

STUDENT HANDBOOK



UNIVERSITY OF THE PHILIPPINES CEBU

	PAGE
MESSAGE FROM THE CHANCELLOR	4
UP CEBU MISSION AND VISION	5
I. CLASSIFICATION OF STUDENTS	7
II. ACADEMIC POLICIES AND REQUIREMENTS FOR UNDERGRADUATE STUDENTS	7
1. Academic Load	7
2. Credit Unit	7
3. Transferees	7
4. P.E. Requirements	8
5. National Service Training Program	9
6. Registration	10
7. Cross Registration	10
8. Student's Identification Card	11
9. Waiver of Pre-requisites	11
10. Curricular Changes	11
11. Attendance	13
12. Leave of Absence	13
13. Grading System	14
14. Removal of Grades of INC or 4.0	15
15. Scholastic Delinquency	15
16. Honorific Scholarship	16
17. Maximum Residency Rule	17
18. Graduation Requirements	17
19. Graduation With Honors	17
III. GENERAL RULES AND REGULATIONS FOR MASTER'S DEGREE PROGRAMS	18
Section 1. Academic Calendar	19
Section 2. Admission Requirements	19
Section 3. Registration and Academic Load	20
Section 4. Advance or Transfer Credits	21
Section 5. Grading System and Requirement	21
Section 6. General Requirements (Non-Thesis Option)	22
Section 7. Comprehensive Examination	22
Section 8. General Requirements (Thesis Option)	23
Section 9. Thesis	23
Section 10. Residence Rules	26
Section 11. Graduation Requirements	27
Section 12. Second Master's Degree	28
IV. STUDENT RIGHTS AND OBLIGATIONS	28
1. Rights of Students	29
2. Student Conduct and Discipline	30
3. Crisis Management – Red-Tagging and Suicide Prevention	40
4. University of the Philippines Acceptable Use Policy of IT Resources	48
V. STUDENT SERVICES FROM EACH OFFICE	57
1. University Library	57

2. Health Services Unit	58
3. Safety and Security Unit	61
4. Technology Transfer and Business Development Office (TTBDO)	67
5. Office of Anti-Sexual Harassment (OASH)	68
6. Gender and Development Office (GAD)	77
7. Office of Student Affairs	79
7.1 Guidance and Counseling	79
7.2 Psychological Testing	80
7.3 Career Guidance, Job Placement and Follow-up	80
7.4 Scholarships and Financial Assistance	80
A. RA 10931 – Universal Access to Tertiary Education Act of 2017	80
B. Student Learning Assistance System (SLAS)	80
C. Student Assistantship Program	82
D. Student Loan Program	83
E. Meal Assistance Program	83
F. Donor-funded Scholarships Programs	83
G. The Kadaganan Fund	83
7.5 Student Activities and Organizations	84
7.5.a. Rules and Regulations Governing Student Organizations, Fraternities, and Sororities	84
7.6 General Guidelines	95
1. Use of OSA LCD/Equipment	95
2. Use of U.P. Cebu Tambayans	96
3. Posting at Bulletin Boards	99
4. University Student Council Elections	100
5. Selection of the Tug-ani Editor-in-Chief	103
6. Use of U.P. Cebu Facilities	104
7. Local Off-Campus Activities	105
8. Use of Dormitory Facilities	110
8. Teaching and Learning Resource Center	119
9. Information Technology Center	121
10. Directory of Offices	133
VI. UP NAMING MAHAL	136
VII. UNIVERSITY OF THE PHILIPPINES SYSTEM OFFICIALS	137
VIII. UNIVERSITY OF THE PHILIPPINES CEBU OFFICIALS	138
IX. APPENDICES	139
Appendix Form 1	139
Appendix Form 2	140
Appendix Form 3	141
Appendix Form 4	142
Appendix Form 5	143
Appendix Form 6	144
X. KEY OFFICES FORM	146

Welcome to the University of the Philippines Cebu, Iskolar ng Bayan!



Your life's journey begins in this handbook. This is your ticket to be fully engaged as the Iskolar ng Bayan! UP Cebu is committed to excellence, integrity, and genuine commitment to the country. In collaboration with the faculty, staff, and REPS, we look for ways to attain your goals and aspirations through this Student Handbook.

This handbook has been written to provide information to you and your families about UP Cebu policies and procedures. The following pages will contain important information that will allow you to better understand how UP Cebu operates and for you to be able to successfully navigate yourself inside the University, not just physically, but also emotionally and intellectually.

Any inquiries that will arise that the Student Handbook may not answer, take advantage of our university's websites and communication lines – physical and virtual – for more information. You can also contact your Office of Student Affairs, your advisers, or other faculty members as they are more than capable to answer your queries.

We wish you a successful university life in UP Cebu. We believe with you and we are with you throughout this journey.

ATTY. LEO B. MALAGAR

Chancellor

UNIVERSITY OF THE PHILIPPINES 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.

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 demonstrates a high level 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.

HAVING A BLAST IN UP CEBU

Getting admitted to the University of the Philippines is by itself already a big achievement. It means besting thousands of other aspirants from all over the country and forming the top 25% of the Philippine high school graduate population who are able to qualify for a UP education. The process of education however is quite another thing. It calls for grit and stamina not only of the physical kind, but of the intellectual and psychological as well, to weather and survive the special educational culture of the University. This culture revolves around a set of academic rules and regulations, which every well-meaning student needs to be concerned about.

I. CLASSIFICATION OF STUDENTS

UNDERGRADUATE and **GRADUATE** students are designated as regular and non-regular.

Regular Undergraduate students follow programs of study and comply with requirements which lead to the bachelor's degree. They carry the full semestral load called for by their respective curricula and registration and classification purposes are divided generally into freshies, sophomores, juniors and seniors.

Regular Graduate students are prospective candidates for the master's degrees. They may either be part-time or full-time students.

Non-regular students are: (1) non-degree students, with credits; (2) cross-registrants, with credits; (3) special students, no credit.

II. ACADEMIC POLICIES AND REQUIREMENTS FOR UNDERGRADUATE STUDENTS

1. Academic load

An undergraduate student is not allowed to take more than 18 non-laboratory units or 21 units including laboratory work. However, a graduating student with an academic record better than average may be permitted to carry a heavier load in the last semester of his/her course.

2. Credit Unit

The unit of credit is the semester hour. Classes meet three hours a week; these classes carry 48 clock hours of instruction and three units of credit. Each unit of credit is at least 16 semester-hours of instruction, in the form of lecture, discussion, seminar, tutorial, recitation, film viewing, fieldtrip or other forms of instruction as approved.

3. Transferees

a. From other Universities and Colleges

Students applying for transfer should submit at least one month prior to registration, an official transcript from each college attended and a certificate of honorable dismissal together with the application form (UP Form-3). There is no entrance test administered to transfer applicants.

Requirements for admission:

- A weighted average grade of 2.0, 80%, or B, or better for all the collegiate academic units earned outside of UP;
- At least 33 units of academic courses (excluding P.E. and NSTP in a non-UP college;

- He/she will have to complete in the University not less than 50% of the units required for his course;
- The quota set by the Dean for the College has not been filled up.
- A transfer student must pay a non-refundable fee of ₱100.00.

b. Advanced Credits (Validation)

An admitted undergraduate transfer student must validate all courses he/she is applying for advanced credits at the rate of at least 18 units a semester from the date of admission. His/her admission will be on probation basis until he/she shall have validated or repeated all subjects taken outside UP and which are required for his/her course. The student will not be allowed to enrol in a subject the pre-requisites of which, taken elsewhere, have not yet been validated or repeated, as the case may be.

Application for advanced credits should be made on the prescribed form to the Dean. Validating tests begin two weeks prior to the first day of registration of the opening of each semester and one week after the last day of registration. There is no fee for validating tests taken during the period. A validating test may be held outside of this period with the consent of the division/department and the approval of the Dean and upon payment of a fee of ₱20.00 per subject.

c. From a Regional Unit to Diliman and Vice-Versa

A student who wishes to transfer from a regional unit to Diliman, or from Diliman to a regional unit, should file an application for transfer at the accepting college together with the true copy of grades. If the action of the accepting college is favorable, the student gets a college clearance which he/she presents to the accepting college together with the permit transfer, a true copy grades, and a certification that he/she is not under contract with UP Cebu.

4. P.E. Requirements

Basic Physical Education is a pre-requisite for graduation. All students should comply with this requirement during their first and sophomore years. No student will qualify for honorific scholar's status unless he/she complies with this requirement. Eight (8) units of P.E. are required for all undergraduates.

Required Courses:

- P.E. 1 Foundations of Physical fitness which is a required course for all students.
- P.E. 2 Elective Physical Education activities for beginners.
- P.E. 3 Elective Physical Education activities for advanced students.

A student may take any combination for P.E. 2's and P.E. 3's to fill the eight (8) units.

5. National Service Training Program (NSTP)

NSTP is aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components such as literacy training service (LTS), civic welfare training service (CWTS), and reserved officers training course (ROTC). Its various components are especially designed to enhance the youth's active contribution to the general welfare.

a. Coverage

All incoming first year students, male and female, enrolled in any baccalaureate program of the University shall be required to complete one (1) NSTP component of their choice as a graduation requirement.

b. Program Components

A student can choose from the following components: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).

LTS refers to the component designed to teach literacy and numeracy skills to school children, out of school youth and other sectors of society in need of these services.

CWTS refers to the component or activities contributory to general welfare and betterment of life or enhancement of community facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morale of the citizenry and other social services.

The college shall offer **ROTC** and at least one other component (CWTS for UP) every semester. If there are less than 300 ROTC enrollees, ROTC unit cannot be opened but students can cross enroll.

c. Duration and Equivalent Course Unit

The chosen NSTP component shall be undertaken for a period of two (2) semesters, with fifty-six (56) training hours and student load credit of 3 units per semester. No student will qualify for honorific scholar's status unless he/she complies with this requirement.

6. Registration

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form-5 or Form 5-B), which is a record of classes for which the student has enrolled, is filed in the Office of the College Secretary and Registrar. Special students (without credits) may register at any time without the payment of fine for late registration, subject to other regulations of the University.

Refunds

Students who have paid their matriculation and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled for a refund of their matriculation fees, except entrance and registration fees, in accordance with the approved schedule:

80% - within one week from the opening of classes

50% - within the second to the fourth week from the opening of classes

No refund - after the fourth week

In the case of a student who registers after the opening of classes and withdraws thereafter, the number of days shall be counted from the actual date of registration, and the refund of his/her matriculation fees shall be in accordance with the above schedule.

Laboratory fees will not be refunded after one week from the opening of classes, where voluntary change is made from one course to another. Refund of tuition fee for a subject may be allowed only in the case of forced dropping of the subject.

7. Cross Registration

a. Within the University

A student who wants to cross-register in Diliman or another regional unit must fill up the application for cross-registration form available at the OCSR. If the request is approved, he/she accomplishes the cross-registration form (UP Form 5-B). The student must pay the registration fee at the UP Cebu Cashier's Office before bringing his/her UP Form 5-B to the UP unit he/she is cross-registering. The total number of credits for which a student may cross-register in a college should not exceed the

maximum allowed by the rules on academic load. No additional fee is charged if the total number of units does not exceed 21 units.

b. From Another Institution

A student registered in another institution and who wishes to cross register in UP must present a permit from his/her Dean or Registrar. The permit should state, in writing, the total number of units for which the student is registered and the subjects that he/she is authorized to take in the University.

The University gives no credit for any course taken by any of its students in any other institution unless the taking of such course was authorized by the President. This written authorization is to be recorded by the University Registrar and should specify the subjects authorized.

8. Student's Identification Card

The Student's Identification Card is the student's permit to many facilities of the school like the library, etc. It is also a requirement for securing one's copy of grades and enrolment. It is non-transferable and may not be used by anyone except the owner. Loss of this card needs an Affidavit of Loss notarized by a lawyer and must be reported at once to the OCSR. Request for replacement must likewise be made.

9. Waiver of Pre-requisites

Courses approved by the University Council as pre-requisites to others may not be waived. However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a pre-requisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the pre-requisite course. This will be acted upon through a Dean's committee that shall decide the merit of the application.

10. Curricular Changes

a. Substitution of Courses

Every substitution of subjects must be based on at least one of the following:

- When a student pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
- Where there is a conflict of hours between a required subject and another required subject;
- When the required subject is not given during the semester the student needs it.

Every petition for substitution:

1. Must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
2. Must be between subjects in which the subject substituted carries number of units equal to or greater than the units that required subject;
3. Must be recommended by the adviser and by the division chair concerned.

All petitions for substitution must be submitted to the Office of the College Secretary before 12% of the regular class meetings have been held.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.0 except when, in the opinion of the program adviser, the proposed substitute covers substantially the same subject matter as the required subject.

b. Changing of Classes

All transfers to other classes shall be made for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings have been held.

Changes in matriculation shall be effected by means of the form for the Change of Matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar through the Office of the College Secretary for assessment and notation.

c. Dropping of Classes

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed-UP Form 26-A before 3/4 of the prescribed hours of the semester has elapsed, and not later. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of

the student at the time of the dropping as either Passing or Failing solely for administrative guidance.

Dropping fee is ₱10.00 per unit.

11. Attendance

When number of hours lost by absence reaches 20% of the hours of scheduled work in one subject, the student shall be dropped from the subject, provided that a faculty member may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of 5.0 upon being dropped; otherwise, he/she shall be given a grade of 5.0. Time lost by late enrolment shall be considered time lost by absence. Excuses are for time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable period of time from the date of absence.

12. Leave of Absence (LOA)

A student who withdraws from the college without the formal leave of absence shall have his/her registration privileges curtailed or entirely withdrawn. Prolonged leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and specifies the period for the leave, which must not exceed one academic year.

A college clearance must be accomplished by the student.

Leave of Absence fee - ₱150.00

Fine for Absence Without Official Leave - ₱225.00

If a student withdraws after 3/4 of the total number of hours prescribed for the course has already elapsed, his/her instructor may give a grade of 5.0 if his/her class standing at the time of his/her withdrawal is below 3.0.

13. Grading System

The work of the student shall be graded at the end of each term in accordance with the following system:

1.0	Excellent
1.25	Excellent
1.50	Very Good
1.75	Very Good
2.0	Good
2.25	Good
2.50	Satisfactory
2.75	Satisfactory
3.0	Passed
4.0	Conditional Failure
5.0	Failed
INC	Incomplete

Only these grades shall be officially recognized.

A grade of 4.0 may be made up by repetition of the course or by passing a re-examination to be taken within one academic year from the date of the grade of 4.0 has been received. If a student passes the re- examination, he/she is given a grade of 3.0, but if he/she fails he/she is given a grade of 5.0. Only one (1) re-examination is allowed which must be taken within the prescribed time. If a student does not remove the grade of 4.0 within the prescribed time, he may earn credit for the course only by repeating and passing it.

A grade of 4.0 given for the first semester work of a two-semester course shall be converted to a grade of 3.0 if the student passes the second semester part of the same course in the same academic year. If he/she fails, the grade of 4.0 that he/she received for the first semester work shall be converted to a grade of 5.0.

The grade INC is given if the student whose class standing throughout the semester is passing but fails to appear for the final examination or fails to complete other requirements of the

course due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.0 is given. Removal of the INC must be done within the prescribed time by passing an examination or meeting all requirements of the course, after which the student shall be given a final grade based on overall performance.

14. Removal of Grades of Incomplete or 4.0

Examinations for the removal of grades of INCOMPLETE or 4.0 may be taken without fee: 1) during the regular examination period, if the subject in which a student failed to take his/her final examination is included in the schedule of examination for the period during which said removal examination is to be taken; otherwise, said student is to be charged the fee of P20.00; 2) during the removal examination period, viz. the period covering ten (10) days preceding the registration in each semester; provided, that the examination for the particular subject is taken at the time that is scheduled; 3) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter- semester vacation; provided the examination is taken at the time it is scheduled.

The period for the removal of grades of INCOMPLETE should not exceed beyond one (1) academic year from the date the grade was received.

15. Scholastic Delinquency

a. Warning

Any student who gets a final grade below 3.0 in 25% to 49% of the total number of academic units at the end of the semester for which he/she is registered will be placed on a warning status. He/she shall be de- loaded three (3) units out of the total regular load for the succeeding semester.

b. Probation

At the end of the semester, any student who obtains final grades below 3.0 in 50% to 74% of the total number of academic units enrolled shall be placed on probation in the succeeding semester with a de- loading of six (6) academic units.

Probation may be removed by passing with grades of 3.0 or better in more than 50% of the units in which he has final grades in the succeeding semester.

c. Dismissal

Any student who, at the end of the semester, obtains final grades of below 3.0 in more than 75% but less than 100% of the total number of academic units in which he/she received final grades shall be dropped from the rolls of the college.

Any student on probation who again fails in 50% or more of the total number of units in which he/she received final grades shall be dropped from the rolls of the college.

d. Permanent Disqualification

Any student who, at the end of the semester, obtains final grades of below 3.0 in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission to any college or school of the University.

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty certifies that the grades of 5.0 were due to the student's unauthorized dropping subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his/her grades of 5.0 shall be counted against him/her for the purpose of the scholarship rule.

16. HONORIFIC SCHOLARSHIP

Honorific scholarship does not entitle the holders to any tuition fee waiver, either partial or full.

a. UNIVERSITY SCHOLARSHIP

Any undergraduate student who obtains at the end of the semester a weighted average of 1.45 or better is given the honorific scholarship. University scholars are listed in the President's list of scholars.

b. COLLEGE SCHOLARSHIP

Any undergraduate student, who not being classed as University scholar obtains at the end of the semester a weighted average of 1.75 or better is given this honorific scholarship. College scholars are also listed in the Dean's list of scholars.

In addition to the general weighted average (GWA) prescribed, a student must have taken during the previous semester at least 15 units of academic credits or the normal load prescribed (in the case of graduate students not less than 9 units); must be up to date with all the non- academic requirements (P.E. and NSTP).

17. Maximum Residence Rule

A student must finish the requirement of a course of any college within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the course (6 years), otherwise he/she shall not be allowed to register further in the college.

18. Graduation Requirements

No student shall be recommended for graduation unless he/she has satisfied all academic and other requirements prescribed for graduation.

All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester except for those subjects that the student is currently enrolled during that semester.

No student shall be graduated from the University unless he/she has completed at least one year of residence work that may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation.

No student who fails to pay the required graduation fee within the specified period set by the College Secretary shall be conferred any title or degree. Such a student may, however, upon his/her request and payment of the necessary fees be given a certified copy of credentials without specifying his/her completion of the requirements toward any title or degree.

Students must file formal applications as candidates for graduation in the Office of the College Secretary. A fine is imposed for late application for graduation.

19. Graduation with Honors

Students who completed their courses with the following grade point average shall be graduated with honors:

Cum Laude	1.75
-----------	------

Magna Cum Laude	1.45
Summa Cum Laude	1.20

Provided:

All grades in all subjects prescribed in the curriculum as well as subjects that qualify as electives shall be included in the computation of the weighted average grades.

Candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two years prior to graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester not less than 15 units or the normal load prescribed in the curriculum.

III. GENERAL RULES AND REGULATIONS FOR MASTER'S DEGREE PROGRAMS



(Photo by Januar Yap)

Section 1. Academic Calendar

Article 1. Graduate programs in the University of the Philippines Cebu operate on either of two modes of the academic calendar. For any program, the academic year is made up of either two (2) semesters or three (3) trimesters.

Section 2. Admission Requirements

Article 2. An applicant for admission to a master's degree program must be a holder of a bachelor's degree or its equivalent from any recognized academic institution.

Article 3. A duly accomplished application form addressed to the Dean of the college/school offering the degree program must be submitted together with the following documents:

- a. Original or certified true copy of the official transcript of academic records, in English language, with no remarks and with an explanation of the grading system used, from all tertiary and graduate institutions attended;
- b. For international students, certification from the Office of the University Registrar of previous university attended that the medium of instruction is English (if applicable), or results of Test of English as a Foreign Language (TOEFL) or results of the International English Language Testing System (IELTS), or its equivalent;



- c. Application fee;
- d. Two (2) sealed letters of recommendation from former professors and/or experts in the field of study that the student is seeking admission into; and
- e. Other requirements may be prescribed by the college/school for specific degree programs.

