



UNIVERSITY OF THE PHILIPPINES CEBU

## **Students Guide**

Office of Student Affairs  
Room 204, Administrative Building  
UP Cebu, Lahug, Cebu City

### **UP CEBU VISION**

A lead university in pioneering research, creative design, ICT-driven innovation, responsible governance and community service in Central Visayas and the global society.

### **UP CEBU MISSION**

Up Cebu promotes scientific, socio-economic, cultural and environmental progress in Central Visayas, in the nation and the world through creative and innovative instruction, research, intellectual productivity, and public service. UP Cebu:

- offers accessible quality graduate, undergraduate, and continuing education that will produce innovative, critical, nationalist, ethical, gender-sensitive and socially responsible graduates who demonstrate high levels of academic pursuit;
- conducts pioneering research, and develops novel and creative technologies through transdisciplinary collaboration;
- applies products of knowledge generation, dissemination, and intellectual productivity to improve social welfare; and
- ensures administrative efficiency in the delivery of excellent, responsible service in support of learning, research, intellectual productivity and public service.

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**UP CEBU GUIDELINES  
RULES & REGULATIONS FOR STUDENT ORGANIZATIONS & ACTIVITIES**

**I. Rationale**

The holistic development of the person is not realized only in terms of academics. Among other things, the development of one's academic, emotional, cultural, physical, social and psychological domains as well as leadership skills are also necessary in shaping the total person. **Opportunities for student leadership and involvement in student organizations and activities provide an avenue for the total person to develop outside the four walls of a classroom.**

While it is important that student organizations are afforded greater autonomy in managing their affairs, it is but necessary to provide a structure which ensures that student organizations operate in a way that advances the holistic development and growth of their membership.

**II. Definition of Terms**

**Student organization** – any group of at least fifteen students (15) that share a common interest and subscribing to similar objectives with a constitution and by-laws and a set of activities for the academic year.

**Term of office** – the duration of which an officer serves a certain position, as defined in the constitution and by-laws of the organization being served within the academic year.

**III. Scope of the Guidelines**

The UP Cebu Student Organizations and Activities Guidelines shall cover all student organizations in UP Cebu (both high school and college). Other guidelines for student activities may be formulated by the University (e.g. Guidelines for Fine Arts installation of arts projects, Management guidelines for business plans, SC discipline committee guidelines, etc.)

**IV. Organizational Structure**

Student organizations and activities in UP Cebu will be coordinated by the Office of Student Affairs and under the supervision of the Vice Chancellor for Academic Affairs /or Vice Chancellor for Administration.

## V. General Policies

### 1. Student Organizations are classified as:

- a) Student Council
- b) Student Publication
- c) Program Based Organizations
- d) Cultural Performing Groups
- e) Socio-Civic Organizations
- f) Political Organizations
- g) Fraternities & Sororities (only for college students above 18 years old)
- h) Year level or Batch organizations
- i) Interest Groups
- j) Scholarship Based Group
- k) Sports Club
- l) Regional Groups

### 2. Student Council & Student Publication

**Student Council & Student Publication** whose constitution and by-laws have been approved by higher authorities (BOR) **need not apply for annual recognition with the Office of Student Affairs.** However, **they are still covered by other provisions of the guidelines such as to submit the letter of acceptance of their chosen adviser(s), year-end financial report and year end accomplishment report.**

### 3. Recognition of Student Organizations

Student organizations with at **least ten (10) members**, majority of which are bona fide students of the university and whose **five (5) officers are UP students with a total of fifteen (15)** must apply for recognition in order to enjoy the privileges afforded only to duly recognized student organizations and to operate legitimately. **Application for recognition is done annually.** The deadline for recognition of student organizations is **thirty (30) calendar days after the start of classes in the first semester.** However, student organizations who fail to apply for recognition during the first semester may still apply for recognition in the second semester not later than 30 days after the start of classes. The recognition of a student organization is valid from the approval of recognition until the deadline for the application for recognition of the succeeding academic year. Listing of requirements to be submitted are found at the Office of Student Affairs

### 4. Qualifications & Responsibilities of Advisers & Co-Advisers

Only **faculty members who have at least one (1) year teaching experience and/ or administration staff/ REPS with at least two (2) years experience** in UP Cebu may become an adviser of a student organization. Faculty member and administration staff/REPS must consult with their College Dean/ Program Coordinator and/ or Immediate Supervisor respectively before accepting the adviser-ship of a student organization. Others who may not qualify to become advisers may be asked to be co-advisers. Duties and responsibilities of the adviser are to be embodied in the Constitution and by-laws of the organization.

