opening of classes (or 5-6 days from opening of summer classes) – 30%
 - 1.5.4 After the fourth week from the opening of classes (or more than 6 days from opening of summer classes) – No Refund
- 1.6 The following may request for a refund of tuition fees even after the fourth week from the opening of classes (or more than 6 days from opening of summer classes).
 - 1.6.1 Students who withdraw on account of illness certified under oath by the attending physician;
 - 1.6.2 Students who withdraw on account of employment duly certified by the employer concerned; and

- 1.6.3 Students who have to take a prolonged leave of absence from the University in compliance with a lawful order or for other reasonable causes.
- 1.7 In the case of students who withdraw before the opening of classes, the refund of tuition and miscellaneous fees, which shall be made in accordance with the schedule, shall be counted from the actual date of registration.
- 1.8 In the case of dissolution of a class or the death of a student during the semester, the corresponding payment made shall be refunded in full.
- 1.9 Compulsory collection of fees on books, manuals, modules, tickets, and the likes which are not approved by the Board of Regents is strictly prohibited. Students shall be encouraged to buy the prescribed books only at the official PUP Bookstore.

Section 2. Scholarship and Financial Assistance

- 2.1 On the basis of academic performance and exemplary abilities and skills, the University grants scholarships (entrance, resident, and special grants) as well as financial assistance (service grant-in-aid, student loan, and work-study plan or student assistantship) to deserving students. These students are given full or partial discount on tuition and other school fees and, in certain cases, other privileges like stipends.
- 2.2 Information regarding scholarships and financial assistance is available at the Scholarship and Financial Assistance Services Office (SFASO). The brochure/handbook on Scholarship and Financial Assistance Rules and Regulations contains detailed descriptions of the different categories of scholarships and financial assistantships, as well as the procedures for application for and approval of scholarship/grant in-aid, and the responsibilities of a grantee. The various special grants as well as the terms and conditions of each grant are also described in the brochure available at the SFASO.

Section 3. Registration and Cross-Registration

- 3.1 Only students who are officially enrolled are allowed to attend classes.
- 3.2 A student is considered officially enrolled when: (a) he/she has paid his/her tuition (in full or in installment) and other fees; (b) his/her registration certificate has been properly validated by the Office of Admission Services.
- 3.3 No student shall be registered later than the date specified in the University calendar, except under justifiable circumstances to be determined by the Dean of the College/Institute or Director of the Branch/Campus concerned who then makes his/her recommendation to the Vice President for Academic Affairs/Vice

President for Branches and Campuses, but the late registration must not exceed six (6) class hours.

- 3.4 A student of the University may be authorized by the concerned Dean/Director and given permission by the University Registrar to cross-register in another accredited institution of higher learning if the subject/s he/she needs to enroll in during a given term is/are not offered in the University.
- 3.5 No cross enrollee from another institution shall be admitted into the University without a written permit from the University Registrar. The permit shall state the total number of units for which the student is registered and the subject/s that he/she is authorized to take in the University.

Note: For detailed information, see Guide to Registration brochure or visit the PUP official website.

Section 4. Academic Load

- 4.1 In general, one academic unit is the equivalent of at least seventeen (17) lecture hours or the corresponding laboratory hours.
- 4.2 No undergraduate student shall be allowed to take more than the number of units in each semester as specified in his/her curriculum except for graduating or academically outstanding students as certified by the College Dean and approved by the Vice President for Academic Affairs. A maximum of additional nine (9) units may be given to them.
- 4.3 In the summer term, the normal load shall be six (6) units or two (2) academic subjects. In justifiable cases, however, the College Dean, with the approval of the VPAA, may allow a student to take a maximum of nine (9) units.
- 4.4 Transferees and shiftees who are classified as irregular may be allowed to take summer classes to become regular students in the succeeding semester.
- 4.5 Advanced Subjects and Back Subjects. As a general rule, a student shall not be permitted to take any advanced subject until he has satisfactorily passed the prerequisite subject or subjects. However, a student may be allowed to simultaneously enroll in prerequisite and advanced subjects under any of the following conditions:
 - 1) When the pre-requisite is a repeated subject;
 - 2) When the student has superior scholastic standing;
 - 3) When the student is graduating at the end of the school term; or
 - 4) When it is approved by the VPAA upon the recommendation of the Dean of the college.

Gifted or honor (academic scholars) students may be permitted to take such additional advanced subjects or overload, including the summer session, as may be approved by the VPAA upon the recommendation of the Dean of the college, based upon the previous academic performance of the student and other evidence of educational measurements.

4.6 Excess or Over Load. Upon the discretion of the Vice President for Academic Affairs, a graduating student may be allowed additional subject-loads of not more than six (6) academic units in excess of the normal load prescribed by the institution for the last school term. Likewise, a graduating student may, on a case-to-case basis, be allowed to take several Physical Education (PE) courses in a semester. The request for two (2) or more basic PE subjects should include the following information:

- 1) Name of student;
- 2) Reasons justifying his failure to take PE in the preceding semesters;
- 3) The class schedule and the schedule of the requested PE classes; and
- 4) The endorsement of the Registrar with the statement "Graduation upon completion of load". (Per CHED Memo 30 s. 2009)

4.7 Prerequisite Subjects. As a general rule, no student shall be allowed to take any subject until he/she has satisfactorily passed the prerequisite subject/s. However, a student may be allowed to simultaneously enroll in co-requisite subjects under any of the following conditions subject to recommendation of the Dean and approval of the VPAA:

4.7.1 When the prerequisite is a repeated subject;

4.7.2 When the student has superior scholastic standing; and

4.7.3 When the student is graduating at the end of the school term.

N.B.: A student is considered graduating if he/she is completing all academic requirements during the term.

Section 5. Changing of Classes, Substitution and Dropping of Subjects

5.1 The student shall accomplish Application for Change of Enrollment (ACE) Form which can be downloaded from the official PUP website for approval by the Chairperson/Dean to be submitted to the Registrar's Office.

5.2 Changes in Subject/Section/Schedule or adding/dropping of subject should be done within the adjustment period specified in the University Calendar and must be approved by the Dean/Chairperson.

5.3 Tagging of change in subject or schedule should be processed by the respective Department. After tagging, the student should check his/her SIS

account to verify if the change in subject or schedule is reflected. Payment should be made at the Cashier's Office.

- 5.4 No substitution shall be allowed for major and mandated subjects prescribed in the curriculum except when, in the evaluation of the Chairperson of the Department offering the prescribed subject, the proposed substitute is substantially equivalent in content to the required subject. The Dean shall recommend such substitution for approval of the Vice President for Academic Affairs.
- 5.5 Substitution of subject/s may be authorized if a curriculum has been superseded by a new one. In case of curricular revision, the student follows the curriculum he/she was enrolled in upon admission
- 5.6 Substitution should:
 - 5.6.1 Involve subjects within the same department if possible; if not, the proposed substitute must be allied to the one being substituted;
 - 5.6.2 Be between subjects of the same number of units; and
 - 5.6.3 Be recommended by the Chairperson, Coordinator and Dean of the College or Director of the Campus/Branch offering the subject for approval by the VPAA.

Section 6. Classification of Students

- 6.1 According to admission status:
 - 6.1.1 Freshmen – Students admitted through the PUP College Entrance Test (PUPCET) have not enrolled in any academic college subject prior to their enrolment in the University and have submitted to the Admissions and Registration Services all the documents required for formal acceptance in PUP.
 - 6.1.2 Resident students – bona fide students including those who are not officially enrolled and by virtue of their approved written petition for leave of absence may be considered for re-admission, provided their LOA did not exceed (1) academic year.
 - 6.1.3 Returning Students (Returnees) – Students considered for readmission depending on their previous scholastic performance, and the availability of slots/and must have complied with all other requirements for readmission.
 - 6.1.4 Transferring Students (Transferees) - (a) From a PUP Branch/Campus – Students admitted as transferees upon the recommendation of the Branch Director depending upon the availability of slot and their compliance with all the requirements for admission; and (b) From Another School – Students admitted as transferees depending on the availability

of slots provided they have met all the academic and admission requirements set by the University.