Article 4. An applicant seeking admission into a master's degree program shall take and pass the entrance examination, except in programs that do not require an entrance examination.

Article 5. The college/school concerned shall determine the acceptability of the applicant based on a set of criteria that may include the applicant's academic background, entrance examination results (if applicable), language proficiency, and research and work experience in the intended field of study.

The Dean of the college/school shall issue an official notice of admission to the applicant based on the recommendation of the designated Admissions Committee of the respective degree-granting units.

Section 3. Registration and Academic Load

Article 6. All students intending to work for a Master's degree will be allowed to register only upon presentation of the letter of admission from the Dean of their respective college/school.

Article 7. At the time of the student's admission, a Program Adviser shall be provided by the department/program concerned to advise and monitor the student in the course work and other requirements of the degree program.

Only full-time members of the graduate faculty shall serve as program advisers.

Article 8. A graduate student on full-time study should take 9-12 units a semester/trimester as prescribed in the study plan of his/her degree program. Unless specified in his/her particular program, a student who takes less than 9 units in an academic term is considered a part-time student.

Under meritorious circumstances, the student may be allowed more than the prescribed academic load by the Dean.

Section 4. Advance or Transfer Credits

Article 9. Advance credits, which are subject to validation, may be earned from courses taken at institutions outside of the UP System.

Transfer credits may be directly earned from courses taken at other UP units. Courses taken that may be considered equivalent to those required in the program pursued are subject to substitution by the department/ program concerned.

Units for undergraduate courses cannot be credited for graduate work.

Article 10. A graduate student may apply for a maximum of nine (9) units of advance or transfer credits for work done at another institution with the appropriate department/program within the first semester/trimester of the student's admission into the program.

Article 11. Advance or transfer credits should have been earned with grades of "2.0" (or its UP equivalent) or better within the last five (5) years prior to admission.

Article 12. No credit shall be given for work that has been credited to a previously earned degree.

Article 13. The validation examination(s) required shall be conducted within the first year of enrolment of the student.

Section 5. Grading System and Requirement

Article 14. The following numerical grades shall be used in graduate courses: 1.0, 1.25 (Excellent), 1.5, 1.75 (Very Good), 2.0, 2.25 (Good), 2.5, 2.75 (Satisfactory), 3.0 (Pass), 4.0 (Conditional), INC (Incomplete), and 5.0 (Fail).

Article 15. A grade of "3.0" or better is a passing grade. A graduate student earns credit for a course when s/he obtains a grade of "3.0" or better.

Article 16. The General Weighted Average (GWA) shall be based on all courses taken by the student in his/her approved Program of Study, including those taken in compliance with the Residence Rules, if applicable.

Article 17. To remain in good standing, a student must maintain a GWA of "2.000" or better in his/her course work at the end of each academic year until the completion of the Program of Study.

Article 18. A student who fails to satisfy the GWA of “2.000” at the end of the academic year shall be disqualified from the master’s program.

Section 6. General Requirements (Non-Thesis Option)

Article 19. To qualify for the master’s degree under the Non-Thesis Option, a student must satisfy the following requirements:

- a. complete a minimum of thirty (30) units of formal graduate courses;
- b. obtain a General Weighted Average (GWA) of “2.000” or better in all graduate courses taken in his/her Program of Study; and
- c. pass the master’s comprehensive examination, or complete a special problem, research project, capstone project, or its equivalent.

Article 20. Additional requirements over and above these minimum University requirements and standards for the master’s degree may be adopted by the colleges/units for their respective master’s degree programs with the approval of the appropriate bodies.

Section 7. Comprehensive Examination

Article 21. A student may apply for the comprehensive examination after completing all the academic course requirements and obtaining a GWA of “2.000” or better in all his/her courses, including those courses taken to comply with the Maximum Residence Rules.

Instead of a comprehensive examination, a program may require the completion of a special problem, research project, capstone project, or its equivalent.

Article 22. The Comprehensive Examination Committee shall consist of a minimum of three (3) regular full-time faculty members with doctoral degrees, except in meritorious cases, when those with other credentials may be made part of the Committee, such as Professorial Lecturers and Professors Emeriti may also serve as examiners provided they are at least master’s degree holders and/or known experts in their fields and have taught in the unit during the last two (2) years. The exception shall be made only with the approval of the Dean, upon the recommendation of the appropriate bodies.

Article 23. The grades for the comprehensive examination are as follows: “Pass” or “Fail.”

Article 24. If a student fails the comprehensive examination, a second examination shall be allowed within one (1) year after the first examination. Failure to pass this second examination shall bar the student permanently from the current master’s program.

Article 25. If a student passes the comprehensive examination, s/he shall qualify for the master’s degree under the Non-Thesis Option.

Section 8. General Requirements (Thesis Option)

Article 26. To qualify for the master’s degree under the Thesis Option, a student must satisfy the following requirements:

- a. complete a minimum of twenty-four (24) units of formal graduate courses;
- b. obtain a General Weighted Average (GWA) of “2.000” or better in all graduate courses taken in his/her Program of Study;
- c. successfully defend a master’s thesis; and
- d. submit at least four (4) bound and certified copies of the approved master’s thesis.

Article 27. The four (4) bound copies shall be distributed as follows: one (1) copy each for the student, the Thesis Adviser, the College, and the University Library.

Section 9. Thesis

Article 28. The master’s thesis must:

- a. embody an original and significant research or creative work in the primary discipline or field of the degree program pursued;
- b. show the student’s capacity to make a critical evaluation of previous work done in his/her chosen research topic; and
- c. demonstrate his/her ability to present research findings in a clear, systematic, and scholarly manner.

Article 29. The thesis shall have an equivalent of six (6) units of graduate credit and shall have a numerical grade upon completion of all the thesis requirements. At the end of each semester/trimester, the student shall be marked “IP” (In Progress) until such time that s/he has completed all requirements.

Article 30. The six units of thesis shall be registered in one term for six units (6) or two terms for three units each term (3-3).

Article 31. A student who has already registered a total of six (6) units for thesis but still unable to finish the work should enrol for residency per term until s/he is able to submit the bound copies of the approved manuscript, but only up to a maximum of two years (4 semesters/6 trimesters).

If at the end of this time limit, the student is still unable to submit bound copies of the approved manuscript, s/he shall be given a grade of “U” (Unsatisfactory) and should re-enrol all the six units of thesis. The same policies as in Article 30 shall apply.

Article 32. After the student completes the prescribed academic requirements, with a GWA of “2.000” or better, s/he shall request the head of the unit for a thesis adviser. The Dean shall then appoint the adviser who shall be chosen on the basis of the student’s research topic, upon recommendation of appropriate bodies. The adviser shall come from the unit where the student is enrolled.

Article 33. The adviser shall be responsible for:

- a. advising the student in the preparation of the thesis proposal;
- b. guiding and monitoring his/her thesis research; and
- c. endorsing his/her master’s thesis for oral defense.

Article 34. A Thesis Committee, consisting of the Adviser, Co-Adviser, if any, and a Reader, shall be constituted upon completion of course work.

The Thesis Committee shall consist of full-time regular faculty members who are master’s degree holders except in highly meritorious cases as approved by the Dean upon the recommendation of the appropriate bodies. Professorial Lecturers, Professors Emeriti and experts from external institutions may also serve as Co-Adviser, Reader, and panelists upon approval by the Dean.

Article 35. The functions of the Thesis Committee are to:

- a. approve the thesis proposal; and
- b. endorse the thesis draft for oral defense.

Article 36. The functions of the Reader are to:

- a. evaluate the thesis for defense; and
- b. endorse the thesis to the Oral Defense Panel.

Article 37. If the Adviser/Reader goes on leave for more than one (1) semester/trimester, the Dean shall appoint a new Adviser/Reader upon the recommendation of the appropriate bodies.

A student who wishes to change an Adviser/Reader shall write the Dean, through channels. On the other hand, an Adviser may request to be relieved of his/her duties for justifiable reasons.

Article 38. The student shall submit a written thesis proposal to the Thesis Adviser, Co-Adviser (if any) and Reader. Upon approval of the thesis proposal, the student may then carry out the thesis research. A certified copy of the approved proposal and a form endorsing the thesis proposal, duly signed by the Thesis Committee, shall be submitted to the Dean, through channels.

Article 39. After the student's completed draft has been evaluated favorably by the Thesis Committee members, they shall endorse it for oral defense to the Dean, through channels.

Article 40. The oral defense examination panel shall consist of at least three (3) members and no more than five (5) members who shall be appointed by the Dean upon the recommendation of the appropriate bodies. A maximum of two (2) out of five (5) or one (1) out of three (3) members of the master's oral defense panel may come from an external institution (i.e., outside the Department, College, or University) with whom the University has an existing MOA.

The panel shall be chaired by one (1) of the examiners other than the Adviser or Co-Adviser.

Article 41. The master's defense must be held in the College/Unit at a time recommended by the panel, endorsed by the appropriate heads, and authorized by the Dean.

The time and place of the master's defense shall be officially announced at least two (2) weeks before the scheduled oral defense. The schedule of the defense may be changed only upon the recommendation of the defense panel, through channels, and the formal authorization of the Dean.

Article 42. The defense may be held only if:

- a. the thesis manuscript has been received by each member of the panel at least one (1) month before the scheduled examination;

- b. all members of the examination panel are present, except for programs that require the inclusion of a foreign Co-Adviser or foreign external examiner. If the latter is absent, s/he shall be required to send her/his comments to the Chair of the Panel who shall integrate this in the final report. If any other member of the panel is absent, the oral defense shall be rescheduled.

Article 43. The master's defense shall be a public oral examination, the duration of which shall be left to the discretion of the panel. However, the evaluation and rating of the student's defense shall be done by the panel in a closed-door meeting to be held immediately after the defense.

Article 44. There shall be three (3) ratings for the defense: "Pass," "Provisional Pass," or "Fail." "Fail" means substantial revisions are required by at least two (2) of the five (5) panel members or one (1) of the three (3) panel members. Any member who fails the student must specify the reason(s) in writing, a copy of which shall be attached to the report of the panel.

"Provisional Pass" means minor revisions are required. All members of the panel must agree on the recommended revisions, which must be specified in writing and attached to the final report. A second rating sheet shall be signed only after the student incorporates the revisions and the defense panel certifies that the revisions were made.

The result of the oral defense must be reported by the panel to the Dean, through channels, within the first working day after the examination.

Article 45. If the student passes the defense, his/her master's thesis shall be considered approved.

Article 46. If the student fails the defense, s/he may submit herself/himself to a second master's defense within one (1) academic year after the first defense. Failure to pass the second defense disqualifies the student from her/his current master's program.

Section 10. Residence Rules

Article 47. The graduate student is in residence when s/he is officially enrolled.

Article 48. The student must be officially enrolled in residence at least one (1) academic year prior to the conferment of his/her degree.

Article 49. A graduate student may request in writing for a leave of absence (LOA) for at least a semester/trimester from the Dean of the college/school concerned. Approval of LOA is granted for not more than one (1) year at a time.

Article 50. The student who leaves his/her work during an academic term without a formal LOA permit is considered absent without leave (AWOL) and loses his/her registration privileges.

A student who is considered AWOL for at least one semester/trimester must apply for readmission into his/her graduate program at the concerned college/school.

Article 51. The maximum residence rule (MRR) states that: Students have five (5) academic years from their initial enrolment in the program to fulfil all requirements for a master's degree. The five-year maximum time of program completion includes all leave periods.

Article 52. The regular period for completion for a graduate student transferring from another university shall be reduced by one (1) semester.

If there are courses taken by the student prior to his/her admission to the program and credited to his/her course requirements, then his/her allowed period of completion will be reduced by a number of semesters equivalent to one (1) semester for every nine (9) units of courses credited to his/her program.

Article 53. In exceptionally meritorious cases, an extension of residence (waiver of MRR) beyond the above regular period of completion may be approved by the Dean upon recommendation of the appropriate bodies.

Each extension shall be for a period not exceeding one (1) semester at a time. In no case shall the extensions exceed more than five (5) years. The student granted an extension shall take additional units of graduate courses in his/her discipline or area (with the approval of the student's Program Adviser) during the extension period at a rate of three (3) units for every two (2) years of extension or a fraction thereof.

Section 11. Graduation Requirements

Article 54. A student shall be considered a candidate for graduation if s/he meets the following requirements:

- a. must have a GWA of "2.000" or better in all courses taken in her/his approved Program of Study, including those taken in compliance with the Residence Rules, if applicable;
- b. must have passed the oral defense of her/his thesis and submitted the required number of approved copies of the thesis; or must have passed the comprehensive examination; or must have successfully completed a special problem, research project, capstone project, or its equivalent;

- c. must satisfy all other requirements prescribed by the degree program; and
- d. must have been in residence one (1) year immediately prior to graduation.

Article 55. The student must file the application for graduation and diploma with the college/school concerned according to the schedule in the academic calendar.

Article 56. After the graduation of the student shall have been recommended by the College Faculty Assembly, endorsed by the University Council, and approved by the Board of Regents, s/he shall be officially conferred the master's degree.

Section 12. Second Master's Degree

Article 57. A student who has earned a master's degree in UP Cebu or any UP unit and wishes to earn another master's degree therein, must satisfy the following requirements:

- a. earn in the University at least eighteen (18) more graduate course credits in the second master's degree in addition to the common course requirements of his/her first master's degree; and
- b. complete all other requirements of the second master's degree.

Article 58. In case of thesis programs, the additional units required for the second master's degree are exclusive of the thesis. In the case of non-thesis programs, the additional units are exclusive of the comprehensive examination.

The additional course work in the program of study shall be in advanced courses that strengthen the area of specialization in the University.

IV. STUDENT RIGHTS AND OBLIGATIONS

The notion that a student's place in an institution of higher learning is but to study has long been rejected in the University of the Philippines. It has been replaced with an entirely different tradition the by-word of which is militancy. The tradition revolves around the idea that thought should transcend the classroom and transform itself into action.

Because of its affinity with the high purpose of national welfare, student militancy is appraised as a cherished value not only in the academe but in the entire Filipino society. As such, it is to be defended and preserved.

The pursuit of this tradition of militancy is moored in certain basic rights guaranteed to students.

1. Rights of Students

Among the basic rights appertaining to students as members of the academic community are:

- a. Freedom of inquiry and expression, within the campus, in curricular activities and in extra-curricular affairs;
- b. Procedural fairness in disciplinary proceedings; and
- c. Participation in the governance of the institution.

The student's right of freedom of inquiry includes the right not only to accurate information, but also to hear any opinion on any subject of public or general concern.

For this purpose, they may have the right to invite outside speakers, and school authorities may not veto their invitation solely on the basis of the credentials of the speakers.

It also includes the right not to be subjected to indoctrination leading to imposed ideological homogeneity.

The student's freedom of expression includes the right:

- a. To hold any kind of peaceful demonstration.
- b. To protest against school policies and national or local policies even though not related to the school.
- c. To circulate literature and petitions for signature.

The student's rights to fair play in disciplinary proceedings include the following rights:

- a. Not to be punished for acts that were not grounds for disciplinary action when they were committed.

- b. To a written notice of the charges and reasonable time to answer them and prepare for their hearing.
- c. To a hearing before suspension or expulsion, unless summary suspension is clearly authorized in limited cases.
- d. To an impartial judge.
- e. To be assisted by a counsel.
- f. To confront and question adverse witnesses.
- g. To present defense.
- h. To be informed of the decision.
- i. To appeal the decision to higher school authorities, where allowed and thereafter to the courts.

2. Student Conduct and Discipline

The UP Cebu expects from its students at all times a high degree of self-discipline and good moral conduct together with a seriousness of purpose in the pursuit of knowledge.

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

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

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

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

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

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

SECTION 3. *Rules and Regulations Promulgated by Deans or Directors of Units*

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

SECTION 4. *Student Disciplinary Tribunal* - There shall be a Student Disciplinary Tribunal composed of a chairman, who shall be a member of the Integrated Bar of the Philippines, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students be appointed to sit with the tribunal.

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

Chairman: ₱1,000.00 per hearing not to exceed ₱4,000.00 per case terminated

Members: ₱700.00 per hearing not to exceed ₱2,800.00 per case terminated

Recording Secretary: ₱600.00 per hearing not to exceed ₱2,400.00 per case terminated

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

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

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

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

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

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

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

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

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

SECTION 10. *Hearing* - Hearings shall begin no later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

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

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

SECTION 13. *Failure to Appear at Hearing* - Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted, and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

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

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

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

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

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

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

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

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

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

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

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

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

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has been properly apprised;
- d. Pending final decision on any charge, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the college or the University.
- e. To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

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

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

SECTION 25. *Sanctions*

- a. Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.
 1. All cases involving cheating or dishonesty shall be investigated by a College/Unit but shall automatically be subject to review by the Chancellor.
 2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for graduation with honors.
- b. Any student found guilty of the misconduct defined in section 2 (b) shall be penalized as follows:
 3. For the first offense, suspension for a period not less than fifteen (15) calendar days but not more than thirty (30) calendar days;
 4. For the second offense, suspension for a period of not less than thirty calendar days but not more than one (1) semester;
 5. For the third offense , the penalty shall be Expulsion; *Provided*, that should the deadly weapon be a firearm, the penalty for first the offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester; for the second offense, the penalty shall be Expulsion.
- c. Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.

- d. Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- e. Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- f. Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; *Provided*, that the penalty for the second offense shall be Expulsion; and *Provided* further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.
- g. Any student found guilty of the misconduct defined in Section 2 (h) shall be penalized as follows:
 - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2. For the second offense, the penalty shall be Expulsion.
- h. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
 - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2. For the second offense, the penalty shall be Expulsion.
- i. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
 - 1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 - 2. For the second offense, the penalty shall be Expulsion.
 - 3. Any student found guilty of wilfully withholding or misrepresenting information in his application to the Socialized Tuition System (STS) shall be subject to the following guidelines on penalties for STS violations:
 - i. If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one semester suspension, reimbursement of STS benefits received, plus

permanent disqualification from STS and other scholarships.

- ii. If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STS benefits received and permanent disqualification from STS and other scholarships.
- iii. If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STS benefits.
- iv. If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STS benefits.
- v. If the student pleads guilty, he should be made to reimburse all STS benefits received either before the decision is made or reimbursement is made a precondition for enrolment.

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

- j. Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.
- k. Any student found guilty of the misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- l. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; *Provided*, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace, the stolen property.
- m. The disciplinary action that may be imposed for violations of the misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges, permanent disqualification from enrolment, exclusion from any class, reprimand, warning, or expression of apology. The gravity of the offense

committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed.

- n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion is warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee for final decision.
- o. Any disciplinary action taken against a student shall be reported to his parents or guardians.
- p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrolment in any unit of the University.

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

Violation of rules and regulations issued by the Dean of the unit in accordance with Section three of these rules;

- a. Misconduct committed in the presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

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

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

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

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

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

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

3. General Guidelines To Address Students Involved In Red-Tagging Incidents

I. WHAT IS RED-TAGGING?

Red-tagging is the malicious labelling of individuals or organizations critical of the Government. It involves associating an individual or group with forces that warrant security actions from the State. It implies a security threat even in the absence of proof to support the threat. Malicious labelling can happen online and be demonstrated on public platforms to send the message that an individual or group is associated with a security threat. Red-tagging leads to harassment by State forces and the general public.

It violates the presumption of innocence of individuals and organizations and can deprive them of the opportunity to be tried before the court. Red-tagging is inimical to the Philippine Constitution, particularly the Bill of Rights, and to the commitments of the University under Republic Act No. 9500 or the "University of the Philippines Charter of 2008," which states, among others, that the "National University is committed to serve the Filipino nation and humanity. While it carries out the obligation to pursue universal principles, it must relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation. The National University may provide venues for student volunteerism."