#### **4. Qualifications & Responsibilities of Advisers & Co-Advisers (continuation)**

The responsibilities of advisers and co-advisers extend to **both on and off-campus activities**. The adviser, a more experienced and concerned mentor-elder in the university, provides advice to the members of the organization not only on how to achieve organizational goals but also on the development of individual members as responsible and concerned citizens.

The **adviser and co-adviser may only accept at most two (2) student organizations** only.

#### **5. Qualifications of Student Officers**

##### **(a) Grade Requirements**

a.1 **Student Council Officers** must be in good academic standing and must not have incurred a grade of 5.0 in the semester immediately preceding the term of office. A Student Council Officer must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped. The term of office of the student council shall be defined in the constitution of the student council.

a.2 **Editor-in-Chief of Student Publication** must be in good academic standing and must not have incurred a grade of 5.0 in the semester immediately preceding the term of office. Editor-in-Chief must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped. The term of office of the editor in chief shall be defined in the constitution of the student publication.

a.3 **Officers of Student Organizations** must be in good academic standing and must have a GWA of 3.0 or better. He/she must have no more than 50% of the enrolled subjects of the immediately preceding semester dropped.

##### **(b) Academic Load Requirements**

b.1 **Officers of all student organizations** must be enrolled in at least three (3) units in the semester he/she is serving as an officer.

b.2 **Student Council Officers** must carry the prescribed academic load for the academic year after the election.

b.3 **Editor-in-Chief of the Student Publication** must carry the prescribed academic load for the semester(s) within the term of office

##### **(c) Other requirements**

**A student may only hold the position of President /Chairperson or its equivalent in only one (1) student organization.**

## VI. Rights and Responsibilities

### 1. **Rights and Privileges of Duly Recognized Student Organizations are as follows:**

- (a) Use of campus facilities (grounds, classrooms, buildings, etc.) and personal services, subject to the rules and regulations on the use of such, as provided official academic activities are not prejudiced;
- (b) Representation, through the UP Cebu Student Council, in standing committees which concern student welfare and interest;
- (c) For duly and fully recognized student organizations, their officers and members may be appointed representatives of the University in community activities are requested or recommended by the Chancellor or his/her representatives (VCAA/VC Admin.).

### 2. **Moratorium on Student Activities**

There is a moratorium on student activities starting one (1) month and strictly two (2) weeks before the end of classes until the last day of the final exams period. During this period, no student activities of any kind will be permitted except for business meetings.

### 3. **Guidelines for Fraternities & Sororities**

Initiation of students, which inflict physical or moral damage, is strictly prohibited. Fraternities and sororities are not allowed to recruit students who are below 18 years of age.

### 4. **Submission of Reports**

#### a) **Accomplishment Reports (AR)**

Duly recognized student organizations are required to submit an **accomplishment report to the Office of Student Affairs every end of the academic year. The deadline for submission of accomplishment report is two (2) weeks before the end of classes in the second semester.** Failure to submit the report will be counted against the renewal for the recognition of the student organization for the next academic year. The accomplishment report must follow the prescribed format from the Office of Student Affairs and bear the written approval & signatures of the President and their Adviser/ Co-Adviser.

#### b) **Financial Status Reports (FSR)**

Duly recognized student organizations are **required to submit a financial report to the Office of Student Affairs every end of the academic year. The deadline for submission of financial status reports is two (2) weeks before the end of classes in the second semester.** Failure to submit the report will be counted against the renewal for the recognition of the student organization for the next academic year. The financial report must follow the prescribed format from the Office of Student Affairs and bear the written signature of President and approval by the Adviser/Co-Adviser.