- 6.1.5 Reenrolling Baccalaureate Degree Holders – Students may be admitted to a post-baccalaureate program or any other special program of the University depending on the availability of slots and the approval of the College Dean and Office of Admission Services.

(For detailed information, please see Admission Policies and Requirements Brochure or visit the official PUP Website.)

- 6.2 According to academic load, students enrolled in the University are classified as follows:

- 6.2.1 Regular student – one who is registered for formal academic credits and who carries the full load required in a given semester by his/her curriculum.
- 6.2.2 Irregular student – one who has deficiency/back subjects
- 6.2.3 Special student – one who is not earning formal academic credits.
- 6.2.4 Special needs student – PUP gives importance to the following modified educational facilities and equipment, as minimum requirements, for special students needing special education:
- a. For persons with visual impairment – sensory and tactile materials, Braille books and record materials, Braille writing, painting and reading machines, orientation and mobility equipment.
 - b. For persons with hearing impairment – group or individual hearing aids, speech trainers, tape recorders and speech or language kit containing auditory and language training materials.
 - c. For persons with orthopedic handicaps – the requirements provided for by Batas Pambansa Bilang 344, otherwise known as the Accessibility Law, shall be complied with, including adjustable desks or chairs and adopted physical education apparatuses.

Other types of learners with special needs or those with behavioral problems including the autistic, those with learning disabilities and those with multiple handicaps – instructional devices and equipment for behavior modification, perceptual motor training, daily living skills, language and speech and cognitive skills development. (Per CHED Memo 30 s. 2009)

- 6.3 According to year level, students enrolled in the University are classified as follows:

- 6.3.1 Freshman – one who is on the first year of his/her curriculum, or who has not finished the prescribed subjects of the first year of his curriculum, or 25% of the total number of units required in his/her entire course.
- 6.3.2 Sophomore – one who is on the second year of his/her curriculum, or who has satisfactorily completed the prescribed subjects of the first year of his/her curriculum or has finished more than 25% but less than 50% of the total number of units required in his/her entire course.
- 6.3.3 Junior – one who is on the third year of his/her curriculum, or who has completed the prescribed subjects of the first and second years of his/her curriculum or has finished more than 50% but less than 75% of the total number of units required in his/her entire course.
- 6.3.4 Senior – one who is on the fourth year of his/her curriculum, or who has completed the prescribed subjects of the first, second, and third years of his/her curriculum or has finished 75% or more of the total number of units required in his/her entire course.
- 6.3.5 Fifth year – in the College of Engineering or College of Architecture and Fine Arts, a student who is on the fifth year of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements.

Section 7. Attendance

- 7.1 Students are required to attend all classes starting with the first meeting of every subject. Non-attendance in any required class or academic activity constitutes an absence. Time lost due to late enrollment shall also be considered as absence.
- 7.2 A student shall be considered absent from class if he/she is not present within the first third fraction of the scheduled class time. In other words, a student is considered absent if he/she arrives after:
 - 7.2.1 the first 60 minutes of a three-hour class;
 - 7.2.2 the first 40 minutes of a two-hour class;
 - 7.2.3 the first 30 minutes of a one-hour-and-a-half class; and
 - 7.2.4 the first 20 minutes of a one-hour class.
- 7.3 A student is considered late or tardy if he/she arrives in class during the first third fraction of the scheduled class time, that is, if he/she arrives within the time schedules described in 7.2 above.
- 7.4 Three incidences of tardiness shall be considered as one absence from class.
- 7.5 Any student who has incurred absence from the class must, whenever required by the faculty member concerned, obtain an excuse slip from the Guidance, Counseling and Testing Services Office (GCTSO).

- 7.6 Absence duly authorized in writing by the University by reason of officially representing the University at some function or affair shall be excused. The Dean/Chairperson/ or Director/Academic Head shall inform the faculty member/s concerned.
- 7.7 Absence due to illness may be excused if the student submits a medical certificate issued by the University Medical Office, or any other physician: provided that, in the latter case, the medical certificate shall be authenticated by the University's Medical Office and presented to the Guidance, Counseling and Testing Services Office (GCTSO) for the issuance of an excuse slip.
- 7.8 Excused absences are for time missed only. All works covered by the class during the student's absence will have to be made up by the student within a reasonable period of time.
- 7.9 Three successive unexcused absences shall be reported by the faculty member concerned to the Chief of the Guidance, Counseling and Testing Services Office (GCTSO) who shall call for the student and notify his/her parents or guardians.
- 7.10 A student who has been absent for at least 20% of the hours of recitation, lecture, laboratory, or any other scheduled work in one subject for the semester, or any academic period, shall be automatically dropped from the class roll, and the Registrar shall be advised accordingly.
- 7.11 No student shall be denied access/entry to class due to tardiness. Student may, however, be marked absent and may not take part in any graded oral or written recitation.

Section 8. Grading System

- 8.1 Students shall be graded or marked in accordance with the following system:

Grade/Mark	Percentage/Equivalent	Description
1.0	97-100	Excellent
1.25	94-96	Excellent
1.5	91-93	Very Good
1.75	88-90	Very Good
2.0	85-87	Good
2.25	82-84	Good
2.5	79-81	Satisfactory
2.75	76-78	Satisfactory
3.0	75	Passing
5.0	65-74	Failure
Inc.		Incomplete
W		Withdrawn
D		Dropped

- 8.2 An Incomplete (Inc.) mark is temporarily given to a student who may qualify for passing but has not taken any major exam or its equivalent. Such requirement(s) must be satisfied within one year from the end of the term; otherwise, the grade shall automatically be replaced by “5”.
- 8.3 A Withdrawn Mark is given if the student voluntarily withdraws in writing from a subject at any time but not less than one (1) month before the final examination.
- 8.4 A Dropped Mark is given when the faculty member drops the student from his/her roll for having exceeded the allowable number of absences or for not having attended the class since the start of the term. W and D marks should not be converted into a grade of “5” and should not be included in the computation of the general weighted average.
- 8.5 A student who received a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his/her grade.

Section 9. Late Reporting of Grade/s, Mark/s and Correction of Entry

- 9.1 Correction of Entry should be accomplished within a period of one semester upon receipt of grade and Late Reporting of Grade should be accomplished within a period of one year.

Section 10. Removal of Incomplete Mark

- 10.1 For those who received Incomplete Marks they must accomplish and submit Completion Form together with a photocopy of pertinent documents such as faculty class record and student registration certificate to the Office University Registrar (OUR) within a period of one year. The student must pay the Completion Fee at the Cashier’s Office. A copy of the completion form with the passing grade signed by the subject Professor, Chairperson/Dean attached with the official receipt covering the payment must be submitted to the Office of the University Registrar (OUR). (*Completion form is downloadable in the PUP website.*)
- 10.2 Examinations for the removal of INC (Incomplete) mark shall not be charged any fee during the following:
- 10.2.1 The regular examination period where the subject is included in the schedule of examination.
- 10.2.2 The regular removal examination period within ten (10) days before the registration period.

- 10.3 Removal examinations may be taken at other times upon the approval of the College Dean/Branch/Campus Director concerned and after payment of the corresponding fee.
- 10.4 Any incomplete mark should be completed before the prescribed period stated in the University Calendar.
- 10.5 Incomplete Grades not completed within the prescribed period will be automatically converted to a grade of five (5.0).
- 10.6 In no case shall the period for the removal of the Incomplete mark extend beyond one year from the end of the term when the subject was taken, unless justified and with the approval of the VPAA and acknowledged by the University Registrar.

Section 11. Integration Period and Examinations

- 11.1 A one-week integration period shall be scheduled before the final examinations to enable students to review, provided the faculty members shall keep regular hours for consultation work.
- 11.2 The schedule of examinations as specified in the University calendar for the school year shall be observed unless otherwise changed to another date as authorized by the College Dean/Branch or Campus Director concerned.
- 11.3 The maximum period for each final examination shall be two hours.