II. RED-TAGGING AS A CRISIS SITUATION

Red-Tagging puts a Student in distress because malicious labelling can lead to events with serious implications on students' security, peers, and family members. The incident can invite dangerous attention on students' speech and movement and can lead to harassment of their family members and peers close to the said Student. A Student, for the purpose of this Guidelines, and as adopted from the 2012 Code of Student Conduct of UP Diliman, along with the related provisions of the University Code, is any individual admitted to and registered in a degree or non-degree program, cross-registered in any course of the University on a regular or part-time basis, including one who is officially on leave of absence; and who has not yet been separated from the University Formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence. 123 June 2021 version. The Initial version of the Guidelines was prepared by the UP System Sub-Committee on Students-in-Distress on 21 May 2021. The initial version was reviewed to the UP System Crisis Management Committee and the UP Office of the Vice President for Legal Affairs on 21 May 2021 and 10 June 2021, respectively.

III. ADDRESSING RED-TAGGING INCIDENTS

I. THE OBJECTIVE OF THE WORKFLOWS

- To coordinate the units that will ensure the security and safety of Student who is the subject of the red-tagging incident.
- To facilitate the return to normal when the threat of red-tagging is significantly addressed.

II. CRISIS MANAGEMENT TEAM

The Head of the CU Office of Student Affairs (OSA) or the Office of the Vice-Chancellor for Student Affairs (OVCSA) is the Crisis Manager for the incident. The Crisis Manager shall assign/constitute/involve the following individuals/units as part of the Crisis Management Team:

•CU Student Relations Officer (SRO).

The **SRO** shall be a personnel assigned by the OSA/OVCSA to receive reports, liaise with the student, and update the Crisis Management Team regarding the student's status.

CU Public Information Office (PIO) may be composed of the CU Information Office and the Student's Home/ Dormitory Unit. The PIO prepares the communication concerning the Red-Tagging incident

CU Security Committee. The Security Committee shall be composed of members who can provide Legal Services, Security Assistance, and other Services To coordinate the provision of services to support the Team's response. The Committee shall also include a Student Representative and a Barangay representative (in case of campuses covered by a Barangay)

The **CU** shall allocate funds to finance the actions to address crises involving students. The allocation shall cover Legal Services, Student Support Services, Housing, Transportation, and other Administrative Actions required to manage the crisis and ensure the Student's Safety.

III. COMPONENTS OF THE WORK FLOW DURING THE RED-TAGGING INCIDENT

Step 1. A Student reports to their CUOSA/OVCSA through their designated CU SRO. A formal report should be filed before the SRO acts on the incident.

Step 2. The SRO contacts the concerned Student to document the case and confirm details of the incident reported as a red-tagging situation.

Step 3. The SRO manages the threat by advising the Student to minimize exposure online.

Step 4. The SRO reports the incident to the OSA/OVCSA. The OSA/OVCSA declares a crisis if the report is a confirmed red-tagging incident.

Step 5. If the incident is a confirmed red-tagging incident, the SRO alerts the CUPAUs and the CU SC.

Step 6. The PAUs shall issue publicity condemning the red-tagging incident.

Step 7. In coordination with the red-tagged student, the SC designs the crisis action plan to ensure the security of the student.

Step 8. The SC relays the plan to the OSA/OVCSA, SRO, and the concerned CU Executive Offices (e.g., Office of Student Housing, Office of the Vice-Chancellor for

Community Affairs, CU Legal Office). The Actions may include (I) Housing the Students On-campus or in other UP campuses. (II) Coordinating the case with the Barangay (III) Meeting with the Philippine National Police (PNP) to address the security concerns. Filing of Legal Action to address the security concern

Step 9. The SRO contacts the students to orient them regarding the crisis action plan. The SRO assists the student according to the activities in the crisis action plan.

Step 10. The SC follows up on the different CU Executive Offices to be involved in the crisis action plan.

Step 11. The PAUs, SC, and SRO report to the OSA/OVCSA on the Student and crisis action plan status.

Step 12. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

IV. COMPONENTS OF THE WORKFLOW AFTER THE RED-TAGGING INCIDENT

Step 1. The OSA/OVCSA makes arrangements with the different Student Services units to support the students involved in the red-tagging incident.

Step 2. The SRO regularly checks on the status of the Student and assesses the threat of red-tagging.

Step 3. The SRO reports the assessment to the OSA/OVCSA.

Step 4. The OSA/OVCSA convenes PAUs, SC, and SRO to determine if the crisis action plan can be terminated if recommended to be terminated, the SC and SRO make arrangements to facilitate return to normal case. The OSA/OVCSA reports the status to the CU Office of the Chancellor. ii. If not recommended to be terminated, the crisis action plan remains in effect. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

Step 5. If the crisis is addressed and actions to return to the normal case are completed, the OSA/OVCSA declares the termination of the crisis action plan. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

V. LEARNING FROM THE INCIDENT

Step 1. OSA/OVCSA reports the experience to the System Sub-Committee on Students in Distress.

Step 2. The Sub-Committee reviews the General Guidelines.

Step 3. The Sub-Committee recommends enhancement to the General Guidelines in view of improving the responsiveness of the University.

General Guidelines To Respond To Suicide-Related Communications From UP Students

1. WHAT ARE SUICIDE-RELATED COMMUNICATIONS?

For the purpose of this Guidelines, Suicide-related Communications (SRCs) are acts and/or messages about a person's intent to commit suicide or suicide experience that are conveyed publicly. The act or message presented by the individual may include a self-destructive desire, a self-injurious gesture, or an attempt that would cause serious harm or death on the subject. SRCs can appear online and be demonstrated on public platforms to send the message that an individual plans to commit suicide, or is entertaining thoughts that may unintentionally lead to death or injuries.

SRCs are potential indicators of Suicide. Suicides are self-directed acts and behaviors with the intent to inflict severe harm or death on the person. Suicides include self-inflicted behavior that resulted in death, near- fatal self-injurious behavior, and similar self-harm attempts. When the evaluation of an SRD leads to the identification of a potential Suicide, actions may be undertaken to respond to such cases. These actions shall be guided by the General Guidelines to Respond to Suicide Incidents.

2. SRC AS A CRISIS SITUATION

SRCs are viewed as public messaging when conveyed through the media and similar public platforms (e.g., social networking sites, newsletters, websites, public service announcements). The impact of these SRCs are intensified due to its increased coverage and its message being relatable to other students.

A SRC from a UP student, or an individual claiming to be a UP student can lead to a crisis situation in the University because (1) it can indicate an attempt to cause serious harm or death to the person, and/or (2) influence vulnerable individuals to imitate the behavior.

For this Guidelines, the subject of the Suicide Incident shall refer to a UP student or an individual claiming to be a UP student. A UP student is:

Any individual admitted/registered, in a degree or non-degree program, cross-registered in any course of the University on a regular or part-time basis, including one who is officially on leave of absence

Any individual who has not yet been separated from the UP formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion, or expiration of the period allowed for maximum residence.

3. ADDRESSING SRC'S

3.1 THE OBJECTIVES OF THE WORKFLOWS

To coordinate the units that will ensure the safety of the student who sent the SRC.

To coordinate the units to reduce the risk to vulnerable individuals and manage the threat of contagion suicide. Threat of contagion suicide refers to suicidal behavior that is caused by exposure to SRC.

3.2 CRISIS MANAGEMENT TEAM

The Head of the CU Office of Student Affairs (OSA) or the Office of the Vice-Chancellor for Student Affairs (OVCSA) is the Crisis Manager for the incident. The Crisis Manager shall assign/constitute/involve the following individuals/units as part of the crisis team:

CU Student Relations Officer (SRO). The SRO shall be personnel assigned by the OSA/OVCSA to oversee the tracking of the person who delivered the SRC. The SRO should be an individual with training on Psychological First Aid (PFA).

CU Public Affairs Units (PAU). The PAUs shall monitor public platforms for the presence of UP-related SRCs and convey the safe messaging of the University. It may be composed of the CU Information Office and personnel assigned as Suicide Prevention Messengers.

CU Psychosocial Support Committee (PSC) or its equivalent. The Psychosocial Support Committee shall be composed of members who can provide expert Mental Health Services to the student and guidance on developing the public safe messaging. For this situation, the Committee shall also include the Student's Home Unit (in case the student is a confirmed UP student) and the concerned UP unit mentioned in the SRC.

The CU shall allocate funds to finance the actions to address crises involving UP students. The allocation shall cover Student Support Services, Transportation, and other Administrative Actions required to manage the crisis and ensure the Student's safety and the successful safe messaging.

3.3 WORKFLOW WHEN THE SRC IS DETECTED (WORKFLOW 1)

Step 1. The PAU, or any personnel from the UP, reports to the designated CU SRO for SRCs. An incident report should be filed before the SRO acts on the incident.

Step 2. The SRO traces the whereabouts of the person who sent the SRC to document the case and confirms whether the incident is an SRC that falls within the purview of the Guidelines.

Step 3. The SRO reaches out to the student.

i. The SRO manages the threat on the student by performing PFA (if necessary and only if consent is given). SRO proceeds to Step 4

ii. If Suicidal Behavior is identified, the SRO shall reach out to a person privy with incident. This person may be a family member, a guardian, a close friend, a peer, or any person privy to the incident who shall heed the SRO's instructions. When the person privy to the incident initiates the filing of a Suicide Incident report, the SRO proceeds to Step 4 and activates Workflow on General Guidelines to Respond to Suicide Incidents is activated.

Step 4. The SRO reports the incident to the OSA/OVCSA. The OSA/OVCSA declares a crisis if the report is a confirmed SRC incident

Step 5. Once the crisis is declared, the SRO:

- i. Alerts the CU PSC to formulate the crisis action plan immediately.
- ii. Contacts the CU PAU to draft the publicity for safe messaging.

Step 6. The PAUs shall draft the publicity for safe messaging, in consultation with the PSC. The PAU should be guided by principles and practices on safe messaging.³

Step 7. PSC designs the crisis action plan to ensure the safety of the Student.

Step 8. The PSC relays the plan to the OSA/OVCSA, SRO, and the concerned CU Executive Offices (e.g., Office of Student Housing, University Health Service). Actions may include:

- i. Referring the student to the University Health Service
- ii. Assign the student to a case manager who can provide oversee the care to the student

Step 9. The SRO contacts the students to orient them regarding the crisis action plan. The SRO assists the Student according to the activities in the crisis action plan.

Step 10. The PSC follows up on the different CU Executive Offices to be involved in the crisis action plan.

Step 11. The PAUs, PSC, and SRO reports to the OSA/OVCSA on the status of the Student and crisis action plan progress.

Step 12. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

3.4 WORKFLOW AFTER THE SRC INCIDENT

Step 1. The SRO monitors the subject of the SRC according to the parameters provided in the crisis action plan. Monitoring should focus on identifying signs of suicidal behavior

and the need for PFA or other psychosocial services to the affected stakeholder. SRO reports the progress to the OSA/OVCSA.

Step 2. The OSA/OVCSA instructs the SRO to make arrangements with the subject student's Home Unit to monitor the individuals under their care. Monitoring should focus on identifying indications of a threat of contagion suicide, signs of suicidal behavior, and the need for PFA or other psychosocial services to affected stakeholders. SRO reports the progress to the OSA/OVCSA.

Step 3. If the student lives in a dormitory or is under the care of a University facility (e.g., the student is a tutor in a learning resource center), the OSA/OVCSA instructs the SRO to make arrangements with the concerned Student Services Units to monitor vulnerable students under their care. Monitoring should focus on identifying indications of a threat of contagion suicide, signs of suicidal behavior, and the need for PFA or other psychosocial services to affected stakeholders. SRO reports the progress to the OSA/OVCSA.

Step 4. Based on the reports from the SRO, Students Home Unit, the concerned UP unit mentioned in the SRC, and the Student Services Units, the OSA/OVCSA convenes PAUs, PSC, and SRO to determine if the crisis action plan can be terminated

- i. If not recommended to be terminated, the crisis action plan remains in effect. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

- ii. If recommended to be updated, the OSA/OVCSA convenes the PSC to update the crisis action plan. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

- iii. If recommended to be terminated, the PSC and SRO make arrangements to facilitate return to normal case. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

Step 5. If the crisis is addressed and actions to return to the normal case is completed, the OSA/OVCSA declares the termination of the crisis action plan. The OSA/OVCSA reports the status to the CU Office of the Chancellor.

(PAUs may refer to Preventing Suicide: A Resource for Media Professionals of the WHO (2008)

[https://www.who.int/mental_health/prevention/suicide/resource_media.pdf])

4. UNIVERSITY OF THE PHILIPPINES (UP) PRIVACY NOTICE FOR STUDENTS

(REVISED AS OF THE 1st SEMESTER/TRIMESTER 2019-2020) POLICY

To exercise and safeguard academic freedom and uphold your right to quality education, the University of the Philippines needs to process your personal and sensitive personal information - that is, information that identifies you as an individual.

UP is committed to comply with the Philippine Data Privacy Act of 2012 (DPA) in order to protect your right to data privacy.

This notice explains in general terms the purpose and legal basis for the processing of the typical or usual examples of personal and sensitive personal information that UP collects from students like you, the measures in place to protect your data privacy and the rights that you may exercise in relation to such information. Please note that this document does not contain an exhaustive list of all of UP's processing systems as well as the purpose and legal basis for processing.

Under the DPA, personal information may be processed (e.g. collected, used, stored, disclosed, etc.) with the consent of the data subject, pursuant to a contract with the data subject; when it is necessary in order for UP to comply with a legal obligation; to protect your vitally important interests including life and health; respond to a national emergency, public order, and safety; fulfill the functions of public authority or pursuant to the legitimate interests of the University or a third party; except where such interests are overridden by your fundamental rights.

Sensitive personal information (e.g. confidential educational records, age/birthdate, civil status, health, religious affiliation etc.) on the other hand may be processed with the consent of the data subject, when such is allowed by laws and regulations, such regulatory enactments provide for the protection of such information, and the consent of the data subject is not required for such law or regulation. For example, under the Education Act of 1982, parents have the right to access the educational records of children who are under their parental responsibility. Processing may also be done when needed to protect the life and health of the data subject or another person, and the data subject is unable to legally or physically express consent; in the case of medical treatment; or needed for the protection of lawful rights and interests of natural or legal persons in court proceedings; and for the establishment, exercise or defense of legal claims; or where provided to government or public authority.

The term UP/University/us refers to the University of the Philippines System and Constituent University (CU) offices.

The term you/your refers to all students of the University of the Philippines System, as well as those seeking to be admitted to the University (except for those seeking admission through the UPCAT who are covered by the UP Privacy Notice for UPCAT applicants) and, where the context so indicates, in the case of minors, their parents or

guardians who also sign registration related and other forms that students fill out, such as leave of absence and scholarship application forms.

PERSONAL AND SENSITIVE PERSONAL INFORMATION COLLECTED FROM STUDENTS, AND THE PURPOSE/S AND LEGAL BASIS FOR PROCESSING SUCH INFORMATION

Various UP offices collect your personal information through paper based and online processing systems. UP may likewise collect publicly available information about you. Some application forms require you to provide a photograph. In some instances, your image is captured by UP's closed-circuit television (CCTV) cameras, or when UP documents, records, broadcasts (including live streaming), or publishes University activities or events.

When you applied for admission to UP you provided us, through the forms you submitted and signed (and in the case of minors that your parents/guardians also signed), among others, your name, sex assigned at birth, date and place of birth, civil status, citizenship, your photograph, information about your family (names of your parents, their citizenship, civil status), your signature and other personal information that we use, along with other documents you provide us (e.g. information contained in educational records) to be able to verify your identity in the course of determining your eligibility to enrol in UP. We required you to attest that the information that you provided us is true and correct as we also use the information in order to prevent the commission of fraud. Such processing is necessary for compliance with our legal obligation as a publicly funded University and to uphold our legitimate interest as an educational institution as well as that of taxpayers. When you provide UP with the personal and sensitive personal information of third parties you warrant that you have obtained their consent for UP to process their information.

In the case of students who were admitted through the UPCAT, you also provided the highest educational attainment and occupation of your parents as well as your family's annual household income. UP processed that information along with your permanent address and other information (e.g. grades) as the selection of campus qualifiers also considers socioeconomic and geographic factors as explained in the UPCAT Bulletin. Such processing is pursuant to Section 9 of RA 9500 which requires UP to take affirmative steps to enhance the access of disadvantaged students to the University's programs and services.

Non-Filipino citizens seeking admission to the University are required to provide personal and sensitive personal information in order for UP to ascertain that their admission and enrolment is allowed under applicable Philippine laws, rules and regulations, and University rules and procedures.

In order for UP to exercise its right to academic freedom and to uphold academic standards under its Charter it processes the educational records and other personal information provided by prospective students to determine their eligibility to enrol.

UP processes your personal and sensitive personal information, in the course of fulfilling its obligation, to provide you quality education by exercising its right to academic freedom, and upholding academic standards, when the University's duly authorized personnel process your enrolment; evaluate the work that you submit in fulfilment of your academic requirements and give you grades; act on your applications for change of matriculation, dropping, leave of absence and the like; determine your academic progress and compliance with the University's retention and other rules; evaluate and recommend you for graduation; act on appeals on such matters; and, in the event you are qualified under the rules, recommend that you be awarded honors upon your graduation.

Aside from sensitive personal information in the form of grades, you also provide UP with health information as part of the admission and registration processes so that the University may determine your physical fitness to enrol; and be able to provide you with the proper care when you avail of UP's health services; or in case of an emergency; or in compliance with University rules that are meant to uphold academic standards (e.g., submission of medical certificates in order for your absences to be excused, for you to drop a subject, go on leave of absence, or justify underloading in an appeal to graduate with honors, etc.).

UP processes information regarding your religious affiliation in the course of verifying your identity (e.g. offices match information in your birth certificate and school records provided to us etc.) to conduct research to see to it that we uphold the principle of democratic access; and that, as a non-sectarian institution, we do not discriminate on the basis of religious creed; and to uphold your right to freedom of religion(e.g. by providing you with services that are consistent with your beliefs in relation to your health needs and food preparation, etc.).

The University may process your personal and sensitive personal information in order to compile statistics and conduct research, subject to the provisions of the DPA and applicable research ethics guidelines, in order to carry out its mandate as the National University.

Contact information is processed by UP in order to be able to communicate effectively with you, and to enable us to contact your family or other people you identify, in the case of an emergency. For example, UP offices or your teachers may use the information generated by the applicable registration system in order to contact you via email or via a messaging system for class related and other academic matters, as well as UP related activities and information. UP may also contact you in order to solicit your consent to participate in academic or non-commercial research.

In some instances, because UP is aware that not all students have access to the Internet at all times, or that you may have failed to update email or contact details, UP may inform you of the need to contact certain UP offices, or to submit certain requirements by a certain date, or otherwise disseminate information that you need to know by posting your name or other relevant personal information on UP bulletin boards. In the case of email

correspondence, your email address may be disclosed to other members of the class so that other students to whom you may have disclosed your new email address, or other contact details, will be able to relay email messages to you.

UP processes personal and sensitive personal information, and, in particular, financial information related to your studies, in order to administer State-funded and privately financed scholarships, as well as grants or other forms of assistance, pursuant to its contractual or legal obligations as part of the University's legitimate interests and that of taxpayers, as well as relevant third parties, such as donors or sponsors.

Your personal and sensitive personal information may also be processed in order for UP to provide you with services, such as the issuance of your ID card, stickers or gate passes, library, dormitory, health, counseling and guidance services and the like; facilitate the processing of applications for insurance and insurance claims; determine whether the student organization or association to which you belong may be recognized and given access to University services, etc., to enable your participation in student elections, exchange programs, internships, training programs, conferences, etc.; administer scholarships, grants and other forms of assistance, pursuant to UP's contractual or legal obligations; or to protect your vitally important interests.

CCTVs and other security measures which may involve the processing of your personal information are intended to protect your vitally important interests, for public order and safety, and pursuant to the University's and the public's legitimate interests. UP processes personal and sensitive personal information in order to comply with its duty as an academic institution to exercise due diligence to prevent harm or injury to you or others.

You may also be required to present your UP ID when you avail of University services, or when you request documents containing your personal and sensitive personal information. If you request such information through a representative, UP will require that you provide a letter of authorization specifying the information or document requested, the purpose(s) for which the same will be used, and the presentation of your UP ID or other valid government-issued identification card (GIID), as well the GIID of your duly authorized representative, in order for UP to see to it that fraud is prevented, and your right to data privacy is upheld.

UP will process your name, student number and photograph in order to issue your UP radio-frequency enabled identification (RFID). A unique, randomly generated number, as well as your student number, will be encoded in the RFID tag or chip of your UP ID such that these will be the only information that can be read by a compatible RFID reader.