### 5. **Withdrawal of Recognition of Student Organization**

Recognition may be reverted or also withdrawn as the case may be, upon cause and after due process. **Grounds for withdrawal may be in the form of wilful violation of UP Cebu rules and regulations in general, and the UP Cebu Student Organization and Activities guidelines in particular.** Jurisdiction over cases involving student organizations rests on the University committee convened for the purpose, chaired by the **OSA coordinator** and whose membership include **two (2) faculty representatives, the vice chairperson of the Student Council and the student rights and welfare committee chair of the Student Council.**

### 6. **Guidelines for the Conduct of Activities**

- a) No organization may start an activity except the holding of business meetings without **prior approval of their recognition by the Office of Student Affairs;**
- b) For activities that require use of electricity and/or use of areas **within UP Cebu** roofed spaces except tambayans and other areas utilized for academic and non-academic purposes, **the organization has to complete the general request form (GRF)/event sheet.** For activities within campus that do not fall under this provision, the organization shall still inform formally by writing a letter to the Office of Student Affairs Coordinator about the activity.
- c) For activities **outside the campus** organized or initiated by a recognized student organization, **prior approval** must be secured from the Office of the Chancellor through proper channels and endorsed by the Office of Student Affairs.
- d) Students participating in activities **outside the campus which are organized** by non-recognized student organizations, either as individual student or as a representative of an organization, **shall inform also the Office of Student Affairs of such participation and with the understanding that all other requirements shall have been fulfilled (e.g. waivers);**
- e) Permits to hold activities are to be filed **three (3) working days before the activity.** All forms pass **through prescribed proper channels.** Any request shall only be considered filed upon reaching the **proper office for final approval.**
- d) The organization shall be held responsible for damage or defacement of University facilities as well as orderliness and cleanliness of the premises during and immediately after the activity. **Solid waste management guidelines** must be submitted for putting up of concessionaires. Concessionaire shall pay a bond that ensures cleanliness of the premises and pulling out their facilities after the event.
- e) In **evening affairs and activities that involve the attendance of an audience of 200 or more people involving non-UP constituents and/or activities that conclude after the established curfew hours,** the organization is required to provide for extra security officers. **Security guidelines** must be submitted along with the general request form/event sheet and a list of at least ten (10) chaperones from among the ranks of faculty members and administration staff also be provided.
- f) All student activities must **observe curfew hours** established by the school and the local and national government.



## 6. Guidelines for the Conduct of Activities (continuation)

i) For activities conducted in the campus which are open to the general public, **organizers will be required to submit their Security Contingency Plan, including supplemental security guards and other law enforcing personnel. They are also required to submit Solid Waste Management Plan, Floor plan of the stage and other booths with listing of names of concessionaires.** The campus security officer must countersign the security contingency plan and campus development & maintenance office head must countersign the Solid Waste management plan respectively before the activity will be endorsed for approval by the Chancellor.

(i.a) **Activities done in a contained area of the campus**, such as AVR, Conference Hall, Interactive Learning Center, and similar venues may be done without need for supplemental security personnel, though they may opt to have one at their expense;

(i.b) **For activities done in multiple venues of the campus and other areas** other than the ones mentioned above, organizers are required to provide additional security personnel, the number of which will depend on how many areas of the campus will be used;

(i.c) **For activities conducted at night**, organizers are required to provide at least two (2) additional security officers for the duration of the activity excluding barangay tanods and law enforcement officers;

(i.d) **All request for additional security details** should be coordinated with UP Cebu's campus security officer. **All expenses incurred for additional security detail shall be charged to the account of the organizers.**

## 7. Income Generating Projects/ Fund Raising Activities

a) **Applications for fund raising activities must indicate their specific purposes.** Fund raising for the enjoyment of the organization members such as parties shall not be allowed.

b) **Tickets or their equivalent must be numbered and must bear the signature of duly authorized officers of the organization with necessary permits from respective government agency** (e.g. BIR, City Hall, etc.);

c) **Any collection, contribution, proceeds, etc. must be duly receipted or listed.** They are to be accounted within **two (2) weeks after the activity. The financial report must be submitted to the Office of Student Affairs or in case of college organizations, to the College Dean/** for high school Committee Chair of Student Affairs and evidence must be shown that proceeds have been expensed for the approved purpose and given to the beneficiaries, if any.

