Vision of the Loyola Schools

The Ateneo Loyola Schools is a Filipino, Catholic and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective; a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons for others.

The regulations of the Loyola Schools as set forth in this handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them, and to ensure proper deportment of the entire body.

The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.
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MESSAGE

University President

A handbook like this is supposed to be a guidepost for your student lives here in the Loyola Schools. You can see it as another set of rules and regulations that can only constrain your lives even more. Guides do constrain and limit, but they also bring you to where you need to go.

This revised Student Handbook has been prepared by the Associate Dean for Student Affairs so that you may also discern the things we value in our mission of education here at the Ateneo de Manila. I hope you will devote time to read this and interiorize our “modo de proceder” (or way of proceeding) here at the Ateneo de Manila.

While you are here at the Ateneo, know that you are supported and guided by people who are concerned about your life. My hope is that you too will be concerned about others, especially those whose future will depend on what you do with your life even as early as now here at the Ateneo de Manila.

admajorem Dei gloriadamajorem Dei glori,

Jose Ramon T. Villarin, SJ

Jose Ramon T. Villarin, SJ
MESSAGE

Vice-President for the Loyola Schools

To our dear students,

Your years here at the Loyola Schools will be packed with lessons, activities, friendships, and memories. All these will combine to form you into an Atenean whose mind is anchored upon excellence, whose spirit is guided by the will of God, and whose heart goes out to his or her fellowman.

Your life here at the university is shaped by your own efforts and decisions, but it is supported and guided by a structure of systems, procedures, and programs. We hope you will find the time to go through this handbook to get a sense of this structure, and refer to it as different needs arise.

We wish you a memorable and fruitful journey here at the Ateneo, as you become Lux-in-Domino—Light in the Lord.

John Paul C. Vergara
The Loyola Schools, a tertiary educational institution, participates in the Christian mission of promoting the fullness and dignity of every human person. This Student Handbook contains the essential policies and rules of the institution designed to bring about a learning atmosphere conducive to one's total formation.

The handbook contains rules but it is important to remember that the rules are meant to help provide an environment where students can seek and explore the different opportunities available for their personal growth and development, in collaboration with others. College is a venue for learning in a community – other people present limits to our freedom, but they also provide opportunities for self-exploration and maturity.

It is our hope that as we seek to build our nation and preserve and protect creation in fidelity to our Christian mission, the learning environment in the Loyola Schools will enable every student to practice personal responsibility and self-leadership, for the greater glory of God.

Rene Salvador R. San Andres
MESSAGE

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS

How but in custom and in ceremony
Are innocence and beauty born?
Ceremony is a name for the rich horn,
And custom for the spreading laurel tree.
-W.B. Yeats

The Student Handbook of the Loyola Schools is more than just a compilation of customs and ceremonies. It is even more than just a code of rules and regulations. Read well, that is to say, in what Jeronimo Nadal calls *in corde, in spiritu, et in practice*, the Handbook is a guide to the Ateneo way of proceeding. It is meant to help you get along and, more importantly, reach the goal.

Eduardo Jose E. Calasanz
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### IV. Penalties
- Penalties for Campus Traffic/Parking Violations

### ID Wearing Rule

### ID Validation Rule

### Penalties for ID Related Violations

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A Song for Mary

We stand on a hill between the earth and sky.
   Now all is still where Loyola’s colors fly.
Our course is run and the setting sun ends Ateneo’s day.
   Eyes are dry at the last goodbye; this is the Ateneo way.

   Mary for you!
   For your white and blue!
   We pray you’ll keep us, Mary, constantly true!
   We pray you’ll keep us, Mary, faithful to you!

Down from the hill, down to the world go I;
   Rememb’ring still, how the bright Blue Eagles fly.
Through joys and tears, through the laughing years,
   We sing our battle song:
   Win or lose, it’s the school we choose;
   This is the place where we belong!

   Mary for you!
   For your white and blue!
   We pray you’ll keep us, Mary, constantly true!
   We pray you’ll keep us, Mary, faithful to you!

The Ateneo de Manila University
Alma Mater Song
Lyrics by Fr. James Reuter, SJ
Music by Captain Jose Capana
SECTION I
The Ateneo Education
History of the Ateneo de Manila University and the Loyola Schools

The Ateneo de Manila University traces its roots to 1859 when, at the request of the City of Manila endorsed by Governor Norzagaray, the Jesuits took over the Escuela Municipal in Intramuros, the walled city of Manila. A primary school originally intended for the sons of Spaniards, it was opened by the Jesuits to native Filipinos as well. In 1865, the Jesuits received government approval to add a five-year program leading to the degree of Bachelor of Arts. In keeping with its new academic status, the school was renamed the Ateneo Municipal de Manila. Among the graduates in those early decades was Jose Protacio Rizal, A.B. 1877.