UP, using its RFID readers, will process the above mentioned information when you tap or wave your UP ID card in close proximity to such readers in order to:

- regulate access to libraries and other University buildings in order to supplement other existing security measures in place;

- provide you with RFID enabled services in UP offices where these are applicable or available; and
- provide benefits to qualified students pursuant to the UP Charter and relevant internal rules.

UP has a legitimate interest in securing the UP community, its buildings and other assets and adopting means in order to provide services in a more efficient manner. UP is also required under its Charter to adopt measures in order to provide democratic access to its services. Rest assured that the University will process the above UP RFID information only for legitimate purposes, and for such periods allowed by the DPA and other applicable laws. UP has adopted appropriate measures to safeguard your right to data privacy over your above mentioned information.

The University provides for the secure processing and, when applicable, secure archival of the educational record and other relevant personal information of its students that are needed to verify their identity so that UP will be able to provide the proper transcripts, certifications, and other documents that current or former students or alumni may request as required by the Education Act of 1982, and comply with obligations to the UP Alumni Association under the UP Charter and University rules, as well as for historical and research purposes as permitted by law. The relevant application forms and supporting documents submitted by those who are not qualified to enrol in UP, including those who are not accepted as shiftees or transferees, as well as qualified applicants who do not thereafter enrol in UP are securely disposed of within a reasonable period as determined by the University pursuant to applicable laws and regulations.

INSTANCES WHEN YOUR RELEVANT PERSONAL AND/OR SENSITIVE PERSONAL INFORMATION MAY BE DISCLOSED BY UP TO THIRD PARTIES AND THE PURPOSE/S AND LEGAL BASIS FOR SUCH DISCLOSURES

The University will disclose or share your relevant personal and/or sensitive personal information to third parties in order to carry out its mandate as an academic institution, comply with legal obligations, perform its contractual obligations to you, promote and protect your interests, and in order to pursue its legitimate interests or that of a third party. UP discloses such information when required or allowed by law, or with your consent. Examples of these include:

- posting the list of students qualified to enrol in UP as well as waitlisted applicants online or on bulletin boards pursuant to its functions under its Charter, and for transparency in the admissions process;
- submission of information required by the UNIFAST Board and the Commission on Higher Education in order to implement the Universal Access to Quality Tertiary Education Act of 2017 (RA 10931) and the UNIFAST Act (RA 10687);
- disclosure of information to the proper bodies to enable you to take licensure, board, bar examinations and the like;

-information sharing with the UP Alumni Association in order for UP to comply with its mandate under the UP Charter.

-disclosure of your personal and/or sensitive personal information to relevant third parties in order for UP to respond to an emergency and comply with its duty to exercise due diligence to prevent harm or injury to you and/or others;

-disclosure of your personal and/or sensitive personal information in compliance with University policies, rules and processes adopted pursuant to the UP Charter, or with your consent, in order to uphold or promote your interest and/or the principle of transparency, promote the legitimate interests of the University or third parties, such as in relation to the processing of applications for leave of absence; the conduct of student elections (e.g. posting of list of candidates and results); disclosures contained in the minutes of University bodies such as the Board of Regents in connection with graduation, student discipline, and the like;

-providing information pursuant to the provisions of the Data Privacy Act or other applicable laws, and lawful orders or processes issued by government agencies, courts, and law enforcement agencies.

-disclosures to enable UP to participate in university ranking exercises and other similar activities;

-sharing personal and sensitive personal information with your parent(s)/guardian/spouse, or other next of kin, in order to promote your best interests as required by law, or when necessary in order for the University to respond to an emergency, uphold your vitally important interests, or to prevent harm to you and/or others, or with your consent;

-disclosures for your benefit, or in support of your interests, such as those intended to enable you to participate in exchange programs, conferences, trainings and the like, academic, athletic and other similar competitions or events; to apply for, receive and comply with terms and conditions of scholarships, grants and other forms of assistance; to be granted Civil Service eligibility based on Latin honors under PD 907 or in relation to internship, employment or other career opportunities with your consent;

-disclosures to recognize your achievements such as through the publication and distribution of the commencement program, and other materials containing the names of graduates, their respective courses/certificates and honors received, or sharing of relevant information with honor societies or entities that confer awards with your consent;

-information that we share with third parties who process your information in order to provide products or services to you or UP (e.g. cloud service providers) for registration systems that contain your enrolment information and grades, email providers, entities that provide insurance, process your UP ID and the like for which we require your

consent. Unless your consent is given, it will not be possible for such products or services to be provided to you;

-in the exercise of the sound discretion of UP pursuant to its mandate as a research university we may share your name, email, and other relevant personal information, with your consent, with researchers conducting academic or non-commercial research who have put in place applicable measures required by ethical guidelines and the DPA to uphold your privacy so that they can solicit your consent to participate in research;

-news or feature articles about your achievements, awards received, research and public service activities and the like in University publications, websites or social media posts, disclosures that the University may make in the exercise of its sound discretion in response to inquiries from the press, or press releases and other similar disclosures for journalistic purposes, as allowed by the DPA, or with your consent;

-publishing, broadcasting or live streaming of University activities or events pursuant to the legitimate interests of the University and third parties or for journalistic purposes, as allowed by the DPA;

-other instances analogous to the foregoing.

Where applicable, UP will take reasonable steps to require third parties who receive your information to uphold your right to data privacy.

HOW UP PROTECTS YOUR PERSONAL AND SENSITIVE PERSONAL INFORMATION

Even prior to the effectivity of the DPA, UP put in place physical, organizational and technical measures to protect your right to privacy and is committed to reviewing and improving the same, so as to be able to comply, among others, with its obligations under the applicable provisions of the Education Act of 1982, which require us to keep your educational records confidential. You may wish, for instance, to read UP's Acceptable Use Policy for Information Technology (IT) Resources (AUP).

From time to time UP posts information on relevant sites and sends emails that explain how you can secure and maintain the confidentiality of your personal information.

UP System and CU offices are permitted by the DPA and other laws to share information with each other for the purpose of carrying out the mandate of UP pursuant to the Constitution, its Charter and other applicable laws. For instance, the UP System Office of Admissions transmits or shares your relevant information to the proper CU Registrar. Registrars disclose or share information required by System officials or offices such as the Board of Regents, the UP President, the Executive Vice President, the Vice Presidents, the Secretary of the University, or the Office of Alumni Relations, to carry out their respective functions. Rest assured that UP officials and personnel in such offices are allowed to process your personal and sensitive personal information only when such

processing is part of their official duties. This is enforced in the case of ICT-based processing systems (e.g. SAIS, CRS etc.) by assigning access to modules (e.g. to give grades, enlist, give advice, or tag students as ineligible, etc.) based on the official functions of said UP personnel.

ACCESS TO AND CORRECTION OF YOUR PERSONAL AND SENSITIVE PERSONAL INFORMATION AND YOUR RIGHTS UNDER THE DPA

You have the right to access personal and sensitive personal information being processed by UP about you. You may access your personal and sensitive personal information, for instance, through UP's information systems such as SAIS or CRS or request documents from relevant offices (e.g. the University Registrar or your College Secretary). In order for UP to see to it that your personal and sensitive personal information are disclosed only to you, these offices will require the presentation of your UP ID or other documents that will enable UP to verify your identity. In case you process or request documents through a representative, in order to protect your privacy, UP requires you to provide a letter of authorization specifying the purpose for the request of documents or the processing of information, and your UP ID or other valid government-issued ID (GIID), as well as the valid GIID of your representative.

As mentioned above, UP requires you to provide correct information. In the event that your information needs to be updated please follow the instructions found in the relevant website, or kindly get in touch with the proper University office(s). Please note that the correction of grades is subject to University rules and procedures.

Aside from the right to access and correct your personal data, you have the following rights subject to the conditions and limitations provided under the DPA and other applicable laws and regulations:

The right to be informed about the processing of your personal data through this and other applicable privacy notices.

The right to object to the processing of your personal data, to suspend, withdraw or order the blocking, removal or destruction thereof from our filing system. Kindly note however that, as mentioned above, there are various instances when the processing of personal data you have provided is necessary for us to comply with UP's mandate, statutory and regulatory requirements, or is processed using a lawful basis other than consent. In the case of your UP ID it is your duty to immediately report the loss of such card to your University Registrar and the UP ITDC so that UP can prevent the unauthorized use of the same.

The right to receive, pursuant to a valid decision, damages due to the inaccurate, incomplete, outdated, false, unlawfully obtained, or unauthorized use of personal data, taking into account any violation of your rights and freedoms as a data subject and

The right to lodge a complaint before the National Privacy Commission provided that you first exhaust administrative remedies by filing a request with the proper offices or a complaint with the proper DPO through the email address indicated below regarding the processing of your information, or the handling of your requests for access, correction, blocking of the processing of your personal data and the like.

HOW WE OBTAIN YOUR CONSENT AND HOW YOU CAN WITHDRAW CONSENT

UP obtains your consent for the processing of your personal and sensitive personal information pursuant to this privacy notice by asking you to sign the relevant form. If you are a minor, we will require your parent or guardian to sign the proper form. If you wish to withdraw consent, kindly write or send an email to your University Registrar at (please insert applicable email address) and identify the processing activity for which you are withdrawing consent. Please attach a copy of your UP ID so that the Registrar will be able to verify your identity. Note that consent may be withdrawn only for a processing activity/ies for which consent is the only applicable lawful ground for such processing. Kindly await your Registrar's action regarding your request. Rest assured that once your Registrar confirms that you have validly withdrawn consent for a processing activity/ies the same shall be effective unless you thereafter send a letter or email to the Registrar with a copy of your ID that you are consenting to such processing activity/ies.

REVISIONS TO THE PRIVACY NOTICE AND QUERIES REGARDING DATA PRIVACY

The previous privacy notices issued for the 1st and 2nd semesters/trimester 2018-19 have been revised. This amended notice will take effect on 27 August 2019.

We encourage you to visit this site from time to time to see any further updates regarding this privacy notice. We will alert you regarding changes to this notice through this site.

If you have any Data Privacy queries or concerns as it relates to your student records, you may contact your CU's UP Data Protection Officer through the following:

- Via post
- Through the following landlines
- Through email

UP Cebu

Post: Room 242, Arts and Science building, UP Cebu Lahug Campus

Landline: +63 (32) 233-8203 loc 202

Email: dpo.upcebu@up.edu.ph

V. STUDENT SERVICES FROM EACH OFFICE

1. UNIVERSITY LIBRARY

The University Library is the institution's heart that supports the academic and information needs of all students, faculty, REPS, and staff for study and research. Manned by professional librarians and support staff, the library accommodates the community's information needs. It provides, searches, locates and retrieves printed and non-printed material resources alongside electronic resources such as online subscriptions. The library primarily offers service to all students, faculty, REPS, and administrative personnel at the highest level of quality reference to the UP Cebu community.



The UP Cebu Library (Photo by Bong Arboleda)

VISION

The University of the Philippines Cebu University Library is to provide a cutting-edge learning environment to our students, faculty, REPS, and staff by having additional services. This service blends with our changing generation and evolving need for academic information.

MISSION

To be collaborators in achieving excellence in teaching, creating outstanding research outputs, and delivering excellent operational services.

GOALS

1. To provide space for students to collaborate, engage, develop, and create ideas in a conducive learning environment;

2. To develop all sources of collection in all areas of programs offered, not limited to print materials;
3. To achieve excellent service and assistance to all library users when providing information sources needed;
4. To improve access to all library resources for the UP Cebu community;
5. To formulate, develop, and implement plans for the use of technology to help library personnel deliver better and more excellent service.

Information concerning the UP Cebu University Library was sourced from <https://library.upcebu.edu.ph/vision-mision-goals/>.

UP Cebu University Library
MYLAH R. PEDRANO, R.L., MSLS
University Librarian
Email: library.upcebu@up.edu.ph
Contact No.: (032) 2328187 local 316

2. HEALTH SERVICES UNIT

I. Introduction:

The U.P. Health Services Unit was first organized on June 1, 1976, to meet the medical requirements of UP Cebu community. The areas of responsibility of the unit extends to the entire constituency with regards to their medical, dental, and related necessary services. The Health Services Unit forms part of the supportive arm of the university with one full-time physician, nurse, and a part-time dentist.

II. Objectives:

General

To promote and maintain the general health of the UP Cebu community.

Specific

- 1.To attend to the medical, dental, and surgical care consultation of students, faculty, and staff.
2. To promote hygienic and preventive measures like immunization and other health program in coordination with other health agencies.
3. Conduct annual physical and medical examination to college constituency as well as pre-employment examination for new personnel.

4. Perform other medical activities for the college welfare.



III. Entrance Health Examination:

All students are required before enrolment to submit to a physical/dental examination. The examination is done before the opening of the 1st semester to determine whether the student is medically fit to undertake his/her academic program and other activities concurrent with his/her studies. A medical certificate is issued after the examination which will be presented to the Office of University Registrar (OUR).

IV. Consultation

- A student should always inform and consult the clinic when he/she becomes sick so that proper medical attention can be rendered, and a medical certificate is issued so that they can be excused from their class. Evidence of communicable diseases should also be reported at once to protect the community from contracting the disease.
- Patients will be attended on a first come first serve basis, however, serious cases shall be given priority.

V. Services:

The Health Unit renders the following services:

Medical

Emergency treatment for minor illness and injuries.

1. Dispenses injectables, vaccines and other starter dose. Administering of injection is free of charge but the patient should bring their own supply (medicine, syringe with needle)
2. Conducts medical check-up and health examination required for all college constituents.
3. Coordinates with internal department and other health agencies in the promotion of the general health and medical activities needed by the college constituents.

Dental

1. Free prophylaxis (cleaning) per year.
2. For dental services, the patient will make an appointment w/ the Dentist and shall pay first the fee to the Cashier's office & present the receipt to the clinic.
3. Emergency cases such as severe toothache, abscess, hemorrhage & trauma from accident will be attended immediately.

Dental fees:

- Prophylaxis ---- P 60.00 - Litecure ----- P 75.00
- Tooth extraction ---- P 50.00

IV. Medical Staff/Clinic Hours:

Lorel Saliendra – Dee, M.D.

Medical Officer III

8:00 a.m. – 5:00 p.m. (Monday to Friday)

Karen Y. Ochea, R.N.

Nurse III

8:00 a.m. – 5:00 p.m. (Monday to Friday)

UP Cebu Health Services Unit (HSU)

DR. LOREL S. DEE

Chief, Health Services Unit

Email: hsu.upcebu@up.edu.ph

Contact No.: (032) 2328187 loc 317

3. SAFETY AND SECURITY UNIT



The Safety and Security Unit is tasked to secure UP Cebu Community from all forms of threats and criminality, by the following functions

- To formulate and review all Safety and Security Protocols regularly.
- To investigate all violations of Safety and Security Protocols
- To enforce Safety and Security Protocols of UP Cebu and to lead on all Safety and Security related activities and events. And;
- To lead and take charge on Security Guard Forces.

External Services

1. Application for Car Pass Sticker

To facilitate applicants who will avail of the UP Cebu Car Pass Sticker and ensure all requirements are met.

Sending Feedback

A student may file feedback/complaints using our feedback form at our office or directly email the office at ovca.upcebu@up.edu.ph. The office receives the feedback and sorts. For suggestions, the office investigates proactive solutions or re-evaluation of protocols.

1. Re-evaluation of process

2. Corrective action
3. Organizational improvement

2. Visitors ID Pass Issuance

The Safety and Security Unit is in-charge of issuing and logging in visitors who come and gets in the University.

Office or Division		Safety and Security Unit		
Classification		Simple		
Type of Transaction		G2C – Government to Citizen		
Who may avail		Visitors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Interview with post guard upon entry		Safety and Security unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits self for interview	1. Issuance of visitor's ID pass.	None	3 Minutes	Security Guards Safety and Security
2. Presents bags for Security check (inspection of bags)				
3. Presents a valid ID				
TOTAL		None	3 Minutes	

3. Providing Security for Official School Activity

To provide security details upon request for official school activities.

Office or Division		Safety and Security Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application Form Request letter addressed to the Chancellor through the Vice Chancellor for Administration 		Safety and Security Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out application form and submits Request letter to SSU	Endorses the request and forwards to the Office of the Vice Chancellor for Administration (OVCA)	None	3 Days	SSU Personnel Safety and Security
	The OVCA endorses and forwards request to the Office of the Chancellor for approval			OVCA Staff/ VCA Office of the Vice Chancellor for Administration
	The Office of the Chancellor issues decision			OC Staff/Chancellor Office of the Chancellor
2. Claims approved request from the Office of the	Conducts Safety and Security Survey on the area.			SSU Staff Safety and Security
Chancellor and submits a copy to SSU	Provides Security during the Activity.			
TOTAL		None	3 Days	

4. Facilitating reports and claims of lost items

To log lost and found items within the University and facilitate in the claiming of said items.

Office or Division		Safety and Security unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		SAFETY AND SECURITY UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claimants will go to the SSU Office to report lost item.	1. Logs lost and found Items for safe keeping 2 Verifies the ownership of the item with claimants 3. Logs claimed item before releasing to its owner.	None	30 Minutes	SSU Staff Safety and Security Unit
TOTAL		None	30 minutes	

5. Incident Investigation

To conduct initial investigation of incidents involving the University constituents provide a written report on the incident.

Office or Division		Safety and Security unit		
Classification		Highly Technical		
Type of Transaction		G2C- Government to Citizen		
Who may avail		Students		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter for Investigation addressed to the Chancellor through the Vice Chancellor for Administration				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned individual reports to the SSU incident that occurred/ submits a letter requesting for investigation of incidents involving UP Cebu constituents or properties.	1. Conducts Preliminary Investigation including Interview and Evidence Gathering 2. Makes Investigation Report 3. Submits Report to the Office of the Vice Chancellor for Administration (OVCA)	None	12 Days	SSU Investigator Safety and Security Unit
	1. OVCA endorses to the Office of the Chancellor, if applicable			OVCA Staff/Vice Chancellor for Administration (VCA) Office of the Vice Chancellor for Administration
	1. The Office of the Chancellor takes necessary action, if applicable			OC Staff/ Chancellor Office of the Chancellor
2. Claims result of investigation, if applicable				SSU Investigator Safety and Security Unit
TOTAL		None	12 Days	

INTERNAL SERVICES

1. Application for Car Pass Sticker

To facilitate applicants who will avail of the UP Cebu Car Pass Sticker and ensure all requirements are met.

Office or Division		Safety and Security Unit		
Classification		Simple		
Type of Transaction		G2C – Government to Citizen		
Who may avail		Faculty, REPS, Administrative Staff		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
<ul style="list-style-type: none"> Application Form Documentary requirement's (Driver's License, OR, CR) 			Safety and Security Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Gets application form from the guard house at the Entrance Gate; Fills in the form then attaches OR, CR, and Driver's license; and Submits to the Guard at Entrance Gate	1. Checks and endorses the filled-up application form and forwards it to the OVCA	None	1 Day	Guard on duty at the Entrance Gate Safety and Security Officer (SSO) Safety and Security Unit Vice Chancellor for Administration (VCA) Office of the Vice Chancellor for Administration
	OVCA receives and approves the application and return the form to the client for payment		1 Day	
Claims approved application from the OVCA				
Pays at the Cashier's Office	Cash Office issues receipt	For Faculty & Permanent Staff: 1 st Sticker – FREE, Succeeding Sticker PHP800.00 For Contractual Employees 1 st Sticker- PHP300.00 Succeeding Sticker PHP500.00 For Motorcycle PHP300.00		
Presents Official Receipt to OVCA and claims the car sticker	OVCA reviews and issues the Car Sticker			
	TOTAL		2 Days	

2. Providing Security for Official School Activity

To provide security details upon request for official school activities.