**VII. Procedure for Recognition of Student Organizations**

For any student organization who wants to apply for recognition, **one (1) set of printed documents filed in a long folder must be submitted to the Office of Student Affairs not later than 30 calendar days from start of classes in the First Semester of the Academic Year.**

Another **one (1) set of the submitted documents shall be scanned and sent as e-copy in pdf-file and emailed to [osa.upcebu@up.edu.ph](mailto:osa.upcebu@up.edu.ph)** in the following order:

- a) Application Letter addressed to the Chancellor signed by Pres./Adviser (SOA Form No.1)
- b) Letter of Acceptance of Adviser and endorsed by Dean/ Admin. Head (SOA Form No. 2A)
- c) Letter of Acceptance of Co-adviser , if applicable (SOA Form No.2B)
- d) List of Officers and their respective ID pictures and specimen signatures, photocopy of their grades for the preceding semester and Form 5 to determine study load and enrolment of the current semester (SOA Form 3)
- e) Roster of Members with course/program enrolled, contact no. and email address as indicated in the Form 5 (SOA Form 4)
- f) Copy of the Constitution and By-Laws ( as amended and revised)
- g) Calendar of General Plan of Activities – GPOA with Name of Activities, Person In Charge, and Tentative Amount and Source of Budget (SOA Form5)
- h) Accomplishment Report (SOA Form 6)
- i) Financial Report or Status of Funds (SOA Form 7)

Note: All forms are downloadable in UP Cebu website under OSA

Additional requirements for recognition, such as the submission of recent photos/pictures are pursuant to **Rule VI, Section 5** of the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations (Approved at the 1091<sup>st</sup> BOR Meeting October 24, 1995) and the **Implementing Rules and Regulations of RA 8049** (Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties therefore). Revisions to the UP Cebu Guidelines were approved last **16 August 2014 by Dean Liza D. Corro** with consultation from student leaders, faculty, REPS and administrative staff.

Any changes or amendments to these guidelines shall require a majority vote within a formal meeting of all UP Cebu Unified Student Organizations (50% + 1) members and after proper consultation from Student Council leaders, faculty, REPS and administrative staff. Revisions and amendments shall be subject to endorsement by OSA Coordinator, VCAA, VC Admin. and final approval by the Chancellor.

### GUIDELINES FOR THE REQUEST OF USE OF OSA LCD/EQUIPMENT

1. For use of LCD/equipment, reservation is on first come first served basis. Only recognized student organizations can borrow the equipment. (To be verified by the GSS In-charge of Student Organizations)
2. Priority on the use of the LCD/equipment is given to OSA related programs, services and activities.
3. **Recognized Student Organizations/Student Council** may use the LCD/equipment upon reservation and approval of request by the OSA Coordinator, **three (3) days prior** to actual day it will be used.
4. A request form for the use of LCD/equipment will be accomplished by the borrower signed by the Adviser and approved by the OSA Coordinator. The UP ID or any other valid ID shall be deposited & kept with OSA until the equipment/LCD is returned. The borrower must sign the logbook for easy monitoring.
5. The borrower must see to it that the equipment will be used properly and with utmost care. The VGA, power cords and remote control of the LCD should be at all times placed inside the bag after use.
6. For any damage of parts, loss of cords, remote control and/or the equipment, it is the responsibility of the last person/borrower to replace/or pay for the actual damage or loss.
7. The equipment/LCD can be borrowed **only during office hours** (e.g. 8 a.m. to 5 p.m) **free of charge** and thus OSA can officially release and receive the requested equipment/LCD during such time.
8. The requested equipment/LCD cannot be taken out of the campus neither can it be requested by any student organization for overnight use.
9. Each Student Organization may avail of the use of LCD/equipment as priority borrower only once (1) a semester. The said student organization will be on the waiting list as borrower if it has borrowed the equipment more than once to give opportunity for other student organizations to avail of the use of equipment/LCD free of charge.
10. The deposited UP ID or any valid ID will be returned to the borrower once the equipment/LCD has been returned, checked and cleared by OSA.