Section 12. Scholastic Standing and Delinquency

- 12.1 Each college shall implement the following rules on scholastic delinquency:
- 12.1.1 *Warning.* Any student who at the end of the semester obtains final grades of “5” in 15% or less of the total number of academic units in which he/she is registered shall be warned by the Dean or Director concerned to improve his/her academic performance. If he/she fails or gets incomplete marks in 16 - 30% of the total number of academic units in which he/she is registered, he/she shall be warned by the Dean/Director and his/her load shall be reduced by three (3) units.
- 12.1.2 *Probation.* (a) Any student who, at the end of the semester obtains final grades of “5” in 31-50% of the total number of academic units in which he/she has enrolled shall be placed on probation for the succeeding semester and his/her academic load shall be correspondingly reduced by six (6) units by the Dean or Director concerned; (b) Any student who has received two successive warnings shall be placed on probation. Probation may be lifted the following semester if the student passes all

his/her subjects in which he/she has final failing grades; (c) Any student who has been placed on probation for two successive semesters shall be dropped from the rolls of the College in which he/she is enrolled. However, he/she may be readmitted to another College of the University to which he/she qualifies; and (d) Any student on probation who again fails in 50% or more of the total number of units in which he/she is enrolled for the semester shall be dropped from the rolls of the University.

12.1.3 *Dismissal.* Any student who, at the end of the semester, obtains final grades of “5”) in 51%-75% of the total number of academic units in which he/she receives final grades shall be dropped from the rolls of the College concerned; if more than 75%, he/she shall be dismissed from the University and be permanently disqualified from readmission to the University.

12.2 A grade of incomplete is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.

12.3 Required subjects in which a student has failed shall take precedence over other subjects in his/her succeeding enrollment.

12.4 In colleges or schools in which the weight of the subject is not expressed in terms of units, the computation shall be based on the respective equivalents.

12.5 A student may transfer from one college of the University to another provided:

12.5.1 He/she has achieved the one-year residency requirement of the University.

12.5.2 His/her release from the college in which he/she is previously enrolled is noted by the Dean.

12.5.3 He/she satisfies the requirements of the college in which he/she intends to enroll.

12.5.4 There is an available slot for an additional student in the college where he/she intends to enroll.

N.B.: Action to be taken is based on number of failures. (See Table of Scholastic Delinquency)

Section 13. Completion of Basic Courses in NSTP and P.E.

13.1 No college student shall be permitted to enroll in the third year unless he/she has completed the two-year basic course in P.E., and six units in National Service Welfare Training Service (CWTS) or Literacy Training Service (LTS), or

unless said student has been duly granted permission to defer the taking of the course by the authorities concerned.

13.2 All students (except international students) are required under the law to enroll in NSTP or its equivalent and shall not be allowed to cross-enroll in NSTP in any other institution unless given expressed permission by the office of ROTC, CWTS, LTS and approved by the Registrar's Office.

13.3 Students who are differently abled and/or are under restriction for reason of religious beliefs are also required to officially enroll in P.E., ROTC and CWTS. However, these students shall be given special tasks or assignments.

13.4 No student shall be allowed to graduate without having complied with Section 12 hereof.

Section 14. Tenure, Leave of Absence and Honorable Dismissal

14.1 Tenure

14.1.1 A student must finish the requirements of a college course within a period equivalent to one and one-half (1½) times the normal length of the prescribed residence for a course; otherwise, he/she shall not be readmitted into the University.

14.1.2 In case a student is officially given permission for leave of absence (maximum of one academic year only), the leave shall not be included in the computation of tenure. If a student incurs more than a year leave of absence, he/she shall be admitted as returning student upon the evaluation and recommendation of the Chairperson/Academic Head/Dean/Director.

14.2 Leave of Absence

14.2.1 A student intending to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent with the College Dean/Branch Director concerned for approval, stating therein the reasons for the leave which the Registrar's Office shall be furnished a copy. If the leave exceeds one academic year, he/she shall lose his/her status as a student-in-residence.

14.2.2 A student who withdraws from the University without a formal leave of absence shall apply for readmission as a returning student.

14.3 Honorable Dismissal

- 14.3.1 An Honorable Dismissal is issued by the University Registrar to a student who withdraws from the University for purposes of transferring to another school.
- 14.3.2 A student applying for an Honorable Dismissal shall be cleared of all accountabilities before a certificate is issued to him/her.
- 14.3.3 A student who leaves the University by reason of expulsion, dropping due to disciplinary action or suspension shall not be entitled to an Honorable Dismissal.
- 14.3.4 A student who has been issued Honorable Dismissal/Transfer Credentials cannot be readmitted to the University.
- 14.3.5 A student who is considered scholastically delinquent based on the Table of Delinquency shall be issued Honorable Dismissal provided that he/she is not expelled by way of a disciplinary action.

Section 15. Graduation with Honors

- 15.1 The University Registrar in close coordination with the Information Communication Technology Office shall determine and recommend to the University Honors' Committee a student who completes his/her baccalaureate course with any of the following weighted averages to graduate with honors:
- a. Summa cum Laude – 1.0000 to 1.2000
 - b. Magna cum Laude – 1.2001 to 1.4500
 - c. Cum Laude – 1.4501 to 1.7500
- 15.2 The guidelines on graduation with honors shall be as follows:
- 15.2.1 Only final grades shall be considered in the computation of the general average.
- 15.2.2 A student's final grades during his/her last school term shall be submitted 30 days before the date of graduation.
- 15.2.3 In the computation of the final averages of a candidate for graduation with honors, grades in all accredited academic subjects in the curriculum shall be included.
- 15.2.4 Every candidate for graduation with honors must: (a) have carried the normal load prescribed in his/her curriculum, except in the last semester; (In the night school, 15 units per semester shall be considered the normal load), (b) have completed in the University at least 75% of the total number of the academic units or hours required for graduation; (c)

have been in residence for at least three years immediately prior to graduation; (d) have no final grade lower than 2.5 and/or “Incomplete” which is not completed within the prescribed period, withdrawn or dropped in any academic subject whether prescribed or not in his/her curriculum which he/she has taken in the University, or in any other educational institution; (e) have no final grade of “5.0” in any academic and non-academic subject prescribed in his/her curriculum which he/she has taken in the University or in any other educational institution; and (f) have not repeated a subject in another educational institution.

Section 16. Graduation Requirements

- 16.1 A candidate for graduation shall file his/her application for graduation on-line using his/her SIS account within the period indicated in the University calendar.
- 16.2 An application for graduation of the student can be processed only if he/she obtained passing grades in all his/her subjects required in the curriculum.
- 16.3 A student shall be recommended for graduation when he/she has satisfied all academic and other requirements prescribed by the University.
- 16.4 No student shall be allowed to graduate from the University unless he/she has earned therein more than seventy five percent (75%) of the academic units required in his/her curriculum and has been cleared from accountabilities.
- 16.5 A candidate for graduation shall have his/her deficiencies made up and his/her records cleared not later than two weeks before the end of his/her last semester.
- 16.6 All candidates for graduation are required to attend the graduation or commencement rites as no degree is conferred in absentia.
- 16.7 No graduate shall be issued a Diploma and a Transcript of Records unless he/she has been cleared of all accountabilities.

TITLE 6: STUDENT AFFAIRS AND SERVICES

Section 1. The University exists principally to serve its students and therefore continues to strengthen its capability to extend increasingly better services for their information, assistance, and well-being from the time they are admitted up to their eventual involvement in society.

Section 2. It is incumbent upon the University to provide accessibility to all its buildings and facilities for differently abled members of the community.