Office or Division		Safety and Security Unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Faculty, REPS, Administrative Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Application Form Request letter addressed to the Chancellor through the Vice Chancellor for Administration 		Safety and Security Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Fills out application form and submits Request letter to SSU	Endorses the request and forwards to the Office of the Vice Chancellor for Administration (OVCA)	None	3 Days	SSU Personnel Safety and Security
	The OVCA endorses and forwards request to the Office of the Chancellor for approval			OVCA Staff/ VCA Office of the Vice Chancellor for Administration
	The Office of the Chancellor issues decision			OC Staff/Chancellor Office of the Chancellor
4. Claims approved request from the Office of the	Conducts Safety and Security Survey on the area.			SSU Staff Safety and Security
Chancellor and submits a copy to SSU	Provides Security during the Activity.			
TOTAL		None	4 Days	

3. Facilitating reports and claims of lost items

To log lost and found items within the University and facilitate in the claiming of said items.

Office or Division		Safety and Security unit		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail		Faculty, REPS, Administrative Staff		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		SAFETY AND SECURITY UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claimants will go to the SSU Office to report lost item.	1. Logs lost and found Items for safe keeping 2 Verifies the ownership of the item with claimants 3. Logs claimed item before releasing to its owner.	None	30 Minutes	SSU Staff Safety and Security Unit
TOTAL		None	30 Minutes	

4. Incident Investigation

To conduct initial investigation of incidents involving the University constituents provide a written report on the incident.

Office or Division	Safety and Security unit			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Faculty, REPS, Administrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter for Investigation addressed to the Chancellor through the Vice Chancellor for Administration				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Concerned individual reports to the SSU incident that occurred/ submits a letter requesting for investigation of incidents involving UP Cebu constituents or properties.	1. Conducts Preliminary Investigation including Interview and Evidence Gathering 2. Makes Investigation Report 3. Submits Report to the Office of the Vice Chancellor for Administration (OVCA)	None	12 Days	SSU Investigator Safety and Security Unit
	1. OVCA endorses to the Office of the Chancellor, if applicable			OVCA Staff/Vice Chancellor for Administration (VCA) Office of the Vice Chancellor for Administration
	1. The Office of the Chancellor takes necessary action, if applicable			OC Staff/ Chancellor Office of the Chancellor
2. Claims result of investigation, if applicable				SSU Investigator Safety and Security Unit
TOTAL		None	12 Days	

5. Safety and Security threat and Risk Assessment

To identify threat and assess the level of threat the incident has on the University, its faculty, admin, and students.

Office or Division	Safety and Security Unit			
Classification	Highly technical			
Type of Transaction	G2C - Government to Citizen			
Who may Avail	Constituents In School Campus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
		SAFETY AND SECURITY UNIT		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request letter to conduct Safety and Security Threat and Risk Assessment	1. Conduct Safety and Security Threat and risk Assessment. 2. Report on findings	None	15 Days	Head of SSU Safety and Security
2. Approval from OVCA and OC for Risk Assessment Request				
TOTAL		None	15 Days	

Filing Complaints

A student may file feedback/complaints with our feedback form at our office or directly email the office at ovca.upcebu@up.edu.ph attaching the signed formal complaint.

How complaints are processed

1. The office receives the complaint and directs the processing to proper authority.
 - 1.1. For suggestive complaints, the office will look for proactive methods and will assess the validity of the complaint.
2. For formal complaints, the office shall do the following:
 - 1.1 Complaint processing
 - 1.2 Complaint investigation
 - 1.3 Corrective action
 - 1.4 Complaint resolution
 - 1.5 Organizational improvement

Safety and Security Unit Contact Information

JOSEPH PATRICK T. GUIEB
Head of Safety and Security Unit
Telephone:(032) 232 8187 local 306
Email at: ssu.upcebu@up.edu.ph

4. TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE (TTBDO)

The office performs all functions as expressed in Article 9 of the Revised Intellectual

Property Rights (IPR) Policy of the University of the Philippines System. The basis for having a TTBDO is also supported by the Technology Transfer Act of 2009, and Republic Act 9500 or the University of the Philippines Charter of 2008.

The main functions of UP Cebu TTBDO are:

1. Technology transfer focused on the dispersion of knowledge and technologies

developed by UP Cebu faculty, researchers and students; locators in the UP Cebu Business Incubator for Information Technology (UP Cebu in IT; and others; and

2. Intellectual Property (IP) protection functions related to IP commercialization and

licensing of IP, including other services, including but not limited to, patent search and/or drafting.

In terms of protecting intellectual property rights, UP Cebu follows the provisions as set forth in the Republic Act 8293 or the Intellectual Property Code of the Philippines. UP Cebu also acts in accordance with the IPR Policy of the UP System.

TTBDO Contact Information

JASON A. NIEVA

Head, Technology Transfer and Business Development Office

Email: ttbdo.upcebu@up.edu.ph

Contact No.: (032) 2328187 loc 208

4. OFFICE OF ANTI-SEXUAL HARASSMENT (OASH)



OASH'S REASON FOR BEING

Coordination of efforts towards a culture of zero tolerance for sexual harassment in UP Cebu

The OASH adheres to UP's underlying principle to establish and maintain an intellectual and moral environment that the human dignity and worth of all members of the academic community are guaranteed full respect.

THE OFFICE

OASH is dedicated to ensuring a safe work and learning environment with zero tolerance to sexual harassment and related gender-based violence. The UP Cebu is committed towards the institutionalization of the OASH to uphold the dignity of every individual, guarantee the safeguard of human rights, and ensure an enabling environment for the reporting of sexual harassment in UP Cebu.

THE OASH MANDATE

Section 9(b) of the UP Anti-Sexual Harassment Code⁽ⁿ⁾ tasks the OASH to:

1. design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
2. undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;
3. formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
4. coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
5. serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
6. prepare and submit an annual report to the Chancellor of the University;
7. monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
8. perform such other functions which this Code and the Chancellor may delegate.

OASH PROGRAMS, PROJECTS, & ACTIVITIES

BANTAY LUWAS KAWANAGAN

- Coordinate security and support measures to aggrieved parties or victims in sexual harassment cases
- Monitor the implementation of decisions/orders of the appropriate disciplining authority

INFORMATION AND ADVOCACY FOR THE PREVENTION OF SEXUAL HARASSMENT

- Conduct orientations/seminars/webinars/workshop for
 - New faculty, employees, and incoming students (annual)
 - University-wide student organizations
 - OASH Hearing Committee Pool
 - Faculty, employees, and students of University units (upon request)
- REPRESENTATION OF UP CEBU IN INTERNAL AND EXTERNAL ACTIVITIES AND INITIATIVES ON GENDER AND ANTI-SEXUAL HARASSMENT

POLICY REVIEW AND RECOMMENDATION FOR ANTI-SEXUAL HARASSMENT

- Research and documentation of reported incidents of sexual harassment
- Formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management

OASH PROCEDURES

Informal Procedure

Step 1. Reporting to OASH. No particular form is required. It can be reported orally, in writing (letter, suggestion box, text and hotline message, email, chat), or through other non-written ways.

Step 2. Mediation & Conciliation (Alternative Dispute Resolution). The focus of ADR is conciliation and mediation and during this process support services shall be provided to both parties.

Step 3. Corrective Measures. Corrective Measures may be taken should the OASH deem them necessary.



Formal Procedure

Step 1. Report to OASH. It can be reported orally, in writing (letter, email, chat), or through other non-written ways. For formal complaints, fill up the case in-take form^[2] and email it directly to OASH.

Step 2. Interview. Determine Details, record the answers and ensure the record is attested by the complainant.

Step 3. Notices. Within 5 days, of receiving the report, the OASH shall notify the accused party.

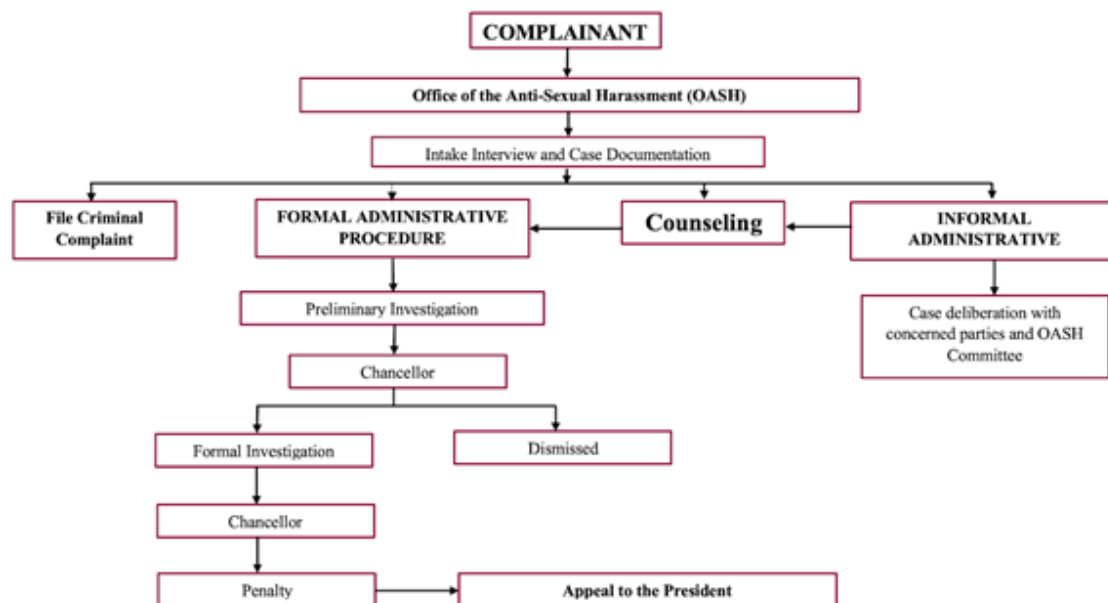
Step 4. Response to report. After receiving the notice, within 5 days the accused party shall submit to the OASH a written notarized response.

Step 5. Prima Facie Determination of Sexual Harassment. After receiving a response or once the expiration date of the submission of the response arrives whichever comes first all relevant documents, shall be forwarded to the ASH Council for evaluation and determination, of whether or not a prima facie case for sexual harassment exists if the issuance of preventive suspension is necessary.

Step 6. Issuance of Formal Charge. After determining a prima facie case, the Chancellor or president shall issue a formal charge against any or all the accused party within 15 days of receiving the OASH report and recommendations. Issuance of a formal charge may include preventive suspension or protection order.

Step 7. Formal Proceedings under ASH Hearing Committee. Upon issuance of formal charge, a Hearing Committee shall be formed and all proceedings before the Hearing Committee shall be in summary in nature. Formal proceedings shall include:

1. Summons to the accused party
2. Answer to the summons of the accused party
3. Preliminary Meeting
4. Position Papers
5. Clarificatory Meeting
6. Report and Recommendation
7. A decision by Chancellor (If the corrective measure is expulsion/dismissal)
8. Appeal to President (If the case involves UP Officials and Personnel)
9. Decision by President
10. Appeal to the Board of Directors



OASH FAQs

What is Sexual Harassment?

Section 5 of the UP ASH Code operationally defines sexual harassment as follows:

Sexual harassment is unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person's sex, sexual orientation, or gender identity.

It is an act, which may be committed physically, verbally, or visually with or without the use of information communication technology.

Sexual harassment may be a demand or request for a sexual favor by a person of authority, influence, or moral ascendancy in exchange for appointments, grants, grades or favors, or set as terms and conditions for appointments, grants, grades or favors regardless of whether such act or series of acts are accepted by the offended party.

It may be committed inside UP premises; or outside UP premises in work, education, research, extension, or related activity.

Sexual harassment under this Code may include, but is not limited to, cases involving abuse of authority or power, ascendancy, influence such as in a teacher-student, senior faculty-junior faculty, health worker-patient or healthcare provider-client relationship; cases involving peer relationships such as faculty-faculty, employee-employee, or student-student relations, or cases involving harassment of teaching or

non-teaching personnel by students, or cases involving harassment of supervisors by subordinates.

This Code contemplates cases of harassment involving persons of the same or opposite sex, regardless of sexual orientation, gender identity and expression.

Where the act/s of sexual harassment are shown to be organization-related or organization-based, the liability for sexual harassment shall extend to the officers of the organization, who are registered students during the commission of the offense, and the organization itself.

How are acts of sexual harassment classified?

Section 7 of the UP ASH Code outlines the following classification of acts:

(a) **Light Offenses** shall include, but are not limited to:

1. surreptitious looking or stealing a look at a person's private parts or underclothing;
2. malicious leering or ogling;
3. sexual flirtation or persistent unwanted attention with sexual overtones;
4. inquiries or comments about a person's sex life and gender orientation;
5. communicating sexist/smuttery remarks causing discomfort, embarrassment, offense, or insult to the receiver;
6. display of sexually-offensive pictures, materials, or graffiti; and
7. other analogous cases.

(b) **Less Grave Offenses** shall include, but are not limited to:

1. verbal and/or non-verbal abuse with sexual overtones, including but not limited to, offensive hand or body gestures;
2. derogatory or degrading remarks or innuendoes directed toward the opposite or one's sex, sexual orientation or gender identity;
3. touching or brushing against a victim's body;
4. pinching that does not fall under grave offenses;
5. sexual advances or propositions; and
6. other analogous cases.

(c) **Grave Offenses** shall include, but are not limited to:

1. touching or groping of private parts of the body such as the breast, genitalia, or buttocks;
2. forced kissing;
3. requesting sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
4. attempted or consummated unwanted sexual intercourse or torture of the person in a sexual manner;
5. and other analogous cases.

What standards and guidelines inform the University in dealing with sexual harassment cases?

Section 2 of the UP ASH Code outlines the following policy standards and guidelines:

- (a.) This Code shall apply to all teaching and non-teaching personnel, and students of the University.
- (b.) Sexual harassment is reprehensible conduct that subverts the mission of the University and undermines the dignity of the members of the UP community. The University shall undertake measures to prevent and eliminate sexual harassment.
- (c.) All reported incidents or cases of sexual harassment, including incidents between member/s of the UP community and partner entities, shall be appropriately acted upon by the University.
- (d.) The University shall provide appropriate services to parties to sexual harassment cases.
- (e.) Retaliation in any form, against persons directly or indirectly involved in any incident report or case involving sexual harassment, shall be a ground for disciplinary action.

Who can complain of sexual harassment in the University?

This Code applies to all members of the UP community. The “UP community” refers to persons, natural or juridical, inclusive of teaching and non-teaching personnel, and students as defined herein.

(a.) “Teaching personnel” – any member of the teaching staff of the University, regardless of academic rank or status of appointment, including any person with teaching responsibilities.

(b.) “Non-teaching personnel” – any person who works for the University, not included in the teaching staff regardless of status of appointment.

(c.) “Student” – any individual admitted and registered in any program of the University on a regular or part-time basis, including one who is officially on leave of absence and who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal, expulsion or expiration of the period allowed for maximum residence, at the time University at the time of the filing of the charge or during the pendency of the disciplinary proceedings, including any person undertaking on-the-job training.

(d.) “Other UP workers” – refers to non-UP contractual and job order workers, who are under a contractual teaching and non-teaching arrangement, including, but not limited to coach, mentor, trainer, and consultant.

(e.) “UP organizations” – refers to organizations or groups registered or recognized by the University or any of its offices/units.

What are my options if I think I have been or am being sexually harassed?

Sexual harassment exists because of harassers. Do not give them the satisfaction of you being defeated. Take action against harassment and let SIDRA be your guide:

Self-care. Consider Threat Modeling and reclaim your safety. Remember, it is not your fault.

Identify the abuse. Note the evolving language of this kind of violence especially online.

Document. Note important details such as the date, time, location, witness, and the act(s) of sexual harassment.

Report. If and when you are ready, report the sexual harasser to OASH by emailing oash.upcebu@up.edu or accomplishing the In-take Form.

Assess the fight. Seek advice on available University Procedures and/or court action for the redress of your grievance.

What if I want to remain anonymous?

OASH is ready to receive any complaint of sexual harassment affecting our UP Cebu Community, whether anonymously or not. However, for reported sexual harassment

to be actionable by OASH according to available University Procedures, the UP ASH Code in section 16(a) specifically requires that the report should be

- done in writing
- signed by the person reporting/complaining of the incident (whose connection with UP Cebu and that of the person complained of need to be validated on jurisdictional consideration), and
- notarized.

In case of verbal report/complaint, OASH shall facilitate the documentation. In coordination with the Legal Office, OASH shall also facilitate the needed notarization.

This does not mean that anonymous complaints will not be addressed. They will still be, only that the manner of addressing them will not be similar to what OASH is empowered to do if complaints comply with the strict requirements of the UP ASH Code.

Remarks and Contact Information

OASH is currently exploring ways to have an enabling environment for the reporting of sexual harassment in UP Cebu beyond the strict provisions of the UP ASH Code. This includes addressing anonymous complaints to hold true to its zero tolerance of sexual harassment. You can help by sending your suggestions to oash.upcebu@up.edu.ph. Workable suggestions that are in accord with due process of law will be included in the policy recommendations of OASH in its annual report to the Chancellor.

Office of Anti-Sexual Harassment (OASH)

ATTY. ARCHILL NIÑA F. CAPISTRANO, MInternatRel

Coordinator, Office of Anti-Sexual Harassment

Email: oash.upcebu@up.edu.ph

Contact No.: (032) 2328187 loc 203

^[1] Based on the UP Anti-Sexual Harassment Code as approved by the UP Board of Regents on its 1324th Meeting on 26 January 2017

^[2] <https://drive.google.com/file/d/18RRpku9wAx3ptFVbch2WuRuQo6i13kvW/view>

6. GENDER AND DEVELOPMENT OFFICE



UP Gender Development Program started in 1989 as a core of women from the three UPV campuses (Iloilo, Tacloban, Cebu) who were interested in promoting the welfare of other women.

It evolved into the UPV Women's Desk in 1990 as an organization of women and men from the various sectors and colleges of UPV who were interested in women's studies and women's welfare.

It became institutionalized as the UPV Gender and Development Program (GDP) upon the approval of the Board of Regents on April 17, 1997.

In 2000, the Women's Desk became the **Gender and Development Office**. Its mandate is in line with that of the UCWS' -- to encourage and strengthen teaching, research extension and advocacy on and for women in the university.

Until today, UP Cebu GAD continues to play a leading role in engendering the curriculum and in helping transform LGUs, communities and institutions to become gender-responsive and promote rights of women, with the following vision and objectives:

Vision

We envision a Philippine Society that is free from all forms of gender discrimination and inequalities across all sectors, particularly the marginalized. It is a society that is inclusive,

equitable, and just. This is enabled by nurturing gender responsive institutions anchored on democratic and feminist ideals geared towards economic, political, social, and cultural empowerment.

Objectives

UP Cebu GAD takes a leading role in engendering the curriculum in the University and in helping transform policy frameworks and programs of government agencies, communities and institutions to become gender responsive and to promote women's rights.

What are the services offered by UP GAD? (Advocacy Programs, Projects, and Activities)

- Conduct gender sensitivity seminars and workshops in line with curriculum development, engendering of the curriculum for information services.
- Sponsor activities such as fora, symposium and trainings about gender and development in and out of campus in relation to various advocacies such as One Billion Rising, Women's Month, Earth Day, Women's Reproductive Health and Wellness, 18 Day Campaign to end Violence against Women and their Children, etc.
- Link with other offices (government and non-government) for partnerships in SIDLAK (community service programs and activities);
- Research and Publications: Conduct of Feminist Research and Gender related studies;
- Available collections of books and GAD materials on a wide range of topics as resource materials.