**GENERAL GUIDELINES FOR USE OF U.P. CEBU FACILITIES**  
**(Fill up the General Request Form / Event Sheet)**

1. The **use of classrooms for the sole purpose of holding meetings** of UP recognized student organization, from 8:00 a.m. to 5:30 p.m. approval at the **OSA level only**. However if activity is **related to class activity which goes beyond 5:30 p.m. on weekdays and Saturdays, Sundays and holidays, they are subject to written approval made by the Dean/Chancellor.**
2. Reservations have to be filed at **least three (3) working days before the actual date of the activity** for UP constituents and at **least seven (7) working days/ one week before the actual date of the activity** for non-UP personnel/activities. Any request shall only be considered filed upon reaching the proper office for its final approval. In any case, unit wide UP Cebu activities will supersede any prior reservations;
3. Reservations will be on a **first come first served basis**. Reservation with CDMO can be made in advance, but it can only be considered a valid reservation **if activity has been approved** in writing and reservation form has been duly accomplished; In case of conflict, the one who filed late has to request for reconsideration from the one who filed earlier.
4. **Copy of the signed gen. request form (GRF)** will be given to OSA, VC Admin., and Head, Security Guard / Security Officer. Maximum of one (1) week is allowable for reservations of Conf. Hall, AVR 1 and AVR 2, Union building but subject to renewal if activity is beyond one (1) week. Long term reservations are not allowed (e.g. 1-3 months from June to August);
5. **Activities which will disturb classes and offices shall not be allowed.** Otherwise, the appropriate UP officials may revoke such permit and halt the activity immediately. **Eating and drinking** inside the Arts & Science Conference Halls, AVR 1 & 2, & Performing Arts Hall are also strictly prohibited.
6. The AS Conference Hall, Performing Arts Hall, AVR 1 & 2 cannot be used for activity involving children below 1 year old and infants.
7. **For income generating activities**, sponsoring organization shall pay for the use of air con, electricity, and other facilities among others in consultation with Accounting Office for computation of rates.
8. **Honoraria, & overtime of Technician & Utility personnel** rendering services after office hours will be paid by the sponsoring organization/office.  
GRF will be made available in UP website. Flow of signatory: (1) Faculty Adviser/Dean of College (2) OSA-for student org/OUR for classroom use (3) CDMO for all spaces, PAH/AVR1, AS-PE & SSC/ Cos for AVR2 (4) Vice Chancellor for Admin/or Chancellor for final approval

### GENERAL GUIDELINES FOR USE OF U.P. CEBU-TAMBAYANS

1. The use of the campus tambayans will be from **7:00 AM to 10:00 PM**. It is for the use of UP Cebu students, faculty, REPS and admin. staff for the purpose of holding meetings; group study; projects/ thesis group discussions, etc.;
2. Non-UP constituents are also allowed to use the tambayan without any exclusivity. However, such **group or person who solely use it for a certain event** or specific purpose, shall write a **letter to the VC Admin./Chancellor to be filed at least two (2) days** before the activity for **UP constituents** and at least **three (3) days for non-UP constituents**;
3. Reservations will be on a **first come first served basis**. During weekdays, approval will be at OSA level only but during weekends, approval will be VC Admin. level subject to payment of fees especially for non-UP constituents/ or activities;
4. Copy of the approved letter / reservation form will be given to OSA, VC Admin., and Security Guard / Security Officer. Non compliance of giving the copy of approved letter(s) will mean that person or groups cannot use or stay at the tambayans;
5. **For school wide activities**, tambayan should be indicated **in the reservation (general request form)** as part of facilities for use (esp. involving use of electricity) which is subject to payment and prior approval by proper school authorities indicated in the GRF;
6. Persons /or groups, officers of organizations **who are staying and using the tambayans** and those who are using it with or without the **GRF** shall still be held accountable and liable for any damage on the structure. The **cleanliness and orderliness by the persons/organization and regular facility check and repair** shall be done by CDMO.
6. However, all users of the tambayans (UP or non-UP) have to **maintain the cleanliness, orderliness and proper use of school facilities** according to the existing school rules and regulations. In case of any violations on these guidelines, due process of investigations shall occur. The offender or any person/ group found out to deliberately violating said guidelines shall immediately repair and replace any damage done to the structure.