With the withdrawal of city subsidy in 1901, the Ateneo became a private institution dropping the word “Municipal” from its official name. In 1921, the American Jesuits of the Maryland-New York Province replaced the Spanish Jesuits as teachers and administrators of the Ateneo.

The Intramuros fire of 1932 completely destroyed the Ateneo buildings, forcing the school to move to a new location on Padre Faura Street, Ermita. During the battle for the liberation of Manila, the Padre Faura complex of buildings was razed. Temporary structures were quickly built, but in 1952, the Ateneo moved to its present spacious campus in Loyola Heights, Quezon City.

In 1958, the Society of Jesus in the Philippines was raised to the status of a full province. Administration of the Ateneo passed from the New York to the Philippine Province of the Society of Jesus, and shortly after, the first Filipino Rector/President of the Ateneo was named. Since the growth of the Ateneo demanded a new status, the school obtained its charter as a university in 1959.

Today the Ateneo de Manila University comprises the following units of higher education: the School of Humanities (SOH), the John Gokongwei School of Management (JGSOM), the School of Science and Engineering (SOSE), and the School of Social Sciences (SOSS), collectively known as the Loyola Schools (LS); the Ateneo Graduate School of Business (AGSB), the Ateneo Law School (ALS), the Ateneo School of Government (ASOG), and the School of Medicine and Public Health (ASMPH), collectively known as the Ateneo Professional Schools. In addition, like most Philippine universities, it has a high school and grade school noted for high educational standards. The LS, the basic education units, and some offices of the ASOG are located on the Loyola Heights campus, along Katipunan Road, Quezon City. The AGSB, ALS, and ASOG are on the Rockwell campus, Makati City. Finally, the ASMPH is housed in the Don Eugenio Lopez, Sr. Medical Complex, Ortigas Avenue, Pasig City.
A number of centers are part of the Loyola Schools. These are the Ateneo Center for Asian Studies (ACAS), the Ateneo Center for Economic Research and Development (ACERD), the Ateneo Center for English Language Teaching (ACELT), the Ateneo Center for Organization Research and Development (Ateneo CORD), the Ateneo Innovation Center (AIC), the Ateneo Institute for Literary Arts and Practices (AILAP), the Ateneo Java Wireless Competency Center (AJWCC), the Ateneo Language Learning Center (ALLC), the Ateneo Teacher Center (ATC), the Center for Communication Research and Technology (CCRT), the Confucius Institute, the Institute of Philippine Culture (IPC), the JGSOM Business Resource Center, the JGSOM Family Business Development Center, the Konrad Adenauer Asian Center for Journalism (KACFJ), and the Ricardo Leong Center for Chinese Studies.

Other units associated with the University are the Ateneo Center for Educational Development (ACED), the Ateneo Center for Psychological and Educational Assessment (ACESS), and the Ateneo de Manila University Press. Also located on the Loyola Campus are other institutions: Gawad Kalinga-Ateneo, Kalinga Luzon-Ateneo, Pathways to Higher Education, the Ateneo School of Government’s Center for Community Services and Center for Social Policy, the Arrupe International Residence, the Center for Family Ministries (CEFAM), the East Asian Pastoral Institution (EAPI), the Institute for Church and Social Issues (ICSI), the Institute of Environmental Science for Social Change (ESSC), the Institute of Social Order (ISO), the Jesuit Communication Foundation (JesCom), the Loyola School of Theology (LST), the Manila Observatory (MO), the Philippine Institute for Pure and Applied Chemistry (PIPAC), and San Jose Seminary.

**Vision and Mission of Ateneo de Manila University**

As a **University**, the Ateneo de Manila seeks to preserve, extend, and communicate truth and apply it to human development and the preservation of the environment.

As a **Filipino University**, the Ateneo de Manila seeks to identify and enrich Philippine culture and make it its own. Through the education of the whole person and the formation of needed professionals, and through various corporate activities, the University aims to contribute to the development goals of the nation.