Section 3. The University offers the following specific Student Welfare Services:

- 3.1 Admission and Student Record Services. The *University Registrar's Office* serves the students during admission and enrollment and during their entire residency. The *Admission Services Office* selects the students admitted into the University to ensure quality education. The *Office of Student Records Services* provides technical services, such as the preparation and issuance of transcript of records, certifications, clearances, honorable dismissals and diplomas and evaluates and maintains student records.
- 3.2 Scholarship and Financial Assistance Services. The University provides scholarships and financial assistance to qualified and deserving students.
- 3.3 Guidance, Counseling and Testing Services. The Guidance, Counseling and Testing Services Office provides a broad spectrum of counseling and psychological services designed to assist students in optimizing their creative energies and in achieving more effective personal, social, educational and vocational development. It offers the following services: academic advising and career counseling, group counseling, life planning, peer counseling, mini-workshops, trainer's training, psychological testing and personality evaluation.
- 3.4 Health Services. Medical and dental clinics are found in the different branches/campuses to provide medical, dental and other health services to the PUP Community and its environs placing emphasis on preventive medicine. The following are the services conducted: a. consultation and treatment of patients; b. referral to a hospital or a specialist of a patient's medical condition which requires further evaluation; c. annual medical, dental assistance and outreach programs to branches/campuses without physicians and dentists; d. cleanliness and sanitation programs.
- 3.5 Food Services. Canteens and food stalls are available in the different branches/campuses of the University.
- 3.6 Student Housing Services. There are hostels and boarding houses within and proximate to the University where students, faculty members and non-teaching

personnel specially those who live outside of Metro Manila can be accommodated.

- 3.7 Career Development and Placement Services. The Career and Placement Services Office assists graduates of the University in obtaining employment and supplies client companies with lists of highly qualified, dependable and competent employees. Graduates who have already been employed but wish to transfer to better-paying jobs may also avail themselves of the services of the office.
- 3.8 Religious Services. The Campus Ministry is the lead unit in many religious activities inside and outside the campus. It also serves as coordinator for the various activities of the different religious organizations or groups in the campus. All religious activities within the campus, except those, which form part of official programs sponsored by the University or any of its units, shall be under the sponsorship of an accredited student organization or a faculty/administrative staff group in coordination with the Campus Ministry. The University encourages ecumenism in the campus. The interfaith character of the University Chapel shall be preserved and respected. Classrooms or any other facility of the University shall not be used by any religious group without written permission from the University authorities concerned. Student religious groups shall comply with existing rules and regulations, as well as those that may be promulgated from time to time by the ODSS.
- 3.9 Library and Related Services. The University has a Main Library named The Ninoy Aquino Library and Learning Resources Center (NALLRC) located at the Mabini Campus, Sta. Mesa, Manila. Satellite libraries are maintained in other campuses. The Main Library provides technical assistance to the libraries in the branches, extension campuses and reading centers in the different colleges in the Main Campus.
 - a. The Main Library Reader's Services operates the Circulation, Filipiniana, Serials and Special Collections Sections. The Serial Section offers the following services: education in the news; index to Philippine newspapers, newspaper clippings, and culture and the arts updates.
 - b. The Main Library has a Multi-Media Research Center, Archives and Museum. The Multi-Media Research Center provides multi-media services for researches. The archives contain historical documents on the development of the University as well as relevant documents generated by various components of the University. The Museum contains some local and national heritage items, memorabilia of PUP Presidents, faculty and administrative personnel and Centennial Memorabilia.
 - c. The Main Library likewise operates a Multi-Media Service Department which provides the PUP Community with audio-visual services and

resources for their media instructions and other related activities. It also provides venues for various activities. These venues include the Bulwagang Balagtas, Bulwagang Bonifacio, and Film Center.

- d. The Library has a Manual of Operations which describes the operations of the Ninoy Aquino Library and Learning Resources Center (NALLRC) and its satellite libraries. Likewise it has a Library Handbook which contains vital information about its resources, services, facilities, personnel and policies on the use of the library.

3.10 Cultural/Artistic programs and activities. Through the University Center for Culture and the Arts (UCCA), the University generates interest and participation in cultural/artistic activities by designing workshops, giving lectures, staging plays, performing in school celebrations, joining national competitions, presenting exhibits and concerts, and showing cultural films. It supervises the Polysound Band, Maharlika Dance Artists, Sining-Lahi Polyrepertory, Bagong Himig Serenata, PUPIL Photo Club (PUP Isko/Iska Litratista), Harana String Company, Buklod Sining, PUP iCons. The UCCA also coordinates all cultural groups in the branches and extensions. The guidelines and procedures in the conduct of Cultural and/or Artistic programs and activities are as follows:

- 3.10.1 Every proposed cultural program/activity shall be in pursuit of the objectives of the University.
- 3.10.2 Every cultural program/activity to be held in the University shall have prior clearance from the Office of the Vice President for Student Affairs and Services (OVPSAS).
- 3.10.3 In case the cultural activity is to be conducted by the University cultural groups off-campus, a clearance shall be secured from the Office of the President.
- 3.10.4 Any bonafide faculty, administrative employee, or student organization that desires to present a cultural program/activity shall submit the following to the OVPSAS thru the University Center for Culture and the Arts (UCCA): letter of request, program proposal, production people, budget breakdown, source of funding.
- 3.10.5 The letter of request shall state the title and brief description of the activity, objective/s inclusive date and time, venue of the presentation, and other pertinent information. It must also bear the signature of the authorized representative and endorsing/approving head of office or adviser.

3.10.6 The UCCA shall act upon the letter of request. It shall make the necessary recommendation to the OVPSAS and shall inform the requesting organization if the activity is approved or not.

3.10.7 The project proponents shall inform the UCCA of intended changes in the project within two days prior to its presentation. One week after the activity, they shall submit the following for documentation/records purposes: (a) three (3) copies of the actual program; (b) at least one (1) picture of the presentation; (c) press releases, newspaper reports about the activity, if any; and (d) financial report (in the case of a fund-raising project).

3.10.8 In the case of a fund-raising activity, the project proponents shall remit to the University a certain required percentage of the net proceeds.

3.11 Other services

- a. Information and Communication Technology Office (ICTO). This is the University's lead office in the planning and execution of ICT programs and projects. It manages the University's IT and communication network, develops and maintains information systems, promotes the use of ICT services and technologies among users in the University through the conduct of trainings and other IT educational activities, and through its Innovations Laboratory, conducts R&D activities to contribute to the advancement and growth of the country's IT industry.
- b. Physical Education and Sports Development. The PUP has a strong physical education and sports development program. Its sports facilities include a spacious track-and-field oval, a gymnasium, an Olympic-size swimming pool, and courts/facilities for various sports and P.E. buildings. It encourages its students to try out for inclusion in its various varsity teams (basketball, volleyball, soccer, softball, baseball, lawn tennis, table tennis, swimming, track and field, archery, judo, karate, arnis, gymnastics, chess, etc. It expects its students to get actively involved in intramurals and sports competitions.
- c. Facilities and Amenities. The different theaters, conference halls and function rooms in the University may be used for conferences, meetings, seminars, workshops, trainings and the like; their use, however, is subject to the prior approval by duly authorized University officials. Other organizations and agencies outside the University may use the facilities of the institution for their activities by arrangement with the Resource Generation Office and the Vice President for Administration, subject to existing policies, rules and regulations of the University.

- d. Student Mails. The service of distributing mails to students is assigned to the Central Records, Mabini Campus which regularly posts names of students who have letters for delivery.
- e. Variegated Services. Available in the Mabini Campus and in other branches and campuses are several pay telephones, photocopy machines, photo services, parking, computer laboratory services, and Internet shops.
- f. Legal Assistance. The University, through its Office of the University Legal Counsel, assists students in need of legal advice on issues relative to their stay in the University. It likewise issues clearance to incoming freshmen and graduating students.
- g. Research. The Office of the Vice President for Research, Extension, Planning and Development helps students who need to conduct research on the University and its development thrusts/research agenda.
- h. Center for Entrepreneurial Development (CED). This Unit promotes entrepreneurial spirit in the University and its target rural and urban communities through the incubation and other similar means of propagating product development and innovation.
- i. Institute for Data and Statistical Analysis (IDSA). This serves as the University's facility for statistical consultancy and processing of research data of faculty members, students and staff of the University as well as researchers from other institutions/organizations. It also offers statistical training for internal and external clients.
- j. Intellectual Property and Commercialization Office (IPCO). The Office is mandated to support the University's agenda of culture of invention and innovation by protecting its intellectual assets through registration of industrial designs and trademarks, patenting, and copyrighting of works and inventions of the stakeholders.
- k. The Center for Human Development (CHD), The Institute of Social History - Research Institute for Politics and Economics (CSH-RIPE), The Center for Labor and Industrial Relations Studies (CLIRS), the Center for Peace and Poverty Studies (CPPS), the Center for Global Warming Studies (CGWS), and the Science and Technology Research and Development Center (SciTech) have been created to undertake research and studies for the guidance of academicians and policy makers.
- l. Communication Management Office (CMO). The Office has several units ready to serve those who want to (a) know more about the University and its various media activities; (b) have student activities published in the daily

newspapers or announces over the radio or television; (c) get in touch with various government agencies; and (d) conduct seminars on student publications and campus journalism.