### GENEREAL GUIDELINES FOR POSTING AT BULLETIN BOARDS

1. All materials for posting must bear the **stamp approval of the appropriate office** and the signature of authorized school officials after the approval of a **letter of request to the Chancellor /or Vice Chancellor for Administration** with the endorsement and signature from the following person according to the type of announcement:

- a) Job Ads – GSS In Charge for Job Placement/ Job Fair
- b) Statements – GSS In Charge for Student Organizations
- c) Event Announcement/Contests/Call for Awards/Conference – GSS In Charge for Student Org.
- d) Scholarships – GSS In Charge for STS

2. **All materials** for posting at the bulletin board must bear the name of sponsors, title of activity, venue of activity and content of all relevant information;

3. **No materials for posting may contain libelous statement(s) or offensively coarse or foul language towards any person/ group and the name of the school. Libelous statement shall refer to defamatory, scandalous and slanderous words;**

4. It will be the **responsibility of the owners of materials to post or put up their announcements/ statements/ ads only at the designated green colored bulletin boards/ poster areas and billboard** subject to confirmation by CDMO or VC Admin.;

5. Materials for posting at bulletin boards **must not be larger than A3 or A4 size** (210mm x 297mm) and **not smaller than half size of the bond paper** (8 ½ in x 5.5 in). It shall be posted for a maximum of validity of **15 calendar days**. Thereafter, said materials will be removed by the officers of the student organization/ company staff, Security Guard or CDMO personnel;

6. Materials for posting **larger than A4 bond paper** size are considered **streamer, tarpaulin, banners** and shall only be posted at the areas assigned for it. **Only one (1) streamer/tarpaulin** per event can be posted for a maximum of **15 calendar days**. Thereafter, said materials will be removed by the officers of the student organization/ company staff, Security Guard or CDMO personnel;

7. No posting will be allowed on covered walks, walls, doors, railings, windows, rest rooms, trees and light posts or anywhere outside the designated areas.

8. Violations regarding the Guidelines for Posting will be as follows:

- a) First Offense – verbal reprimand to the sponsor or the one making the announcement
- b) Second Offense – written letter of warning to the sponsor/ persons
- c) Third Offense – committee investigation on the violation by the person, sponsor or organization. The recommendation of the committee will be final and executor.

## GENEREAL GUIDELINES FOR UNIVERSITY STUDENT COUNCIL ELECTIONS

### A. Qualifications of Candidates (Art. VI, Sec. 1, Constitution of UP Cebu Student Council)

1. One must be a **Filipino citizen and bona fide undergraduate student of UP Cebu** who is currently enrolled at the time of the filing of candidacy **supported by the certified true copy of the Form 5 (certified by the OUR).**
2. One must have **no failing grade of 5.0 and/or DRP in all subjects** during the semester immediately preceding the elections (first semester) **supported by the certified true copy of grades by the Office of University Registrar.** \*However, in the event that one has a grade of **4.0 or INC.** it can only be allowed in **just one subject** and more than one conditional failure or incomplete grade disqualifies the candidate \*(SEB guideline as approved by both parties.)
3. One must **not have been subjected to disciplinary action** involving any act of misconduct directly affecting the welfare of the University.