Gender and Development (GAD) Office

ANNABELLE G. MAGLASANG, Ph.D., RGC

Coordinator, Gender and Development

Email: gad.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 211

7. OFFICE OF STUDENT AFFAIRS

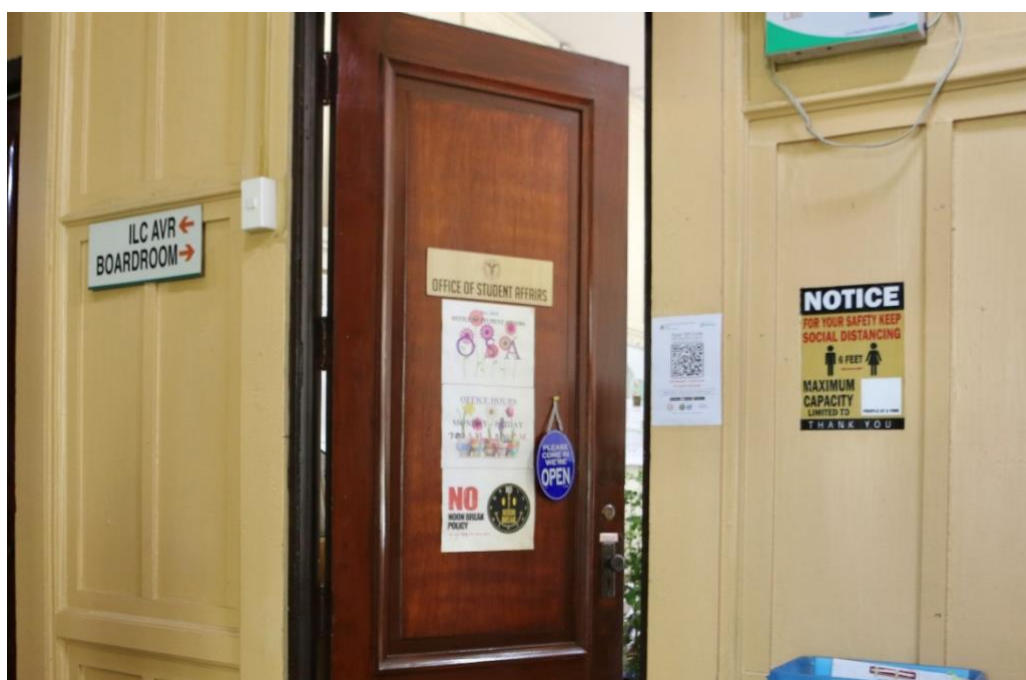
In support to UP Cebu's academic offerings, the Office of Student Affairs (OSA) provides services that respond to various needs of students through the following services:

7.1. GUIDANCE & COUNSELING

Counseling

Students are guided in making decisions about personal, vocational and educational concerns with the help of a professional counselor. Counseling sessions are done with individual students or groups. Students are accommodated either as scheduled or as walk-ins.

Counseling may also be availed virtually through preferred and secured online platforms.



Group Guidance

Weekly group guidance sessions are held for students to help them adjust to college life and the academic life in UP and help them in their emotional and psychological growth.

Peer Facilitators Program

The program trains a group of selected students to be Peer Facilitators & function as conduits between the students and the Guidance Services Specialists (GSS). They work hand in hand with the Guidance Services Specialists in assisting students to cope with the challenges of college life.

7.2 PSYCHOLOGICAL TESTING

Psychological test results are used as tools in the counselling process. Aptitude and Interest Tests are administered as requested or as the need arises, for better understanding and awareness of students' potentials

External Testing - Provide testing services to requesting companies and industries.

7.3. CAREER GUIDANCE, JOB PLACEMENT AND FOLLOW-UP

Students are guided in identifying and developing career paths through career symposium, job fair and campus interviews. These are followed up in subsequent counselling sessions. Students are informed of various educational and occupational opportunities.

7.4. SCHOLARSHIPS AND FINANCIAL ASSISTANCE

a. **RA 10931- Universal Access to Tertiary Education Act of 2017**

Filipino Students who are either currently at the time of effectivity of the Free Tertiary Education Act, or shall enroll anytime thereafter, in courses leading to a bachelor's degree in any SUC or LUC shall be exempted from paying tuition and other school fees for units enrolled in. Students will be eligible to receive these benefits provided they qualify under the admission and retention requirements of UP Cebu.

The following students are ineligible to avail of free higher education:

- Students who have already obtained a bachelor's degree or comparable undergraduate degree from any public or private HEI
- Students who fail to comply with the admission and retention policies of UP Cebu, resulting in the student's permanent disqualification from enrolling
- Students who fail to complete their bachelor's degree within a year after the period prescribed in their program.
- Students who voluntarily opt out

In cases where students are ineligible for the RA 10931, they can still avail of free or discounted tuition and other school fees, through Student Learning Assistance System (SLAS) Online.

b. **Student Learning Assistance System (SLAS) Online (slasonline.up.edu.ph)**

Students from the University of the Philippines (UP) come from all walks of life. Some of them may not be able to afford to pay the full tuition and other expenses to complete their academic

requirements. As the UP community transitions to remote learning, other forms of learning assistance are needed to respond to the changing times.

To expand the support to financially-challenged students and expedite the processing of support for academic activities, the University developed the Student Learning Assistance System (SLAS). The SLAS is an expansion of the Student Financial Assistance Online (SFA Online). The UP designed the SFA Online in 2014 to accept applications for tuition subsidy and allowance. Beginning on 7 September 2020, UP students may apply directly for financial support and learning assistance in the SLAS Online (slasonline.up.edu.ph). The expanded System will gather information on students' financial capacity, connectivity situation and connectivity options, and learning assistance requirements to help the University determine the support to be extended to the applicant.

The SLAS Online accepts applications from:

- Bonafide students of UP. These include:
 - Filipino undergraduate students including those enrolled in law and medicine who had been issued UP- mail accounts
- Students in need of learning assistance from UP. Applicants would include:
 - Students applying for financial assistance
 - Students who wish to avail gadgets, internet connection and similar support services (e.g., tutorial services, assistive services)

Beginning AY 2020-2021, the SLAS Online will support applications to the following learning assistance programs:

Grants-in-Aid Program (GIAP)

UP created the Grants-in-Aid Program (GIAP) to reduce the cost paid by students during enrolment, based on the household's paying capacity to which a student Belongs. Through the GIAP, UP may subsidize a portion of the full cost required during enrolment and, in some instances, grant additional subsidy to waive miscellaneous fees and grant monthly cash allowances.

The UP GIAP is open to undergraduate students, including students enrolled in Law and Medicine.

Tertiary Education Subsidy

The Tertiary Education Subsidy (TES) is a financial assistance program managed by the Unified Financial Assistance System for Tertiary Education (UniFAST).

The TES Grants Cash Allowance for One Academic Year to Undergraduate Students from Low-Income Households. To Process Applications To TES, Scholarship Personnel Use the

Information Submitted By Students In SLAS Online. The University Endorses SLAS Online Applicants Who Meet The TES Requirements Of Unifast.

Learning Assistance for Remote Learning

In support of remote learning, the University is providing academic support to college students who would apply for learning assistance through the SLAS. Students from low-income households shall receive monthly Internet Connection to support academic instruction and learning activities this Academic Year. Based on their updated application information, students from the most vulnerable families shall be offered gadgets on top of their Internet connectivity subsidy.

UP undergraduate students, including those enrolled in Law and Medicine, are eligible for remote learning assistance.

Kaagapay sa Pag-aaral Program ng Iskolar ng Bayan Program

To expand the support to financially challenged students accessing remote learning tools, UP launched the Kaagapay sa Pag-aaral ng Iskolar ng Bayan Program. Kaagapay has mobilized the private sector to donate computing devices that will be made available to those who applied for learning assistance.

UP undergraduate students, including those enrolled in Law and Medicine, are eligible for the program. The University uses the information submitted by students in SLAS Online to determine the Kaagapay sa Pag-aaral program's beneficiaries.

Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and other organizations. Different campuses of the University manage these programs.

Applicants to donor-funded scholarship programs must submit application forms to Scholarship and Financial Assistance units on their campus. To process applications, Scholarship personnel use the information submitted by students in SLAS Online. Slots are assigned to SLAS Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

Students can apply for financial assistance to Donor-funded Scholarship Programs through the Scholarship Offices in their respective campuses.

c. Student Assistantship Program

The program provides students the opportunity to earn ₱60.00 per hour (for a maximum of 30 hours per month) by working for UP. However, priority is given to low-income students. *First years are qualified to apply in the 2nd Semester only.*

d. Student Loan Program

A student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the Student Loan Board to complete the registration. Application forms are available at the Office of Student Affairs/Accounting Office.

e. Meal Assistance Program

The program provides qualified students to avail of a free meal at the UP Cebu Canteen equivalent to ₱60.00 per day. This is a sponsored program with donations coming from some of our generous administrators/faculty.

Aside from the STS and UP System Scholarships, there are other government & private scholarships that can be availed of.

f. Donor-funded Scholarship Programs

Donor-funded Scholarship Programs are financial assistance programs funded by private individuals and organizations. These programs are managed by Scholarship and Financial Assistance units in different campuses of the University.

Applicants to donor-funded scholarship programs are required to submit application forms to Scholarship and Financial Assistance units in their campus.

To process applications, Scholarship Affairs personnel use the information submitted by students in SFA Online. Slots are assigned to SFA Online applicants that match the requirements provided in the donor-funded scholarship program guidelines.

g. The Kadaganan Fund

Kadaganan Fund is a program established by the University of the Philippines Cebu Office of Student Affairs (UP Cebu OSA) to help students who have immediate needs such as food, boarding fees, transportation, or school requirements, but have no money. Any registered student of UP Cebu can borrow money from the fund, with a maximum amount of ₱500.00, payable within two months.

Kadaganan in Cebuano means “somebody whom anybody can run to for help, protection or refuge.” UP Cebu wants its students to have a “Kadaganan” during times of urgent financial needs through this program. The first donor of the Kadaganan fund was the UPhill Run of UP Cebu through the event organizer, Dr. Jonnifer Sinogaya, hence another reason to call this program “Kadaganan”.

Application Process

The Scholarships and Financial Assistance team of OSA headed by the GSS in-charge of Scholarships and Financial Assistance will be the main personnel in-charge of the Fund. Any student who wishes to avail of this service must fill up the application form attached (Appendix Form 5). The applicants will then be interviewed to verify the information they have given in the application form and for assessment. The final approval of the application will be from the OSA Director. Upon approval, students can claim the amount they wish to borrow directly from OSA through the Administrative Assistant of Student Financial Assistance (SFA).

Terms of Payment

Students will give payments directly to OSA through the Administrative Assistant of STS and Financial Assistance. Students who are not able to pay their loan within two months will receive a verbal notice. After three months of failure to pay, he/she will receive a written notice and an email to remind him/her of the unpaid loan. Any student who has accountabilities from the Kadaganan fund cannot avail of any additional loan and cannot obtain clearance from OSA.

Donation to the Fund

Anyone inside and outside UP Cebu can donate to the Kadaganan Fund. Donations are directly given to the Office of Student Affairs through the Scholarships and Financial Assistance Team.

7.5. STUDENT ACTIVITIES AND ORGANIZATIONS

7.5.a. Rules and Regulations governing student organization, fraternities, and sororities

1. 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.

2. 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.

3. 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.)

4. 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.

5. General Policies

i. 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

ii. 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.

iii. 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.

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 the 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 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)

iv. 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. 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.

v. 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.

6. Rights and Responsibilities

A. 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.).

B. 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.

C. 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.

D. 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.

7. 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 willful 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 Director 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.

8. 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 the 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 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

g.) 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.

(g.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;

(g.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;

(g.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;

(g.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.

9. 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.

d. Any reimbursement or procurement must be consulted with the SPMO, BAC, and Accounting Office with proper approval from authorized school officials.

10. Actionable Misconduct and Penalties

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

Section 1

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

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

1. Participating in any rumble, engaging in fisticuffs with, or physically attacking a member of other fraternities, sororities or other student organizations.
2. Physically attacking any other student or official faculty member or employee of the University or any other person in connection with any matter relating to fraternities, sororities or other student organizations.

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

B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.

C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one (1) year; provided, however, that in case the provocation results in a rumble, fisticuffs or a physical attack, the erring student shall be expelled from the University.

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

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

D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.

E. Any such member or officer found carrying or possessing within university premises any firearm, Molotov bomb, pillbox or other explosives, knife with a blade longer than two and a half (2 1/2) inches, metal pipe or any other dangerous or deadly weapon and banned substances enumerated under the Dangerous Drugs Act (R.A. 6425, as amended) shall be expelled from the University; provided, however, that stones, baseball bats, nightsticks, rattan sticks or similar wooden instruments, paper cutter, tear gas, scalpels, ice picks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly if the erring person possesses them in preparation for or immediately before, during or after an attack, confrontation or rumble.

D. Any such member or officer who wilfully fails to comply with summons by the Vice Chancellor for Student Affairs or equivalent official in the autonomous University, the Student Disciplinary Tribunal, Deans or their representative for the purpose of investigation and other proceedings conducted in connection with fraternity, sorority and other student organization-related misconduct shall be automatically suspended by the Chancellor

E. Any such member or officer who causes damage to university property or property of any private person within the university premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year, provided that, if any death or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided further, that if university property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University for costs incurred in repairing such damage and no clearance shall be issued until such damage is fully compensated by the respondent.

F. Any such member or officer of fraternities or sororities who recruits a college first year student taking a first undergraduate degree shall be suspended for at least one

(1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

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

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

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

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

Section 2

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

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

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

Section 3

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

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

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors and department chairpersons, as the case may be.

registrar

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

7.6. GENERAL GUIDELINES

1. Use of OSA LCD/Equipment

- a. For use of LCD/equipment, reservation is on a first come first served basis. Only recognized student organizations can borrow the equipment. (To be verified by the GSS In-charge of Student Organizations).
- b. Priority on the use of the LCD/equipment is given to OSA related programs, services and activities.
- c. 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.

- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. The requested equipment/LCD cannot be taken out of the campus neither can it be requested by any student organization for overnight use.
- i. 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.
- j. 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.

2. Use of U.P. Cebu-Tambayans

- a. 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.;

Non-UP constituents are also allowed to use the tambayan without any exclusivity. However, such a 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;



UP Cebu campus grounds (Photo by Bong Arboleda, UP MPRO)

- c. 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;
- d. Copy of the approved letter / reservation form will be given to OSA, VC Admin., and Security Guard / Security Officer. Noncompliance of giving the copy of approved letter(s) will mean that person or groups cannot use or stay at the tambayans;
- e. 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;
- f. 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.



- g. However, all users of the tambayans (UP or non-UP) must 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.



3. Posting at Bulletin Boards

- a. 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:
 - Job Ads – GSS In Charge for Job Placement/ Job Fair
 - Statements – GSS In Charge for Student Organizations
 - Event Announcement/Contests/Call for Awards/Conference – GSS In Charge for Student Org
 - Scholarships – GSS In Charge for STS
- b. 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;
- c. 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;
- d. 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.;
- e. 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;
- f. 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;
- g. No posting will be allowed on covered walks, walls, doors, railings, windows, rest rooms, trees and light posts or anywhere outside the designated areas
- h. Violations regarding the Guidelines for Posting will be as follows:

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

4. 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 define 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. Final schedule and specific dates of filing of candidacy are to be agreed by both parties and approved by the Student Electoral Board (SEB).
3. The SEB will convene at 6p.m. on the deadline for filing of candidacy to confirm the official list of qualified candidates, which will be posted the following working day.

4. After the deadline for the filing of candidacy, 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 will be determined by the SEB. 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 on specified dates. 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 300.00 per party or per individual if independent, is required. It will be returned after all campaign materials have been removed.
6. Students ' grand rally will be held on a specified date by the SEB 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 (ACLE) alternative class learning exercise/activity.
7. Violations of 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 at a specified date set by the SEB (based on the SC constitution) w/no lunch break at the AS Conf. Hall Canvassing will be at the AS Conference Hall 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 a time determined by the SEB and shall be conducted by the SEB 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 a specified time **the following day after the elections**.

f. Proclamation of Winners

After the **proclamation of winners**, 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 will be set 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.

5. Selection of the Tug-ani Editor-in-Chief

a. 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 2nd semester) and of good moral character meaning has not been found guilty of any disciplinary charges.

b. 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.

c. Posting of Announcements

The posting of announcement for Selection of the Editor-in-Chief will be on specified date in **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 (as indicated in the Tug-ani Constitution and By-laws as endorsed by Chancellor and approved by BOR).

d. Selection Process – Written Exams and Panel Interview

For the EIC selection process, the **written exams** will be administered by the Office of Student Affairs (OSA) GSS in-charge of Student Organization/Activities for **four (4) hours**. 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. 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.

Written exam (total: 300 points)

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

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

6. Use of U.P Cebu facilities

(Fill up the General Request Form / Event Sheet)

- a. 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**.
- b. 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;

- c. 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.
- d. **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);
- e. **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.
- f. The AS Conference Hall, Performing Arts Hall, AVR 1 & 2 cannot be used for activity involving children below 1 year old and infants.
- g. **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.
- h. **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

7. Local Off-campus Activities

Before the off-campus activity

A. In accordance to the CHED Memorandum Order (CMO) No. 63 Series of 2017, UP Cebu requires the faculty/personnel in-charge and stakeholders to comply with the following requirements to the Office of the Chancellor through "Report of Compliance Form" (See Appendix Form 1) with necessary attachment one month before the conduct of an off campus activity.

Student Organization Activities must have their compliance checked by the GSS-in charge of Student organizations, before it is presented to the OSA Director for endorsement to the VCAA and then to Chancellor.

As for the Class-related activity, compliance is checked by the Department Chair/Coordinator before it is presented to the Dean for endorsement to the VCAA and then to Chancellor.

REQUIREMENTS	PROOF
1. Curriculum Requirement - The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
2. Destination - As much as practicable, the destination of off campus activities should be near the concerned HEI in order minimize cost. The destination and schedule should be relevant to subject matter.	Appropriate Report
3. Consent/Waiver of the Parents or Student's Guardian	Parents' Consent (See Appendix Form 2) –for Curricular activities, interschool competitions/tournaments or culture and arts performances and competition School Waiver Form (See Appendix Form 3) – for activities initiated by Recognized Student Organizations.
4. Medical Clearance of Students	Medical Clearance of the students if appropriate (in case of strenuous activities) duly signed by the HEI or government physician
5. First Aid Kit A complete First Aid Kit should be prepared and brought during the activity.	First Aid Kit

<p>6. Personnel in-charge - The designated personnel-in-charge (PIC) must be an employee of the institution and must have appropriate qualifications and experiences related to off campus activities. When necessary, identify overall leader from among the PICs. At least one PIC must have appropriate first-aid and medical emergency training. The ratio of the PIC to students must be 1:20.</p>	<ul style="list-style-type: none"> • List of PIC with designation • Relevant certificate on first-aid training
<p>7. Fees and Fund Source - The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders. There should be a breakdown of fund sources and other resources properly secured and accounted for.</p>	<p>Appropriate Report</p>
<p>8. Insurance- The HEI should provide insurance (individual or group) provision for students, faculty, and other concerned stakeholders for the purpose of the activity</p>	<p>Proof of Insurance Provision</p>
<p>9. Mobility of Students</p>	<p>Updated /valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</p>
<p>10. LGUs/NGOs - The PIC/students should duly coordinate with appropriate LGUs/NGOs. Whenever necessary for the safety and convenience of the touring party, advance proper coordination with the local government units with</p>	<ul style="list-style-type: none"> • Copy of letter sent to LGU; • Copy of acknowledgement letter from LGUs

acknowledged letter from the concerned government agency shall be secured before the scheduled date of the activity	
11. Activities - Announcement to students/stakeholders must be done at least 1 month before the scheduled date of activity. The students and stakeholders must have a briefing to provide the needed information and materials before the trip.	<ul style="list-style-type: none"> • Itinerary of Activities
12. Emergency Preparedness Plan - An emergency Preparedness Plan must be in place and be given to the students and stakeholders. This Emergency Plan must contain Emergency contact numbers (e.g. nearest hospital, police station), and steps that would be taken in case someone is injured or lost.	Appropriate Report

A. Certificate of Compliance. After the submission of Report of Compliance, A Certificate of Compliance (See Appendix Form 4) duly notarized, certified correct by the PIC, recommending approval by the VCAA and duly approved by the Chancellor stating that all the requirements have been prepared and duly complied using the prescribed template shall be secured by the PIC.