- m. Community Relations and Extension for Development Office (CREDO). CREDO provides and assists in the convergence of social development-oriented community relations and extension efforts of PUP. The Office caters to the needs of the stakeholders in the University through continuous coordination and relationship-building and implements activities that promote awareness and consciousness on social responsibility and volunteerism, partnership and network building with government and non-government agencies, international and local funding agencies and private corporations. It also manages Community Development and Extension Programs through the continuous tapping and deployment of various expertise from the various disciplines of the University; resource generation; and organizing exposures, immersions and integration in the communities.
- n. Administrative Services. The Office of the Vice President for Administration through the Campus Development and Maintenance Office (CDMO) helps those who want to reserve certain rooms for some activities and/or to use equipment like chairs, tables, sound system, and the like for the conduct of student-initiated projects.
- o. Finance Services. The Offices under the OVPF attend to students financial concerns relating to their stay in the University. The Internal Audit Office issues forms and evaluates all applications for fund-raising activities for recommendation to and approval of the Fund-Raising Board; registers receipts for collection of memberships fees and tickets of approved fund raising activities; audits financial reports, signs clearances of students applying for school credentials such as diploma, transcript of records and honorable dismissal.
- p. Alumni services. The University continues to show increased concern for PUP graduates in order to enable them to find their places in the world of work. The University assists alumni who desire to form association/s here and abroad. The Alumni Relations Office closely coordinates with the PUP Federation of Alumni Associations, Inc. which is represented in the Board of Regents and forges linkages with other agencies and corporations.

Section 4. Student Affairs

- a. Student Government and Student Organizations – Every PUP student is a member of the Sentral na Konseho ng Mag-aaral and the College Student Council, depending on his/her major area. The Student Affairs Section

collaborates with SKM in the accreditation of student organizations, as well as in the proper disbursement and accounting of funds, settling the problems in the various student organizations, conducting the SKM election, selecting delegates to different conferences and similar activities, and the like inside and outside of the University.

- b. Student Publications – The University, through the SAS and ODSS coordinates all publications undertaken by PUP students. Specifically, the SAS and ODSS have a continuing program to upgrade the skills of student writers and journalists. These offices consult with the adviser(s), if any, and the Board of Examiners to help determine the composition of the staff of the major student publications, such as The Catalyst and the official publications of all colleges in the Main Campus as well as in the branches and extensions. They regularly extend technical assistance and other publication services as may be requested by student publications in the University.
- c. Cultural and artistic activities initiated and organized by the students and student groups/organizations in coordination with the UCCA.

TITLE 7: STUDENT COUNCILS, STUDENT ORGANIZATIONS, AND STUDENT CONSTITUTIONAL COMMISSIONS

Section 1. The University recognizes the right of students to organize and to develop responsible leadership. Thus, it encourages students to form, join and participate in accredited/revalidated student organizations, clubs, associations, societies, or any other student group that will suit the legitimate needs, aspirations and interests of the students.

Section 2. All organizations, clubs, associations, societies and any other student group shall be governed by the University Code and the Rules and Regulations promulgated pursuant thereto.

Section 3. The Official Union of the students of the Polytechnic University of the Philippines shall be known as the PUP Student Council or the Sentral na Konseho ng Mag-aaral.

Section 4. The PUP Student Council known as Sentral na Konseho ng Mag-aaral (SKM) recognizes the existence of independent Student Constitutional Commissions to execute tasks set for them. These are the Student Council Commission on Audit (SC COA), Student Council Commission on Elections (SC COMELEC), Student Council Commission on Student Organizations and Accreditation (SC COSOA) and Student Council Student Tribunal (SCST).

Section 5. The Student Affairs Section (SAS) of the Office of the Director of Student Services (ODSS) and the Sentral na Konseho ng Mag-aaral (SKM) in cooperation with the Office of the Student Regent, shall coordinate the operations and activities of the College Student Councils and student organizations, clubs, associations, etc.

Section 6. A student organization applying for accreditation shall submit to the SKM through the Commission of Student Organizations and Accreditations (COSOA) the following:

- 6.1 Three copies of its constitution and by-laws
- 6.2 Names of at least 15 of its officers and members
- 6.3 One year plan of activities
- 6.4 Financial clearance from the University Internal Audit (UIA) Office
- 6.5 (a) if college-based organization, clearance/certification from the College Student Council; and (b) for University-wide organization, clearance/certification from the Sentral na Konseho ng Mag-aaral
- 6.6 Certification/clearance from the Student Commission on Audit

Section 7. The SKM through COSOA and in close coordination with SAS shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities are in accordance with the University Policies and/or other rules as may be promulgated by the ODSS through SAS and duly approved by the Vice President for Student Services.

Section 8. New student organizations seeking accreditation may apply anytime. Accredited student organizations shall apply for revalidation within 45 days before the start of the first semester. Each shall submit to the SKM thru the COSOA the following documents:

- 8.1 annual report of their accomplishments and activities of the previous year and on-going projects (shall include if any leadership trainings/seminars as well as meetings attended initiated by SAS and COSOA)
- 8.2 statement of financial condition showing income and expenditures, assets and liabilities (subject to prior clearance from the University Internal Auditor)
- 8.3 copy of new constitution with emphasis on amended provisions, if the constitution undergoes amendments, approved by the majority of the organization's membership
- 8.4 list of new set of officers and photocopies of their registration cards and an initial list of members
- 8.5 plan of activities
- 8.6 (a) if college-based organization, clearance/certification from the College Student Council; and (b) for university-wide organization, clearance from the Sentral na Konseho ng Mag-aaral
- 8.7 certification/clearance from the Student Commission on Audit

Section 9. Final approval on accreditation of newly organized student organizations and revalidation of previously accredited organizations shall be done by the COSOA subject to the review of the Chief of SAS and Director of OSS in close coordination with the Office of the University Legal Counsel.

Section 10. University-wide new or old student organizations or clubs that are constituted, organized and supervised by a certain Office or Unit of the University shall be exempted from being accredited or revalidated by the SC COSOA. However, the ODSS shall be furnished with the required documents (as determined by ODSS and the SAS) by the exempted student organization at the beginning of each school year and the conduct of its activities shall be in accordance with the University Policies.

Section 11. All fund-raising activities undertaken by student organizations shall be duly approved by the Fund-Raising Board of the University and must comply with the guidelines issued by the University President.

Section 12. The student organizations shall be supervised as follows:

- 12.1 The SAS or the UIA shall require each student organization to submit its financial statement with the attached necessary supporting receipts/documents within thirty (30) days after any activity and a copy shall be furnished to SC COA. The UIA may also cause the audit of the finances of a student organization anytime during the year.
- 12.2 The SAS and COSOA shall be notified of all the activities of a student organization for proper guidance and coordination.
- 12.3 Accredited organizations shall be entitled to use the facilities of the University. However, University functions and activities shall take precedence over the student activities.
- 12.4 The SAS, SKM and COSOA shall be officially notified of any change in the set of officers of a student organization.
- 12.5 Posters and notices shall be posted only on freedom boards or in another location as may be duly authorized by the University administration from time to time. The sources/proponents should be identified in the posters/notices which should be noted and approved by the SAS, SKM, COSOA or ODSS. The University has the right to remove all illegally posted notices or posters improperly posted without prejudice to holding the proponents/sources answerable in case of complaints.

Section 13. Accredited student organizations shall observe the following rules and guidelines:

- 13.1 Only duly accredited and revalidated student organizations can collect membership fees/dues on voluntary basis (except those which were approved by the BOR) and initiate income-generating projects and fund-raising activities as well as have access to University facilities.
- 13.2 Collection of membership fees shall be voluntary and not part of the enrollment procedures. Neither shall organization shirts and pins, and other payments or purchases be deemed as part of the enrollment procedures of the University.
- 13.3 Membership fee shall not be more than Fifty Pesos (50) per semester.