### B. Filing of Candidacy

1. Filing of Candidacy **is open to all qualified undergraduate students** (as defined in Art. VI, Sec.1, Constitution of UP Cebu Student Council)
2. Duly qualified candidates should file their candidacy with the appropriate form at the Office of Student Affairs. **Filing of Candidacy: Starts on \_\_\_\_\_ from 8:00 a.m. to 12:00 noon – 1:00 p.m. To 5:00 p.m. Deadline for Filing of Candidacy: \_\_\_\_\_.** (Note: Final schedule and specific dates are to be agreed by both parties and approved by the SEB.)
3. The **SEB will convene at 6p.m. on \_\_\_\_\_** to confirm the official list of qualified candidates, which will be posted the following working day on \_\_\_\_\_.
4. **After the deadline for the filing of candidacy on 12 noon of \_\_\_\_\_, no replacement shall be allowed for any candidate. In case there is a withdrawal of candidacy, it shall be made in writing to the SEB Chair** only on the day before the SEB meets to confirm the official list of qualified candidates.
5. **Only recognized student organization's name may be used as a political party by prospective candidates.**

### C. Campaign Strategies

1. Campaign managers and members of the party list directly involved must be currently enrolled during the semester.
2. The **official campaign period is set on \_\_\_\_\_ and ends on \_\_\_\_\_.** Posters, sample ballots, and position papers are allowed as long as distribution of said materials do not interfere with the normal routine of classes. Posters/ campaign materials are allowed to be posted only at the specifically designated places/ areas (per posting guidelines of campaign materials).

3. A **room to room campaign** within the campaign period will be allowed subject to approval by the Chancellor from \_\_\_\_\_ to \_\_\_\_\_. Each party and independent candidates are allowed a maximum of 10 minutes only with the **proper permission from faculty** handling the class.
4. The candidates are allowed to campaign anywhere inside the campus **only within the prescribed campaign period** and provided that classes are not disrupted and disturbed.
5. An election bond of Php\_\_\_\_\_ per party or per individual if independent, is required. It will be returned after all campaign materials have been removed. This has to be paid not later than 12 noon of \_\_\_\_\_.
6. **Students ' grand rally** will be held on \_\_\_\_\_ from 1p.m. to 5p.m. with the purpose of presentation by the different candidates and their respective platforms. SC shall write a letter of request to the Chancellor endorsed by SEB Chairperson in order to request for (ACLE) alternative class learning exercise/activity.
7. Violations on the guidelines regarding campaign strategies, the following sanctions will be imposed:
  - a. First offense – verbal reprimand to be given by any member of the Student Electoral Board
  - b. Second offense – written warning to be given by the Student Electoral Board
  - c. Third offense – will not be allowed to do room-to-room campaign
8. A written complaint should be submitted to the electoral board signed by 3 witnesses.

#### D. Conduct of Elections

1. All undergraduate students of UP Cebu who are officially enrolled for the second semester for the Academic Year \_\_\_\_ have the right to vote on the election's day.
2. The **election will be held on \_\_\_\_\_ (based on the SC constitution)** w/no lunch break at the AS Conf. Hall Canvassing will be at the AS Conference Hall starting \_\_\_\_ on the same day. Party poll watchers should be present before the ballot boxes will be closed for the start of polling and before ballot boxes are opened for canvassing.
3. The voting procedures are as follows:
  - a. Make sure your name is found in the official list of students who are qualified to vote
  - b. Present your UP Form 5 or Invoice or U.P. I.D. or any other valid ID (Library/ TLRC) for verification purposes by the Students Electoral Board.
  - c. Affix your signature on the control sheet prepared by the Electoral Board and the Office of Student Affairs GSS as soon as you receive your official ballot.
  - d. Accomplish the ballot by shading the circle just before the name of the candidate of your choice. For corrections, pls. erase completely and shade the new choice.
  - e. Affix your thumb mark on the ballot and drop your ballot into the box designated for each cluster. Again, affix your signature on the same control sheet after casting your vote.
4. Only members of the Student Electoral Board and two (2) official party poll watchers are allowed within the designated area of the precinct.