During the off-campus activity

The following requirements should be submitted to the Dean of the College (for curricular activities) or to the Office of Student Affairs (for S.O. activities):

REQUIREMENTS	PROOF
1. Personnel-in charge, identify overall leader (when necessary) with the following tasks: a. accompany students from the time they assemble for the off campus activity up to debriefing	<ul style="list-style-type: none"> • List of personnel or attendance • List of students and/or attendance

b. ensure the provision of the allowable seating capacity of vehicle/s used (No students shall be allowed to ride on the roof of motor vehicle or on the boarding platform) c. ensure that the program of activities is properly followed as planned or activities can be adjusted as the need arises	
--	--

After the off-campus activity

The following requirements should be submitted to the Dean of the College (for curricular activities) or to the Office of Student Affairs (for S.O. activities):

REQUIREMENTS	PROOF
1. Learning journals/ output of students	Appropriate Report/grades
2. Assessment report/Evaluation Report	Assessment Report by faculty including breakdown of expenses
3. Expenditure Report	Breakdown of expenses
4. Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

8. USE OF DORMITORY FACILITIES

PICTURES OF UP CEBU DORMITORIES

LIADLAW HALL

Façade of the
Liadlaw Hall



Room with
AC unit



Room with
Electric fan



Hallway



Bathroom and
Comfort Rooms



LIHANGIN HALL

Façade of
Lihangin
Hall



Lihangin Hall-
Female



Lihangin
Hall- Male



Bed arrangement





Bathroom and Comfort Room



Capacity per Dormitory

LIADLAW HALL						
Floor level	# of Capacity for Aircon Rooms		# of Capacity for Non Aircon per floor		# of Capacity per floor level	Total # of Capacity
	Female	Male	Female	Male		
1st Floor	2	4	24	24	54	
2nd	4	4	24	24	56	
3rd	4	4	24	24	56	
4th	4	4	24	24	56	
Total	14	16	96	96	222	
Total Rooms						
Female	14		96		110	222
Male		16		96	112	

Lihangin Hall - Female		
First Floor	8 Double Deck Bed	16 pax
Second Floor	11 Double Deck Beds	22 pax
Total		38 pax

Lihangin Hall - Male		
First Floor	8 Double Deck Bed	16 pax
Second Floor	11 Double Deck Beds	22 pax
Total		38 pax

I. 4-Storey Dormitory Building

Room Type	Monthly Rate per Person
Special (A/C)	3,975.00 (local students) (2 pax per room)
	7,950.00 (foreign/exchange students) (2 pax/room)
Regular (Fan)	2,300.00 (4 pax per room)

Note:

- a. Amount indicated is for rental only.
- b. With submeter for electricity in each room
- c. Free water

II. Greenovate P500.00/person/month

Note:

- a. Amount indicated is for rental only.
- b. Free water and light
- c. Charges for gadgets remain the same

Monthly rate for gadgets (This applies to Greenovate Residents)

Computer/Laptop	:	P100.00	Printer	:	P100.00
Tablet	:	P50.00	Cellphone	:	P50.00
Electric Fan	:	P50.00	Study Lamp	:	P50.00
Power Bank	:	P50.00	Radio/Cassette:		P50.00
Wireless Headphones:		P20.00	Smart Watch	:	P20.00

Documents to be submitted depending on employment status of parents:

	Status	Forms to Submit
1	BOTH parents are working	2021 Income Tax return of BOTH parents if filing separately; OR certificate of employment of BOTH parents with income
2	BOTH parents are engaged in a business, or ONE is handling a business while the other is not employed	2021 Income Tax return of business and /or affidavit of no work for the other parent
3	BOTH parents are self-employed	2021 Income Tax return of BOTH parents OR affidavit of self-employment of BOTH parents with amount of income stated
4	ONE parent is working, while the OTHER IS NOT	2021 ITR OR certification of employment of the parent working with stated income AND affidavit of no work for the other parent OR Certificate of Tax Exemption from BIR
5	SINGLE-PARENT	2021 ITR of parent AND affidavit or single parent ID
6	BOTH parents are working ABROAD	Certificate of work with income OR copy of the contract, should be issued within the last six months
7	RECEIVING SUPPORT FROM FAMILY MEMBER	2021 ITR of family member giving support OR certification of employment with stated income
8	RECEIVING SUPPORT FROM A FAMILY MEMBER WHO IS RETIRED ALREADY	Affidavit stating previous job AND amount of pension being received
9	WORKING STUDENT	2021 ITR OR certification of employment with stated income

10	BOTH parents are RETIRED	Affidavit stating job before retirement AND amount of monthly pension OR copy of pension certificate with amount
11	SELF-SUPPORTING	Affidavit of self-support, include sources of income to finance education
12	BOTH parents are WORKING and DOES NOT HAVE ITR OR ANY PROOF OF INCOME	Affidavit stating sources of income to support the education of child OR Certificate of Tax Exemption form BIR

Office of Student Affairs (OSA)

ASST. PROF. MA. ALENA N. MACASIL, MS

Director of the Office of Student Affairs

Email: osa.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 115

8. TEACHING & LEARNING RESOURCE CENTER (TLRC)

The TLRC is an academic center that provides instructional assistance and enrichment programs designed to enable students to meet the demands of a UP education especially in the areas of Communication, Science and Mathematics.



Instructional assistance and enrichment are possible in the following forms:

1. Self-tutorial Modules

Modules in Mathematics (Algebra, Trigonometry, Calculus), Communication, Biology, Chemistry (Gen. Inorganic Chemistry; Organic Chemistry) and Natural Science (I & II) may be availed of at the TLRC during office hours.

Module users have to accomplish the monitoring sheet before every module use. Modules for overnight use may be checked out at 4:00 pm and must be promptly returned at 8:00 am the next day. A fine of P50/day or a fraction of a day will be imposed on the late return of modules used overnight. College and TLRC ID's have to be submitted upon checking out of modules.

Lending of modules for overnight use will be suspended during the Final Exams week of every semester.

2. Compact Discs (CDs)

CD's in Mathematics, History, Chemistry, Accounting, Language, Health, Natural Science, Pre-Algebra, Algebra (I, II), Geometry, History, Literature, Geography, Vocabulary, Typing, Trigonometry, Pre-Calculus, Calculus, Statistics, Science Encyclopaedia (Life Sciences, Chemistry, Physics and Mathematics) are available at the TLRC Study Room. Assistance in the use of the CD with the CD ROM and the computer may be requested from the TLRC staff anytime during office hours.

3. Computers

Twelve (12) computers are available for student's use. The installed computer programs that are available include Word, Excel, PowerPoint, Query, PageMaker, Paintbrush, RMiner, Typing Tutor, and SPSS.

The computers are free to use for currently enrolled students.



4. Internet and e-mail

Internet access and e-mail services may be availed of at the TLRC for free during office hours, Monday to Friday from 9:00 AM to 5:00 PM.

5. Face-to-face tutorials

Either one-on-one tutorials or group tutorials on all academic courses, computer and internet use may be availed at the TLRC by arrangement. Faculty tutors are available during their consultation hours. Students interested in being peer tutors have to enlist with the TLRC Coordinator. Semesterly review programs which happen multiple times a week prior to examination month are offered by the office free of charge. Enlist with the TLRC Coordinator.

6. Life Skills Development/Guidance Services

In coordination with the Office of Student Affairs (OSA), the TLRC likewise assists students adjust to the academic environment and provide avenues for personal growth and psychological development.

Copies of the Psychosocial Development modules are also on-hand for individual students use during their convenient time. For matters needing urgent action/assistance, you may approach the TLRC Coordinator or OSA Coordinator or any of the Guidance Services Specialists.

7. Special Skills

Your requests for the use of any TLRC's equipment and facilities for skill development must be in writing addressed to the TLRC Coordinator. Reservation papers must be accomplished and filed at two days prior to the actual use. Student enrichment programs and short seminars are also being offered by the office every semester. Schedules and topics are regularly posted at the TLRC Bulletin Board or at the UP Cebu TLRC Website.

Teaching and Learning Resource Center (TLRC)

Email: lrc.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 314

9. INFORMATION TECHNOLOGY CENTER

Introduction

The Information Technology Center of the University of the Philippines Cebu shall ensure the safety, security, and well-being of the constituents of the university's constituents, along with the maintenance and security of the campuses' information technology resources.

Policy

The Information Technology Center of the University of the Philippines is mandated to provide its services under the office's policy. Listed below are the different policies on the acceptable use of the various Information Technology resources of the University of the Philippines System.

1. Policy Statement

1. Computers and networks are powerful technologies for accessing and distributing information and knowledge. They are strategic technologies for the current and future needs of the UP SYSTEM.
2. For now, computing facilities and network infrastructure are costly resources and thus must be used solely for teaching, learning, research, and other officially-sanctioned activities. Since these technologies allow individuals to access and copy information from remote sources, users must respect the rights of others, particularly their privacy and intellectual property. There is, therefore, a need for rules and regulations to ensure equitable, secure, and reliable access to these resources. The following regulations will govern the use of computing facilities, networks, and other Information Technology (IT) resources of the University of the Philippines System.
3. Furthermore, these regulations are established, we shall aim to:
 1. Ensure an information infrastructure that shall promote the basic missions of the UP System in teaching, learning, and research;
 2. Protect the integrity, reliability, availability, confidentiality, and efficiency of the IT resources of the UP System;
 3. Establish a process and system needed for addressing policy violations and providing sanctions for the violators;
 4. Emphasize that the UP System shall not be liable for any damages that are incurred from the use of the IT resources and for any claims and suits arising from the unauthorized and irresponsible use of the same;
 5. Warn users that the use of IT resources for partisan political activities as defined in the relevant rules and regulations of the civil service commission or the University of the Philippines or for any unauthorized commercial purposes is prohibited; and
 6. Notify users of the existence of such policies established.

2. Basic Standards

1. The same standards and principles of intellectual and academic freedom developed for university libraries shall be applied to material received from the network. The same standards of intellectual and academic freedom developed for any faculty and student publication in traditional media shall be applied to publication in computer media.
2. As constituents of the academic community, faculty, students, and academic and non-academic staff should be free, individually and collectively, to express

their views on issues of institutional policy and on matters of general interest to the academic body. The constituents of the academic community should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The actions of the constituents of the academic community within the areas of its jurisdictions should be reviewed only through orderly prescribed procedures.

3. Definition of Terms

1. *Agreement Form shall refer to the document in which the user undertakes to comply with all established policies of the offices. The said form may be electronic in form.*
2. *Confidential Information shall refer to the data or information that, on its face, is not intended for unrestricted dissemination. The information can be in the form of but is not limited to student records, examination archives, proprietary technical information, disciplinary case records, and administrative records.*
3. *Document shall refer to both the paper and electronic format of documentation.*
4. *Information Technology System or IT System includes computers, terminals, printers, networks, modem banks, online and offline storage media and related equipment, and software, databases, and other data files that are owned, managed or maintained by any unit of the University of the Philippines.*

For the purpose of these documents, any other equipment, computer unit, or external network, when attached to or used to access and/or interact with any component of the IT System, shall be considered as part of the system as a whole.

1. *Private file shall refer to the information that the user would reasonably regard as private. Examples may include but are not limited to the contents of electronic mailboxes, private file storage of individual users, and information stored in other areas that are not public, even if no measure has been taken to protect such information.*
2. *System and Network Administrator shall refer to a person designated to manage a particular system assigned to them to oversee the day-to-day operation of the system or to preliminary determine who is permitted to access the system and its particular facilities and resources, whether they may be hired on a temporary, contractual or permanent basis.*
3. *UP System shall refer to the University of the Philippines System and all its constituent units.*
4. *User shall refer any person, whether authorized or not, who shall make use of the IT System or any of its components by any means or from any location.*

5. Scope and Applicability

1. General Coverage

1. The established policies shall apply to all facilities within the IT System and all its users.

2. All users shall be made aware of the different regulations and shall realize that when using the computer within the UP System, the users are bound by these regulations. Users may be required to sign a form of agreement to comply with the established policies. However, failure to sign the agreement form will not release users from the coverage of this Policy.

2. Local and External Conditions of Use

1. Individual units within the UP System may define the additional "conditions of use" for components of the IT System that are under their control and mandate.
2. These additional conditions must be consistent with this overall policy but may provide additional detail, guidelines, restrictions, and/or enforcement mechanisms. These units will be made responsible for publishing the regulations they establish and their policies concerning the authorized and appropriate use of all equipment for which they are responsible. Copies of these policies shall be given to the offices of the President, Vice President for Development, the Intellectual Property Office, and the Office of Legal Services.
3. Where the use of external networks is involved, policies governing such use will be applicable and must be adhered to.

1. General Responsibilities of Users

In general, users of the IT System must:

- Use the IT System only for its intended purpose and must refrain from misusing or abusing it.
- Maintain the integrity, reliability, availability, confidentiality, and efficiency of computer-based information resources;
- Refrain from seeking to gain unauthorized access or exceed authorized access;
- Respect the software's copyright and licenses and other intellectual property rights;
- Respect the rights of other computer users; and
- Be aware that although computing and information technology providers throughout the university are charged with preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are therefore urged to take appropriate precautions such as safeguarding their account and password, taking full advantage of file security mechanisms, backing up critical data, and promptly reporting any misuse or violations of the Policy.

Every constituent of the university community has an obligation to report suspected violations of the *Acceptable Use Policy for the Information Technology of the UP System or any of its units*. Reports shall be directed to the system and network administrators, University Chairs, University Deans, University Chancellors of the President.

Appropriate Use

1. Appropriate Use

Users may only use the IT System for its authorized and intended purposes, which is to support the research, education, clinical, administrative, and other functions of the UP SYSTEM. The particular purposes of any of the components of the IT System, as well as the nature and scope of authorizing incidental personal use, may vary according to the duties and responsibilities of the user.

Proper Authorization

Users may access only those facilities and components of the IT System that are consistent with their authorization coming from competent authorities.

Specific Prescriptions of Use

The following categories of use of the IT System are prohibited and/or inappropriate.

1. Uses Contrary to Law
2. Unlawful Use. Users may not use the IT System for any activity that is contrary to any law or administrative rule or regulation or to encourage any such unlawful activity. Violators shall suffer a penalty ranging from suspension for one year to expulsion or dismissal.
3. Infringement of protected material. Users must not infringe on the copyright and other property rights covering software, databases, and all other copyrighted material such as text, images, and icons, retrieved from or through the IT System. These acts shall include but are not limited to the unauthorized copying, reproduction, dissemination, distribution, importation, use, removal, alteration, substitution, modification, storage, unloading, downloading, communication, publication, or broadcasting of such material. Users must properly attribute any material they copy from or through the IT System. Users are reminded that the infringement of intellectual property rights belonging to others through the use of telecommunications networks is a criminal offense under Section 33(b) of the Electronic Commerce Act. Violators shall suffer a penalty ranging from suspension for one month to expulsion or dismissal.
4. Hacking. Users may not use the IT System to gain unauthorized access to or interfere with another computer, system, server, information, or communication system or to obtain any access in order to corrupt, alter, steal or destroy any such system or information within such system or to introduce viruses. Users are reminded that all of the foregoing acts constitute the crime of Hacking under Section 33(a) of the Electronic Commerce Act and are punishable by mandatory imprisonment and/or a fine. Violators Acceptable Use Policy of the UP System 7 shall suffer a penalty ranging from

suspension for one year to expulsion or dismissal. The penalty shall carry with it the permanent withdrawal of all IT privileges.

5. Uses Inconsistent With the Purposes of the UP System
6. Cheating. Users may not use the IT System to engage in cheating or academic dishonesty. Acts prohibited under this provision include but are not limited to the following:
 1. Copying a computer file that contains another person's work and submitting it for one's own credit;
 2. Copying a computer file that contains another person's work and using it as a model for one's own work.
 3. Collaborating on work, sharing the computer files and submitting the shared file, or a modification thereof, as one's individual work, when the work is supposed to be done individually; and
 4. Communicating with another person online during the conduct of an examination. Violators shall suffer a penalty of suspension for not less than one semester. Students found guilty of cheating shall be barred from graduation with honors, even if their weighted average is within the requirement of graduation with honors.
7. Political Use. Users may not use the IT System for any partisan political activities. Violators shall suffer a penalty ranging from suspension for one month to one year.
8. Unauthorized commercial use.
 1. Users may not use the IT System for commercial purposes, except as permitted under other written policies of the UP System or with the written approval of a competent authority.
 2. Violators shall suffer a penalty ranging from suspension for one month to one year with an established fine to be settled. If the violator is a student, the fine shall be P1000.00 or the amount equivalent to the earnings.
9. Personal Use. Users may not use the IT System for personal activities not related to appropriate functions of the University except in a purely incidental manner. Violators shall suffer a penalty ranging from suspension for one month to one year.
10. Unauthorized gaming or entertainment. Users may not play games or use entertainment software on or through the IT System unless authorized in writing by competent authorities. Violators shall suffer a penalty ranging from suspension for one week to one year, provided that the penalty for the habitual offense shall be expulsion or dismissal. The presence of game software or any part thereof may be presumptive evidence of unauthorized gaming or entertainment.

Uses That Damage The Integrity, Reliability, Confidentiality, And Efficiency Of The IT System

1. Software and hardware installation and removal. Unless properly authorized, users may not destroy, remove, modify or install any computer equipment, peripheral, operating system, disk partition, software, database, or other components of the IT System; or connect any computer unit or external network to the IT System. Violators shall suffer a penalty ranging from suspension for one month to expulsion.

2. Unauthorized or destructive programs. Unless properly authorized and part of their administrative or academic duties, users may not develop or use programs on the IT System that are may or are intended to:
 1. Interfere with the ability of the UP System to enforce these policies.
 2. Damage any software or hardware component of the system.
 3. Modify normally protected or restricted portions of the system or user accounts.
 4. Access private or restricted portions of the system; or
 5. Interfere with or disrupt other computer users. Violators shall suffer a penalty ranging from suspension for one year to expulsion.
3. Destructive acts. Users may not attempt to crash, tie up, or deny any service on the IT System. Violators shall suffer a penalty ranging from suspension for one year to expulsion.
4. Unauthorized access. Users may not attempt to gain or enable unauthorized access and exceed authorized access to the IT System or to other networks or systems of which the IT System is a part. Violators shall suffer a penalty ranging from suspension for one year to expulsion.
5. Password Protection. A user who has been authorized to use a password-protected account may not disclose such information on their password or otherwise makes the account available to others without the permission of the system administrator. Violators shall suffer a penalty ranging from suspension for one week to one year.
6. Concealing access. Users may not conceal, delete, or modify information or records pertaining to access to the IT System at the time of access or alter system logs after such access for the purpose of concealing identity or unauthorized use. Users may not conceal their own identity or masquerade as other users when accessing, sending, receiving, processing, or storing through one on the IT System. Violators shall suffer a penalty ranging from suspension for one year to expulsion.
7. Prohibited material. Users may not publish (on mailing lists, bulletin boards, and the World Wide Web) or disseminate prohibited materials over, or store such information on the IT System. Prohibited materials under this provision include but are not limited to the following:
 1. Any collection of passwords, personal identification numbers (PINs), private digital certificates, credit card numbers, or other secure identification information.
 2. Any material that enables others to gain authorized access to a computer system. This may include instructions for gaining such access, computer code, or other devices. This would effectively preclude displaying items such as "Hackers Guides," etc.
 3. Any material that permits an unauthorized user who has gained access to a system to carry out any modification of the computer programs or data stored in the system; and
 4. Any materials that incite or encourage others to carry out unauthorized access to or modification of a computer system. Violators shall suffer a penalty ranging from suspension for one year to expulsion.

Uses that Encroach on the Rights of the Users

8. Wasteful and destructive purposes. Users may not encroach on others' access and use of the IT System through wasteful and destructive practices such as but not limited to the following:
 1. Sending chain letters or excessive messages, including spamming, either locally or off-campus; violators shall suffer a penalty ranging from suspension for one week to one month; spamming includes the act of (1) repeated cross-posting the same message to as many newsgroups or mailing lists as possible, whether or not the message is germane to the stated topic of the newsgroups or mailing lists targeted, (2) maliciously sending out of unsolicited email in bulk, or (3) sending large unwanted or unnecessary files to a single email address.
 2. Printing excess copies of documents, files, data, or programs; violators shall suffer a penalty ranging from suspension for one week to one month;
 3. Running grossly inefficient programs when efficient alternatives are known by the user to be available; violators shall suffer a penalty ranging from suspension for one week to one month;
 4. Using more than one computer terminal at a time unless specifically authorized by a competent authority. Faculty members whose duties require the use of more than one computer shall be exempted. Violators shall suffer a penalty ranging from suspension for one week to one year;
9. Locking public access computers using screen savers or otherwise, unless specifically authorized by competent authority; violators shall suffer a penalty ranging from suspension for one week to one month;
10. Not logging out of the system to allow other users to make use of the public access computer; violators shall suffer a penalty ranging from suspension for one week to one month; and
11. Using a service that has been identified by the System Administrator as causing an excessive amount of traffic on the IT System or its external network links, violators shall suffer a penalty ranging from suspension for one week to one year.
12. Offensive material
 1. Users may not use the facilities of the IT System to produce, disseminate, or display material that could be considered offensive, pornographic, racially abusive, or libelous in nature.
 2. Users may not use electronic communication facilities (such as mail, chat, or systems with similar functions) to send messages which are fraudulent, maliciously harassing, obscene, threatening, or in violation of laws, administrative rules and regulations, or other policies of the University System or its constituent universities. Violators shall suffer a penalty ranging from suspension for one month to expulsion or dismissal.
13. Inappropriate messages. Users may not send to a mailing list, including local or network newsgroups and bulletin boards, any unsolicited material inconsistent with the list's purpose. Users of an electronic mailing list are responsible for determining the purpose of the list before sending messages to or receiving messages from the list. Subscribers to an electronic mailing list are deemed to have solicited any material delivered by the list that is consistent with the list's purpose. Violators shall suffer a penalty ranging from suspension for one week to one month.