- 13.4 Any increase in the current membership fee must be approved by the general members of the organization, to be confirmed by the COSOA and College Student Council and/or Sentral na Konseho ng Mag-aaral and must be duly recommended by the ODSS through the SAS.
- 13.5 An official receipt, approved and pre-numbered by the Internal Audit office, must be issued to the students who pay the membership fees and/or dues. The total membership of the organization must be reported by the President and Secretary of the organization to the COSOA, College Student Council and University Internal Audit Office.
- 13.6 Any income-generating project such as sale of T-shirts, pins, holding of concerts, raffles, etc. must follow the existing University guidelines thru the University Internal Audit and duly approved by the Fund-Raising Board.
- 13.7 Student Organizations are required to open an account in any government depository bank if the membership fees accumulate a minimum amount of P10,000.00 for every semester.
- 13.8 Only the organizations' president or treasurer can be the co-signatory of any check or withdrawal slip drawn against the said bank account. The other co-signatory will be the College Dean or any regular faculty member of the College approved by the Dean. The regular faculty member as co-signatory must be officially endorsed by the Organization. The University Internal Audit, COSOA, COA, and SKM must be furnished a copy of the endorsement. In case of University-wide organizations, the Director of the Student Services shall be the co-signatory.
- 13.9 Student councils, organizations and publications are required to submit financial statements to the University Internal Audit Office every semester.
- 13.10 Faculty advisers are not in any way allowed to be the co-signatory of a student organization's bank account or hold any amount of the organization's fund.
- 13.11 Student organizations, publications, and councils may or may not have a faculty adviser. In case of having one, only full-time faculty members are allowed to become such and they must be endorsed by the organization's officers.
- 13.12 Faculty advisers are not allowed to oversee more than one student organization.
- 13.13 Resolutions to withdraw funds must be signed by the majority of the officers prior to any fund withdrawal.

13.14 The officers of student organizations, publications and councils with financial liabilities to the University as confirmed by the University Internal Audit Office shall pay the exact amount of the said liabilities to the Fund Management Office (University Cashier). In case of organizations whose immediate past officers are liable, the present officers shall file a case against the former with the Office of the University Legal Counsel.

In instances where the financial obligation is owed to student organization, the remittance required shall be given directly to the authorized officers of the said organization.

Section 14. Any and all student election matters shall be dealt with strictly in accordance with the rules and regulations and procedures prescribed and promulgated by the duly constituted Student Council Commission on Elections (SC COMELEC). No election protest, complaint or appeal relative to any and all election matters shall be filed before the University, its admiralty and/or any of its department or office.

TITLE 8: CAMPUS PUBLICATIONS

Section 1. The University's basic policies on student publications shall be:

- 1.1 The University recognizes and upholds the right of its students to the free expression of ideas as embodied in the Constitution of the Republic of the Philippines.
- 1.2 The University encourages its students from different departments, colleges, branches, and campuses to undertake quality publications for disseminating information, creative ideas, results or research, opinions, and constructive criticisms designed to broaden and advance the frontiers of knowledge and intellectual pursuit.
- 1.3 The University adheres to the universal concept that the exercise of the freedom of the press is a public trust that should never be used for unlawful, anti-social or divisive purposes.
- 1.4 The University likewise recognizes the vital role of the student press as a medium of learning and as a constructive instrument for the attainment of the University and national goals.

Section 2. All student publications shall strive to:

- 2.1 Represent and advance the general interests, ideals, aspirations and sentiments of their respective clientele, as well as those of the University;
- 2.2 Stimulate responsible advocacy and healthy exchange of ideas, and foster understanding and goodwill inside and outside the University;
- 2.3 Serve as fora for free expression and dissemination of news and views, which are of interest to the PUP academic community and to society-at-large;
- 2.4 Promote intellectual excellence; and
- 2.5 Bring out the truth.

Section 3. Student publications shall be coordinated by the ODSS through SAS, which shall propose from time to time pertinent rules and regulations for the efficient and effective management of each publication.

Section 4. Student publications shall cover all printed matters, such as newspapers, magazines, yearbooks, journals, newsletters, pamphlets, and the like produced by the students of the University primarily for their clientele.

Section 5. There shall be student newspapers and annuals in PUP Main Campus and in the different branches and campuses of the University.

- 5.1 The Catalyst shall be the official student newspaper of the Polytechnic University of the Philippines. As such, it shall observe the policies and guidelines on campus publications. Specific rules and regulations regarding its management and production are contained in The Catalyst Guidelines. It shall be funded by the college students of PUP Main Campus.
- 5.2 The Memorabilia shall be the official yearbook of the graduating students of PUP. It shall be funded by subscriptions paid by graduating students, and shall observe specific policies contained in the Memorabilia Guidelines.
- 5.3 The PUP Laboratory High School, colleges/institutes and other academic units in the main campus and the different branches and campuses of the University may also have their official student publications the frequency of which shall depend on their respective funds. Moreover, taking into consideration their respective situations, they may adopt the guidelines governing the Catalyst, or such rules as the University may promulgate.

Section 6. The staffers and advisers if any, of the official student publication shall be appointed by the University President through the Vice President for Student Services, upon the recommendation of the editorial board and endorsement of the Director of Student Services.

Section 7. As a matter of policy, the University encourages the different colleges and organizations to establish their own student publications. Any college or organization desiring to print an independent student publication shall submit a request to the Office of the Vice President for Student Affairs and Services (OVPSAS) through the ODSS or his/her duly authorized representative.

- 7.1 The publisher of each independent student publication shall be the sponsoring organization as a whole and shall assume all responsibilities that devolve upon it.
- 7.2 The staffers and adviser(s) of each independent student publication shall be chosen in accordance with rules and procedures promulgated by the sponsoring group and approved by the OVPSAS upon the recommendation of the ODSS or his/her duly authorized representative.

Section 8. The formal proposal accompanying the request for authority to publish shall indicate therein, among other things, the following information:

- 8.1 proposed name of the publication;
- 8.2 name of the sponsoring group;
- 8.3 specific purpose/s of the publication;

- 8.4 proposed composition of the editorial staff, including staffers' names and status in the University;
- 8.5 names of proposed advisers; if any, he/she should be a fulltime faculty member or permanent employee of the University;
- 8.6 complete specifications of the publication;
- 8.7 editorial policies of the publications;
- 8.8 proposed budgetary outlay; and
- 8.9 fund-control system.

Section 9. Funds collected directly by student groups earmarked for specific publications shall be managed by the student groups concerned, subject to the accounting and auditing rules as shall be prescribed by the University Internal Auditor. A co-signatory on the part of the University must be duly designated by the authorized officials of the University.

Section 10. Printing of official student publications and taking of pictures for the yearbook may be awarded to a printing press and photo studio after due compliance with all requirements of law, rules and regulations pertinent thereto. As much as possible, however, the facilities of the University Printing Press when made operational shall be utilized. In any case, a copy of the contract for the printing of any official student publications and/or taking of photographs in case of an annual shall be furnished the ODSS, Internal Auditor and the Legal Office through the Office of the Student Services, which shall ensure that the stipulations, terms and conditions of the corresponding contracts are duly observed.

TITLE 9: CODE OF DISCIPLINE

Section 1. Student offenses shall be subjected to disciplinary measures by the University. If the sanction imposed is suspension or dismissal, the student shall not be allowed to enter the University premises.

Section 2. The grounds for disciplinary action and the corresponding sanctions/penalties are as follows:

- 2.1 Failure to bring validated I.D. In case the student can present his/her registration certificate, he/she is allowed to enter the campus. However, if the student fails to present any of the two, the offense/s shall be meted as follows:

DISCIPLINARY SANCTIONS

1st Offense – The student shall secure a Student's Entry Slip (SES) from the Office of the Director of the Student Services.

2nd Offense – The student shall be given a warning slip by the Student Affairs Section. The student's parent/guardian shall be informed about the offense committed by the student.

3rd Offense – one (1) or (2) days suspension, depending on the reason for not bringing the I.D.