**E. Canvassing of Ballots and Election Results**

1. The canvassing of ballots will start at exactly \_\_\_ **p.m. of Election Day** \_\_\_\_\_ and shall be conducted by the Student Electoral Board in the presence of two (2) official party poll watchers representing each of the political party/ independent candidates. It can also be viewed by other UP constituents outside the precinct.
2. Any unnecessary marks, comments or erasures written on the ballot will nullify it. Ballots with no thumb marks will also be invalidated.
3. Election protests must be officially filed in writing addressed to the Chair, Students Electoral Board (SEB) until \_\_\_\_\_ **of the following day after the elections.**

**F. Proclamation of Winners**

After the **proclamation of winners on** \_\_\_\_\_ they will have to wait for proper turn over and submission of the election reports for review and approval of the Chancellor.

The Induction to the Office of the University Student Council is tentatively set on \_\_\_\_\_ but subject to the availability of the Chancellor which shall be the signal of the new term of the new set of USC officers for the specified academic/school year.

Note: Students Electoral Board has the sole authority in terms of conduct and decisions on the elections which is composed of Chair- Vice Chancellor for Academic Affairs; Vice Chair-OSA Coordinator & GSS In Charge of Student Org-Secretariat & 2 Faculty and 3 Student Reps who are Non-partisan or with no political affiliation.

**GUIDELINES FOR THE SELECTION OF THE TUG-ANI EDITOR-IN-CHIEF****1. Qualifications of the Tug-ani Editor in Chief**

The post of the Editor-in-Chief is open to **all undergraduate students** of the University of the Philippines (UP) Cebu, **provided that he or she has no failing grade (5.0), conditional failure (4.0) or incomplete grade** of the previous semester (from date of selections 2<sup>nd</sup> semester) and of good moral character meaning has not been found guilty of any disciplinary charges.

**2. Appointment of the Selection Board/ Committee for Tug-ani EIC**

The Office of the Chancellor shall appoint **three (3) faculty representatives and one (1) student representative** to compose the **Tug-ani Editor-in-Chief Selection Board**, who will finalize the guidelines for the written exam and panel interview, which all applicants will be required to undertake and undergo.

**3. Posting of Announcements**

The posting of announcement for Selection of the Editor-in-Chief will be on **March \_\_\_\_\_**.

It is open to all undergraduate students of the University of the Philippines (UP) Cebu, provided that he or she has no failing, conditional or incomplete grade of the previous semester and of good moral character. The deadline for accepting of applicants for EIC will be set on March ( as indicated in the Tug-ani Constitution and By-laws as endorsed by Chancellor and approved by BOR).

**4. Selection Process – Written Exams and Panel Interview**

For the EIC selection process, the **written exams** will be administered by the Office of the Student Affairs (OSA) GSS in-charge of Student Organization/Activities for **four (4) hours** on \_\_\_\_\_. However, written exams will be prepared by the Faculty Chair / or representative in the Selections committee (preferably faculty who has experience in student publications and journalism) 2 days before the actual date for test administration. Applicants shall encode their exam answers in the computer at TLRC to facilitate the checking of article length and the review and checking of papers by the selection board will be from \_\_\_\_\_. The candidate will indicate only **his or her pen name in the exam papers**. Before the results are released, only the OSA GSS will know the real identities behind the pen names. After which, the shortlist of candidates will undergo the panel interview by all members of the Selections Committee.

**4.1 Written exam (total: 300 points)**

- (a.) **News writing (100 pts.)**
- (b.) **Editorial writing (100 pts.)**
- (c.) **Feature writing (100 pts.)**

**4.2 Panel Interview (total: 100 points)**

- a.) The candidates should prepare the following and present these during the interview:
  - Portfolio** containing the updated curriculum vitae, written works (journalistic, literary or others), and proof of published works (i.e. student publication, newspapers, blogs or other media)
  - Dummy or prototype of the Tug-ani** redesigned to reflect the innovations and changes he or she is proposing to carry out with his editorial team