14. Users who Violate Privacy

1. Confidential Information

1. Unless properly authorized, users may not attempt to gain access to archives or systems that contain, process, or transmit confidential information. Authorized users may not exceed their approved levels of access, nor should they disclose confidential information to others.
2. Users shall treat as confidential such information which may become available to them through the use of the IT System, whether intentionally or accidentally. Users may not copy, modify, disseminate, or use such information, either in whole or in part, without the permission of the person or body entitled to give it. Violators shall suffer a penalty ranging from suspension for one year to expulsion or dismissal.

2. Encrypted Information. Users shall consider as confidential all encrypted information. This shall include but is not limited to passwords, digital keys, and signatures. Users may not decrypt, attempt to decrypt or enable others to decrypt such information if they are not the intended recipient. Violators shall suffer a penalty ranging from suspension for one year to expulsion or dismissal of the term.

3. Information belonging to others. Users may not intentionally seek or provide information on, obtain copies of, or modify files, programs, or passwords belonging to other users, without the permission of those other users, without the permission of those other users. Violators shall suffer a penalty ranging from suspension for one month to expulsion or dismissal.

4. Wiretapping, traffic capture, and snooping. Unless properly authorized, users may not re-route or capture data transmitted over the IT System. Violators shall suffer a penalty ranging from express for one year to expulsion or dismissal.

5. In addition to the penalties provided, all IT privileges of the offender may be suspended for a maximum of the period of the penalty. If the violation amounts to a penalty punishable by expulsion or dismissal, the user's IT privileges may be revoked permanently.

6. Repeated violations of any of the actions proscribed under these policies shall be considered gross misconduct.

15. Tolerated Use

From time to time, the UP System and/or its constituent universities may issue a list classifying certain types of use under the category of tolerated use. This list shall form part of the Policy and will be considered binding on all users. Users should consult their system and network administrators if they are not sure whether a certain type of use is considered acceptable, tolerated, unacceptable, or prohibited.

1. Enforcement Procedures

1. Monitoring. The UP System or its constituent universities may monitor all use of the IT System at all times as may be necessary for its proper management. Activities on the IT System may be automatically and/or continuously logged.

System and network administrators may examine these logs anytime. All logs shall be considered confidential.

2. Access to Private Files. The UP System may access all aspects of the IT System, including private files, without the consent of the user, in the following instances:
 1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity, reliability, availability, confidentiality, and efficiency of the IT System;
 2. When such access to the IT System is required to carry out essential business functions of the UP SYSTEM;
 3. When necessary to avoid disrepute to the UP SYSTEM;
 4. When there are reasonable grounds to believe that a violation of law or a significant breach of this Policy or any other policy of the UP SYSTEM may have taken place and that access and inspection may produce evidence related to the misconduct;
 5. When required by law or administrative rules or court order; or
 6. When required to preserve public health and safety, the UP SYSTEM will access private files without the consent of the user only with the approval of the Chancellor, except when an emergency entry is necessary to preserve the integrity, reliability, availability, confidentiality, and efficiency of the IT System or to preserve public health and safety. The UP SYSTEM, through the system and network administrators, will document all instances of access without consent.
3. Reporting Problems and Misuse. Users must report to the appropriate system administrator any defects discovered in system accounting or system security, all known or suspected abuse or misuse of the IT System, and especially any damage to or problems with their facilities or files.
4. User Cooperation. Users, when requested, are expected to cooperate with UP System in any investigation of IT System Abuse.
5. Guidelines for Immediate Action
 1. Notification. When any system administrator or member of the faculty or staff has persuasive evidence of abuse or misuse of the IT System, and if that evidence points to the activities or the files of an individual, they shall, within 24 hours of the discovery of the possible misuse, notify the Chancellor or their designated authority.
 2. Suspension. In such a case, the system administrator may temporarily suspend or restrict the user's access privileges for a period not exceeding seventy-two (72) hours. A user may appeal such suspension or restriction and petition for the immediate reinstatement of privileges through the Chancellor or their designated authority. The Chancellor may extend the suspension for thirty (30) days.
 3. Removal. In such a case wherein, the system administrator may immediately remove or uninstall from the IT System any material, software, or hardware that poses an immediate threat to the integrity, reliability, availability, confidentiality, and efficiency of the IT System or any of its components or if the use might be contrary to any of the

established policies. The user shall be notified of the action taken. A user may appeal such removal and petition for reinstatement of the material within fifteen (15) days from removal.

6. Investigation. The investigation and prosecution of students shall be in accordance with the regulation of the UP System. The investigation committee, body, or tribunal must have at least one member knowledgeable about Information Technology. The actions the proper officer may undertake include but are not limited to the following:
 1. Extend the suspension or restriction period of a user's privileges for the duration of the investigation or as may be deemed necessary to preserve evidence and protect the system and its users;
 2. Call and interview potential witnesses; and
 3. Summon the subject of the complaint to provide information.
 7. Filing of Criminal Charges. In such a case where there is evidence of serious misconduct or possible criminal activity, the Chancellor shall file the appropriate criminal charges with the proper courts. Where proceedings have been instituted against a user for violation of this Policy, the Chancellor may indefinitely suspend or restrict the user's access privileges for the duration of such proceedings.
 8. Cumulative Remedies. The procedures under this Policy shall not exclude any other remedy available to any injured or interested party under any relevant law, administrative rule, or other Policy established by the UP System.
 9. External Legal Processes. The UP System shall comply with any lawful order to provide electronic or other records or other information related to those records or relating to the use of the IT System, which may result from coercive processes in administrative investigations, or judicial actions or proceedings.
2. Waiver
1. Loss of Data. Users shall recognize that systems and networks are imperfect and waive any claim for lost work or time that may arise from the use of the IT System. The UP System shall not be liable for degradation or loss of personal data, software, or hardware as a result of their use of the IT System.
 2. Authorization. Users shall recognize that the UP System provides access to the IT System only as a privilege and not as a right; that they have no right to use it for any purpose other than those directly connected with the work of the UP System. The UP System may take whatever measure it deems necessary to enforce the aforementioned. Users shall therefore waive any action they may have against the UP System under any law or administrative rule or regulation for any act the UP System undertakes under these established policies, specifically including, but not limited to, those acts enumerated on the different tolerated use of the system.

3. Services

Listed below are the different services offered by the Information Technology Center. Students, who are in need of these services or have any concerns, questions, or

manifestations related to these services, shall forward these to the university's Information Technology Center.

1. UP Mail Accounts for Students and Contractual Employees

The Information Technology Center shall be responsible for the Creation or Recovery of any UP Mail account for all enrolled students.

Listed below are the different requirements for the creation of UP Mail account:

1. Valid University of the Philippines Cebu Identification Card; or
2. Form5 and any Government Issued Identification Card with photo.
3. Signed Authorization Letter

Students shall email the office through the email address of helpdesk@up.edu.ph all the required documents. Moving forward, the student shall receive more information and details via email after processing the request.

1. UP Cebu Wi-Fi Accounts for Students

The Information Technology Center shall be responsible for the Creation, Update, or Recovery of all UP Cebu Wi-Fi Accounts. All constituents of the university who are enrolled and classified as "Students" shall be able to avail of a UP Cebu Wi-Fi Account.

Listed below are the different requirements for the creation of the accounts:

1. Valid University of the Philippines Cebu Identification Card; or
2. Form 5 and any Government Issued Identification Card with a photo
3. Signed Authorization Letter

Students shall present the requirements for review by any representative of the office. After review, the student shall receive account details through a printed copy that will be provided by the office. Furthermore, if there is a need for a change of password and/or account recovery, an electronic form shall be completed by the student for verification and review.

1. UP Cebu Network Help Desk

The Information Technology Center shall provide technical support for hardware, network, UIS, and software concerns of the students and faculty.

Listed below are the different requirements for the creation of the accounts:

1. Valid University of the Philippines Cebu Identification Card; or
2. Any Government Issued Identification Card with a photo
3. Signed Authorization Letter

Students shall send an email request for the office to verify the client's ID and affiliation. Upon sending the email request, students are required to provide details for context and to make

the device ready for check-up, troubleshooting, or configuration. After the device is troubleshot and configured, the device is returned to the student with feedback.

Information Technology Center (ITC)

JONATHAN P. VICTOLERO

Head, Information Technology Center

Email: itc.upcebu@up.edu.ph

Contact No.: (032) 2328187 loc 202

OFFICE DIRECTORY

Information Technology Center (ITC)

JONATHAN P. VICTOLERO

Head, Information Technology Center

Email: itc.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 202

Gender and Development (GAD) Office

ANNABELLE G. MAGLASANG, Ph.D., RGC

Coordinator, Gender and Development

Email: gad.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 211

Legal Office

ATTY. KING ANTHONY Y. PEREZ

Head, Legal Office

Email: legal.upcebu@up.edu.ph

Contact No.: (032) 2328187 loc 125

Office of Student Affairs (OSA)

ASST. PROF. MA. ALENA N. MACASIL, MS

Director of the Office of Student Affairs

Email: osa.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 115

Community Affairs Officer / Public Information Office (PIO)

ATTY. IAN VINCENT C. MANTICAJON

Coordinator, Public Information Office

Email: pio.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 313

Office of Anti-Sexual Harassment (OASH)

ATTY. ARCHILL NIÑA F. CAPISTRANO, MInternatRel

Coordinator, Office of Anti-Sexual Harassment

Email: oash.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 203

University Library

MYLAH R. PEDRANO, R.L., MSLS

University Librarian

Email: library.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 316

Health Services Unit (HSU)

DR. LOREL S. DEE

Chief, Health Services Unit

Email: hsu.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 317

Safety and Security Unit (SSU)

JOSEPH PATRICK T. GUIEB

Head of Safety and Security Unit

Email: ssu.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 312

Technology Transfer and Business Dev. Office (TTBDO)

JASON A. NIEVA

Head, Technology Transfer and Business Development Office

Email: ttbdo.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 208

Teaching and Learning Resource Center (TLRC)

DR. NATIVIDAD VIRGINIA D. ESTILLORE

Coordinator, TLRC

Email: lrc.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 314

Office of the University Registrar (OUR)

ASST. PROF. MAY CHRISTINA G. BUGASH, M.Ed.

University Registrar

Email: our.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 120

Office of the College Secretary (OCS)

College of Social Sciences (CSS)

ASST. PROF. PURITA T. BALTAZAR, M.Ed.

College Secretary, College of Social Sciences

Email: ocs_css.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 210

AS 135, Arts and Sciences Building

College of Science (COS)

ASST. PROF. DHONG FHEL K. GOM-OS, M.Eng

College Secretary, College of Science

Email: ocs_cos.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 310

Ground Floor, Undergraduate Building

College of Communication, Art, and Design (CCAD)

ASSO. PROF. JOCELYN C. PINZON, Ph.D.

College Secretary, College of Communication, Art, and Design

Email: ocs_ccad.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 315

Second Floor, Undergraduate Building

School of Management (SOM)

ASSO. PROF. LEAHLIZBETH A. SIA, DODT

College Secretary, School of Management

Email: ocs_som.upcebu@up.edu.ph

Contact No.: (032) 2328187 local 304

SoM Faculty Room Building

VII. UP NAMING MAHAL

Every student is expected to learn and know how to sing the UP-Naming Mahal, which is sung at all university programs and exercises.

UP NAMING MAHAL

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin
Luntian at pula
Sagisag magpakailan man
Ating ipagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan

Officers of Administration

UNIVERSITY OF THE PHILIPPINES SYSTEM

Danilo L. Concepcion

President

Ma. Cynthia Rose B. Bautista

Vice President for Academic Affairs

Nestor G. Yunque

Vice President for Administration

Joselito G. Florendo

Vice President for Planning and Finance

Elvira A. Zamora

Vice President for Development

Elena E. Pernia

Vice President for Public Affairs

Hector Danny D. Uy

Vice President for Legal Affairs

Officers of Administration

UNIVERSITY OF THE PHILIPPINES CEBU

Leo B. Malagar
Chancellor

Patricia Anne G. Nazareno
Vice Chancellor for Academic Affairs

Hazel A. Trapero
Vice Chancellor for Administration

May Christina G. Bugash
University Registrar

Mary Gretchen Chaves
Dean, School of Management

Nelia S. Ereno
Dean, College of Science

Francis Michael C. Abad
Dean, College of Social Sciences

Karl Roque
OIC Dean, College of Communication, Art, and Design

Ma. Alena N. Macasil
Director, Office of Student Affairs

Appendix Form 1

LOCAL OFF-CAMPUS ACTIVITIES REPORT OF COMPLIANCE

BASIC INFORMATION

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL IN-CHARGE

REPORT BEFORE THE ACTIVITY

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Students Consent/Waiver of Parents/Guardians Medical Clearance of the Students		
4. Personnel-in-charge		
5. First Aid Kit		
6. Fees/Funds		
7. Insurance		
8. Mobility of students vehicles Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/Tour Operator		
9. LGUs/NGOs		
10. Activities		
11. Emergency Preparedness Plan		

Certified True and Correct:

Personnel-In-Charge

Reviewed by:

Department Chair/ GSS in charge of S.O.

Endorsed by:

Dean/ OSA Director

Recommending Approval:

Vice Chancellor for Academic Affairs

Approved by:

Chancellor

Appendix Form 2

PARENT'S CONSENT IN OFF CAMPUS ACTIVITIES

Name of Student: _____

Course _____ and _____ Year _____ Level: _____

Activity: _____

Location: _____

Date/s _____ and _____ Time: _____

Class/Organization: _____

Personnel-in-charge: _____

Signature _____ of _____ personnel-in-charge: _____

I allow my child to join the activity.

I do not allow my child to join the activity.

I acknowledge and accept that my child's participation in this activity is entirely voluntary. I understand that the school rules and regulations will be in effect. I have also ensured that my child understands that it is important for her/his safety, and for the safety of the group, that all rules and instructions be given by the faculty-in-charge are obeyed.

I understand the risks involved in my son's /daughter's participation in this activity and are aware and accept the precautions that the University will take their control to insure the safety of my child.

Parent/Guardian's Printed Name Parent/Guardian's Signature Date

Student's Printed Name Student's Signature Date

Appendix Form 3

STUDENT WAIVER FORM

Name of Student: _____

Course and Year Level: _____

Activity: _____

Location: _____

Date/s and Time: _____

Class/Organization: _____

Personnel-in-charge: _____

Signature of personnel-in-charge:

I allow my child to join the activity.

I do not allow my child to join the activity.

I acknowledge and accept that my child's participation in this activity is entirely voluntary and all risk is voluntarily assumed by my child and me.

I understand that the school rules and regulations will be in effect. I have also ensured that my child understands that it is important for her/his safety, and for the safety of the group, that all rules and instructions be given by the faculty-in-charge are obeyed.

By allowing my child to join this activity, I agree to hold harmless the University of the Philippines Cebu (UP Cebu), its teachers and administrators, and the faculty-in-charge of the activity, from any expense, loss, personal injury, or liabilities which may be incurred as a result of my child's participation in this activity.

Parent/Guardian's Printed Name

Parent/Guardian's Signature

Date

Student's Printed Name

Student's Signature

Date

Appendix Form 4

LOCAL OFF CAMPUS ACTIVITIES CERTIFICATE OF COMPLIANCE

This is to certify that all processes, procedures, and requirements before the conduct of the off campus activity/ies pursuant to CMO No. 63, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

Certified Correct:

Recommending Approval:

Personnel-in-charge

Vice Chancellor for Academic Affairs

Approved by:

Chancellor

SUBSCRIBED AND SWORN to before me on this _____, by _____ who exhibited to me (his/her) competent proof of identification _____ issued at _____, Philippines on _____.

Notary Public

Doc No. _____;
Page No. _____;
Book No. _____;
Series of _____;

Appendix Form 5

Kadaganan Fund Borrower's Application Form

OSA Form KF1 (Please accomplish two copies of this form and attach a photocopy of your ID and Form 5)

Date of Application: _____

Term: _____ Semester,
AY _____

Last Name: _____ First Name: _____ Middle Name: _____

Student Number: _____ Course & Year: _____ SAIS Number: _____

Home Address: _____ Contact Number: _____

Email Address: _____ UP Mail: _____ Facebook Account: _____

Amount intended to be borrowed: _____ Estimated date of payment: _____

Reason for borrowing Money: _____

Signature of Student: _____

Signature and Printed name of interviewer: _____ Date: _____

Approved : _____ Date: _____
Signature & Printed name of OSA Director

Fill up only when borrowed money has been received.

I understand that I am expected to pay this loan within two months after money was received as reflected below. Furthermore, should I have existing accountabilities from the Kadaganan fund, I will not be able to avail of any additional loan and cannot obtain clearance from OSA.

AMOUNT RECEIVED: _____

Signature above Printed Name of Borrower: _____

Date: _____

Appendix Form 6

Dormitory Application Form

Procedure:

1. Secure 2 copies of OSA Dormitory Application Form from the Office of Student Affairs (OSA).
2. Fill out the forms and attach one copy of each of the following:
 - a. A photocopy of Income Tax Returns (or BIR Certificate of Tax Exemption) of both parents for the previous year
 - b. 1 piece 2x2 Picture
- c. A photocopy of the Copy of Grades of the 2 previous sem. (for old residents only)
3. Submit the forms to OSA on the designated deadline

***Please check: OLD Applicant [] NEW Applicant []**

Name: _____ Course and Year Level: _____

(Last Name, First Name, Middle Name)

Gender: _____ Age: _____ Date of Birth: _____ Blood Type: _____

Tel. /Cell#: _____ Facebook account: _____

Academic Year: _____ First Semester () Second Semester () Summer () Academic Load: _____

Tuition Discount: _____ Annual Family Income: _____

No. of Sibling Enrolled in other UP Campus: _____ (Pls. Specify what CU): _____

Home Address:

(House No. & Street Barangay Municipality/City Province)

Physical disability or special needs, if any: _____

Allergies/Allergic to, if any: _____

• Medications/ Maintenance, if any and for what: _____

Father's Name: _____ Mother's Name: _____

Occupation: _____ Occupation: _____

Occupation: _____ Office Address: _____

Office Address: _____ Tel. _____

No./Cell No.: _____ Tel. _____ No./Cell No.: _____

Relative/s Living in Cebu: _____ Tel. No. /Cell No.: _____

_____ Address: _____

House No. & Street Barangay Municipality/City Other Scholarship

Enjoyed: _____ Monthly Allowance/Stipend: _____

In case of Emergency Contact: _____ Tel. No. /Cell No.: _____

Address:

House No. & Street Barangay Municipality/City

I pledge, in my honor, that all the information provided herein are true and correct.

_____ Conformed: _____

Signature of Applicant Name & Signature of Parent/Guardian

_____ Date

KEY OFFICES FORM

This form confirms that this student has completed the following requirements necessary to commence their academic year. Below are the signatory offices

HEALTH SERVICES UNIT

This is to certify that _____ has undertaken and complied with all necessary steps in this unit.

HSU Representative

Date signed

OFFICE OF THE UNIVERSITY REGISTRAR

This is to certify that _____ has undertaken and complied with all necessary steps in this office.

OUR Representative

Date signed

OFFICE OF STUDENT AFFAIRS

This is to certify that _____ has undertaken and complied with all necessary steps in this office.

OSA Representative

Date signed