More than three (3) Offenses – minimum of (3) days suspension

- 2.2 Failure to conspicuously wear his/her validated ID at all times inside the campus.

DISCIPLINARY SANCTIONS

1st Offense – The student's name, ID number, college, year and section shall be noted down by any official, faculty member, or security office and submitted to the GCTSO for record and counseling purposes.

2nd Offense – The student shall be given a letter of advice and interviewed by the GCTSO. The student's parent/guardian shall be informed by the GCTSO about the offense committed.

3rd Offense – Community/Campus service of six (6) hours.

More than three (3) offenses – one (1) to three (3) days suspension, depending on the number of offenses.

- 2.3 Loss of ID

DISCIPLINARY SANCTIONS

1st Offense – Warning and payment of the cost of printing of new ID

2nd Offense – Warning and fine of P100 or 16-hour student assistant service to be rendered within 5 schooldays upon report of loss on top of the cost of printing.

For more than two (2) offenses – Fine of P150 or 24-hour student assistant service to be rendered within 7 schooldays upon report of loss on top of the cost of printing.

In all instances, submission of notarized affidavit attesting to the reason of the loss shall be required.

2.4 Loss of registration certificate and/or library card

DISCIPLINARY SANCTIONS

1st Offense – Warning and payment of the cost of printing of new registration certificate and/or library card

2nd Offense – Warning and fine of P100 or 16-hour student assistant service to be rendered within 5 schooldays upon report of loss on top of the cost of printing.

For more than two (2) offenses – Fine of P150 or 24-hour student assistant service to be rendered within 7 schooldays upon report of loss on top of the cost of printing.

In all instances, submission of notarized affidavit attesting to the reason of the loss shall be required.

2.5 Using fake, non-validated ID/another person's ID or Lending one's ID for the use of another person

DISCIPLINARY SANCTIONS

1st Offense – Warning plus one (1) day suspension

2nd Offense – The case shall be referred to the SDB.

2.6 Failure to secure an ID on time or late filing of application for ID. Freshmen and transferees shall secure ID upon registration.

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – two (2) days suspension

More than three (3) offenses – one (1) week suspension

2.7 Wearing of inappropriate attire or violation of Title 4, Section 6.

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – Two (2) day suspension

More than three (3) offenses – The case shall be referred to the SDB.

2.8 Unauthorized stay (overnight or holidays) in the campus

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – One day suspension

4th Offense – Three (3) days suspension

More than four (4) offenses – The case shall be referred to the SDB.

2.9 Unauthorized use of name, logo and seal of the University in printed programs, invitations, announcements, tickets, and the like.

DISCIPLINARY SANCTIONS*

1st Offense – Reprimand

2nd Offense – Two (2) day suspension

More than two (2) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever damages the University shall incur.

2.10 Unauthorized use of school facilities

DISCIPLINARY SANCTIONS*

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – Two (2) day suspension

More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

2.11 Unofficial or unauthorized participation in any activity outside the campus as a representative of the University

DISCIPLINARY SANCTIONS*

1st Offense – six (6) hours community/campus service

2nd Offense – two (2) day suspension

More than two (2) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

2.12 Unauthorized release to the press or similar channels of public communication notices and other announcements about or on behalf of the University

DISCIPLINARY SANCTIONS*

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – Two (2) day suspension

More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.13 Unauthorized entry of visitors/guests invited by students/organizations (e.g. lecturers, speakers, seminar participants, viewers of exhibits, etc.)

DISCIPLINARY SANCTIONS*

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – Two (2) day suspension

More than three (3) offenses – The case shall be referred to the SDB.

*All the above sanctions shall include payment of whatever expenses/damages the University shall incur.

- 2.14 Unauthorized educational trips, excursions, activities and the like conducted by students/student organizations

DISCIPLINARY SANCTIONS

The case shall be referred to the SDB for investigation and determination of applicable sanctions.

- 2.15 Illegal posting of bills, posters, tarpaulins and the like

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours community/campus service

2nd Offense – six (6) hours community/campus service

3rd Offense – Three (3) days suspension

More than three (3) offenses – The case shall be referred to the SDB.

- 2.16 Littering

DISCIPLINARY SANCTIONS

1st Offense – Warning

2nd Offense – One (1) day suspension and fine of P20

3rd Offense – One (1) day suspension and fine of P50 plus one-week cleaning inside the campus for two (2) hours each day

More than three (3) offenses – One (1) week suspension and two (2) weeks cleaning inside the campus for two (2) hours each day.

2.17 Smoking

DISCIPLINARY SANCTIONS

1st Offense – Warning

2nd Offense – One (1) day suspension and fine of P20

3rd Offense – One (1) day suspension and fine of P50 plus one-week cleaning inside the campus for two (2) hours each day

More than three (3) offenses – One (1) week suspension and two (2) weeks leaning inside the campus for two (2) hours each day.

- 2.18 Entering or being on school premises in a state of intoxication and bringing in and/or in possession of liquor and other intoxicating drinks in the University premises.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand and barred from entering the campus/classes

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.19 Gambling, betting or similar engagement in any game of chance within the school premises.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.20 Use of internet/IT facilities within the Campus for gaming, pornography, cyber bullying and the like.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.21 Theft, vandalism, and defacing

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.22 Destruction and other intentional damage to University property or of an individual person's property.

DISCIPLINARY SANCTIONS

1st Offense – Two (2) week suspension and restitution of damaged University property or individual person's property and filing of administrative case

2nd Offense – Dismissal and restitution of damaged University property or individual person's property and filing of criminal case.

*Cases of this nature shall be referred to the SDB for investigation and application of sanctions.

- 2.23 Deliberate disruption of classes, academic function, official meeting or school activity which tends to create disorder or disturbance.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.24 Gross acts of disrespect, in word or in deed, which tend to put any member of the faculty, administration or non-teaching staff in ridicule or contempt.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

4th Offense – Dismissal

- 2.25 Direct or Indirect assault upon the person of any member of the University academic community.

DISCIPLINARY SANCTIONS*

1st Offense – One-month suspension

2nd Offense – Dismissal and filing of criminal case

*The necessity of filing a criminal case shall be determined by the Office of the University Legal Counsel

- 2.26 Scandalous display of affection

DISCIPLINARY SANCTIONS

1st Offense – Reprimand

2nd Offense – One-week suspension

3rd Offense – Dismissal

- 2.27 Brawls on campus or at off-campus school functions.

DISCIPLINARY SANCTIONS

1st Offense – One-week suspension

2nd Offense – Dismissal

- 2.28 Tampering with, falsifying or causing the falsification of any official document like registration certificate, transcript of records, identification cards, certifications, and other documents of similar nature or purpose.

DISCIPLINARY SANCTIONS*

1st Offense – Two-week suspension

2nd Offense – Suspension for one semester

3rd Offense – Dismissal

*The necessity of filing a criminal case for falsification shall be determined by the Office of the University Legal Counsel

- 2.29 Dishonesty, such as cheating during any examination, quiz or test, and plagiarism in connection with any academic work. Specifically, the following acts shall constitute cheating and shall be punishable, to wit:

2.29.1 Unauthorized possession of notes or any material relative to the examination, particularly when those are actually used;

2.29.2 Copying from another's examination papers or allowing another to copy from one's examination papers;

2.29.3 Having somebody else take the examination for him/her (in which case both shall be liable); and

2.29.4 Passing off another's work as if it's one's own work any assigned report, term paper, case analysis, reaction paper, and the like copied from another

DISCIPLINARY SANCTIONS

1st Offense – Failing grade in the examination/quiz concerned

2nd Offense – Failing grade in the subject concerned

3rd Offense – two-week suspension

4th Offense – Dismissal

- 2.30 Carrying deadly weapons, such as firearms, explosives, ice picks, knives, and the like within the University premises.

DISCIPLINARY SANCTIONS

1st Offense – Dismissal and filing of criminal case

- 2.31 Possession or use of prohibited drugs, such as LSD, marijuana, heroin, shabu or opiate of any kind.

DISCIPLINARY SANCTIONS

1st Offense – Dismissal and filing of criminal case

- 2.32 All forms of bullying and/or harassment, threat and intimidation.

DISCIPLINARY SANCTIONS

1st Offense – Reprimand plus one (1) day suspension

2nd Offense – One-week suspension

3rd Offense – Two-week suspension

More than Three (3) offenses – The case shall be referred to the SDB.

Section 3. All offenses shall be reported to the parent/s or guardian/s of the offender through the Guidance, Counseling and Testing Services Office. Due process shall be observed by the University through its authorized representative/s.

Section 4. Appropriate disciplinary sanctions for non-observance of the University Rules or other infractions not covered by Title 9 above shall be recommended by the Student Disciplinary Board to be submitted to the Vice President for Student Services before the final endorsement to the University President, subject to the provisions of Title 10, Section 2.4 (d), (e), (f), (g) and (h) of this Handbook.

TITLE 10: PROCEDURES FOR THE SETTLEMENT OF COMPLAINTS/GRIEVANCES

Section 1. The procedure for the redress and settlement of complaints and grievances in the University shall conform to the due process of law to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned parties should seek all remedies through counseling, arbitration and amicable settlement of conflicts. In every case, the ultimate aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions and punishments shall be meted out sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes.

Section 2. The essential processes involved are:

- 2.1 Any concerned or aggrieved party, whether a student or University personnel, should, as an initial step, seek advice or consult with an appropriate responsible person, such as a teacher or an official within whose area or responsibility the problem has arisen. Problems, which are psychological in nature, should be referred directly or through a responsible third party to the Guidance and Counseling Office.
- 2.2 As much as possible, problems should be solved at the initial stage of consultation and advice.
- 2.3 Complaints, both disciplinary and non-disciplinary, must be in writing signed by the complainant/s, and filed with the Office of the Director of Student Services (ODSS).
- 2.4 The guidelines for referrals must be:
 - a. In the case of complaints of (1) student/s against student/s (2) faculty member/s against student/s and (3) non-teaching personnel/s against student/s which carry a disciplinary action, the complaint shall be referred by the ODSS to the Student Disciplinary Board (SDB). Controversies between two students or student groups involving student-promulgated rules or complaints against any of the constitutional commission shall be referred by the ODSS to the arbitration system of the Sentral na Konseho ng Mag-aaral (SKM) through the Student Tribunal. All election-related cases or disputes shall be filed with the SC Comelec and shall be disposed with in accordance with established rules and regulations of the SC Comelec and in no case shall the University intervene.
 - b. The Student Disciplinary Board (SDB) shall be composed of two representatives from the student sector, who shall be recommended by the SKM; one representative from the faculty, who shall be recommended by the Faculty Federation; one representative from the administrative

employees, who shall be recommended by the Employee's Union and one representative from the administration, who shall be designated by the University President. Majority of its membership shall constitute a quorum necessary for the conduct of disciplinary proceedings. The presiding officer shall be elected from among its members.

- c. The Student Disciplinary Board is mandated to submit to the President through the Vice President for Student Services a written report of all the resolutions, findings, actions, recommendations and proceedings undertaken in the exercise of its adjudicatory functions.
- d. Upon receipt of the aforesaid referral, the SDB shall require the complainant to submit a sworn affidavit with proof of service to the respondent within a period of five (5) days from receipt of the order. In the same directive, respondent will be given a period of three (3) days to file counter-affidavit. Failure on the part of the respondent to comply shall be deemed a waiver thereof. Whenever necessary, reply to the answer and rejoinder may be allowed. The proceedings shall be summary in nature but with the view of protecting the right of the parties to due process.
- e. Resolution of the case – All cases referred to the SDB shall be resolved within ten (10) days from submission for resolution.
- f. In the resolution of cases, the SDB shall be guided by the disciplinary sanctions provided under Title 9 hereof or recommend the same in accordance with Section 4 of Title 9 taking into consideration the justifying and mitigating circumstances attendant in a case.
- g. The decision of the SDB involving complaints where the penalty is lower than suspension of one (1) month shall be final. For complaints where the penalty is more than one (1) month suspension, SDB shall make the proper recommendation to the Vice President for the Student Services who shall render a decision based on such recommendation.

Appeal – The decision of the Vice President for Student Affairs and Services may be questioned by way of an appeal within the period of ten (10) days from receipt of the assailed decision to the Office of the President, whose decision shall be final and executory.

- 2.5 Cases initiated by student/s against faculty member or non-teaching personnel shall be referred by the ODSS to the proper academic or administrative unit concerned with the view of settling the case through arbitration and amicable settlement. Any administering unit, either academic or administrative or any of these units where complaints are heard, is required to furnish the ODSS copies of its resolution/s, recommendation/s, finding/s and/or action/s for record or referral purpose.

- 2.6 Where no settlement is reached by the parties, disciplinary or administrative cases shall be referred by the ODSS/OVPSS to the President for the purpose of creating and constituting an investigation committee in accordance with CSC Resolution No. 99136 otherwise known as the “Revised Rules on Administrative Cases in the Civil Service” or by referring the case/complaint to the Office of the University Legal Counsel for appropriate action.
- 2.7 Where no settlement is reached involving non-disciplinary cases, the controversy shall be referred to the Office of the Vice President for Student Services/Office of the Vice President for Academic Affairs/Office of the Vice President for Administration/ or the Office of the Vice President for Research and Development, whichever office is concerned, depending on its circumstances, and whose decision may be appealed to the President within the period of ten (10) days from receipt thereof. The decision of the President shall be final and executory.
- 2.8 Sexual harassment cases shall be heard and decided pursuant to the provisions of CSC Resolution No. 01-0940, dated May 21, 2001, and the same shall be handled by the hearing/investigating committee duly formed and constituted by the University President.

TABLE OF SCHOLASTIC DELINQUENCY AND ACTIONS TO BE TAKEN

Based on Units Enrolled in Previous Semesters

For 24-unit load in the Previous Semester	
Units Failed	Action To Be Taken
3 units	Warning
4-6 units	Warning with reduced load by 3 units
7-12 units	Reduced load by 6 units
13-18 units	Dismissal – Dropped from the College
19-21 units	Dropped from the University
For 21-unit load in the Previous Semester	
3 units	Warning
4-6 units	Warning with reduced load by 3 units
7-11 units	Reduced load by 6 units
12-15 units	Dismissal – Dropped from the College
16-18 units	Dropped from the University
For 18-unit load in the Previous Semester	
3 units	Warning
4-5 units	Warning with reduced load by 3 units
6-8 units	Reduced load by 6 units
9-12 units	Dismissal – Dropped from the College
13-15 units	Dropped from the University
For 15-unit load in the Previous Semester	
-	Warning
3-5 units	Warning with reduced load by 3 units
6-8 units	Reduced load by 6 units
9-11 units	Dismissal – Dropped from the College
12 units	Dropped from the University

For 12-unit load in the Previous Semester	
-	Warning
2-4 units	Warning with reduced load by 3 units
5-6 units	Reduced load by 6 units
7-9 units	Dismissal – Dropped from the College
10-12 units	Dropped from the University
For 9-unit load in the Previous Semester	
-	Warning
2-3 units	Warning with reduced load by 3 units
4-5 units	Reduced load by 6 units
6-7 units	Dismissal – Dropped from the College
8-9 units	Dropped from the University
For 6-unit load in the Previous Semester	
-	Warning
-	Warning with reduced load by 3 units
2-3 units	Reduced load by 6 units
4-5 units	Dismissal – Dropped from the College
6 units	Dropped from the University

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It is hoped that every PUP student will take full advantage of the opportunities the University offers and assume responsibility for developing himself to the fullest during his/her studies, so that eventually he/she will be able to contribute to the building of a truly prosperous, independent and sovereign Philippines. May each Iskolar ng Bayan relentlessly search for and defend the truth; acquire moral and spiritual values; become more conscious of our rich cultural heritage; develop self-discipline, nationalism, and social consciousness; realize the need to defend human rights; become liberally educated to understand and appreciate life more broadly; become conscious of the country's technological, social, and politico-economic development; and use, as well as propagate, the national language and other Philippine languages without neglecting to develop proficiency in English and other foreign languages required by his/her own field of specialization.