As a **Catholic University**, the Ateneo de Manila seeks to form persons who, following the teachings and example of Christ, will devote their lives to the service of others and, through the promotion of justice, serve especially those who are most in need of help, the poor and the powerless. Loyal to the teachings of the Catholic Church, the University seeks to serve the Faith and to interpret its teachings to modern Philippine society.

As a **Jesuit University**, the Ateneo de Manila seeks the goals of Jesuit liberal education through the harmonious development of moral and intellectual virtues. Imbued with the Ignatian spirit, the University aims to lead its students to see God in all things and to strive for the greater glory of God and the greater service of mankind.

The University seeks all these, as an academic community, through the exercise of the functions proper to a university, that is, through teaching, research, and service to the community.
PURPOSES AND AIMS OF THE LOYOLA SCHOOLS

The Loyola Schools seeks to achieve in an eminent way the mission statement of the Ateneo de Manila University.

The Loyola Schools is concerned primarily, though not exclusively, with the pursuit of these goals through the imparting of a liberal education. It seeks to develop in its students the basic liberal arts of thinking and communicating thought, and to bring them into contact with all that is good in their distinctive Filipino heritage, and indeed, in the cultural heritage of the human race.

At the same time, the Loyola Schools introduces the students to fields of specialization in which they pursue, in greater detail and with greater attention, one particular area of knowledge suited to their individual talents and goals. Through a program of truly co-curricular activities, it seeks, both on and off campus, to make its students aware of the needs of the nation, especially of the underprivileged, and to help them recognize their potential power to transform Philippine society. It thus seeks to encourage its students to strive courageously towards a more just and equitable world.

The Loyola Schools seeks to build an intellectual tradition within the specific context of the developing nation, wherein the principal problem is the concentration of wealth, power, and access to quality education and public services within a small segment of the population, with the vast majority deprived of the material and spiritual resources necessary for human development. It, thus, seeks to couple the traditional Jesuit educational objective of academic excellence with a sense of service and justice today demanded by our Faith.

The Loyola Schools, through its Graduate Programs, seeks to further the purposes and aims of the University by imparting to its students a high degree of competence in research or professional practice in one of the academic disciplines. It has a special concern for the formation of educators who will contribute to the excellence in the Philippine educational system, and for the formation of scientists, researchers, professionals, creative artists, writers, and others, who will contribute to the development of Philippine society.

VISION OF THE LOYOLA SCHOOLS

The Ateneo Loyola Schools is a Filipino, Catholic, and Jesuit center of excellence of higher learning that is globally competitive while Asian in perspective, a community that transforms society through its research and creative work, its leadership in service to others and for the environment, and its formation of persons-for-others.

On being a Filipino University: As a university, we actively participate in the discussion of what it is to be Filipino and imbue members of our community with a deep sense of what it is to be Filipino. We develop leaders for the nation and as a community, use our competencies for the service of the nation.
On being a Catholic University: The daily life of our community is animated by faith informed by the person of Christ and Catholic Tradition. We help our community to see how their faith can be lived out in daily life/work and reflect on our Catholic identity as a university.

On being a Jesuit University: Motivated by Ignatian spirituality, our community engages the world in the belief that we can find God in all things. We desire and help our students to become men and women for others who work towards a more just and humane world. We strive to grow in freedom, discernment, and responsible action.

On being a Center of Excellence: As an outstanding academic institution, we distinguish ourselves and demonstrate leadership through our innovative research and creative work, outstanding teaching, learning outcomes, and positive impact on communities that we serve.

On being globally competitive: Our output and quality standards are comparable to internationally recognized Higher Education Institutions in our chosen fields of expertise and we are internationally recognized as such. We are globally networked in both academic and professional fields and give our students global perspective.

On being Asian in perspective: The LS sees itself and its work through a regional perspective. Even as LS engages Philippine society, it will attend to the concerns of the region and participate in the articulation of Asian identity and in placing Asia on the agenda of global fora.

On being a community that transforms: Our way of proceeding is characterized by critical thinking and discernment, dialogue and trust, engagement and creativity. We nurture and care for the members of this community. Our values include excellence and service, magis and cura personalis, professionalism and spiritual maturity.

On research and creative work: Scholarly work in the LS generates and communicates new knowledge, understanding, perspectives, forms and expressions. Our body of work should influence or inform policy, mindsets, and identity, and/or contribute to the advancement of the field.

On leadership in service: The LS takes the lead in initiating and accomplishing transformative change in society, helping to bridge the competitiveness and poverty gaps, and addressing environmental concerns. This service can take the form of civic work, advocacy, or the practice of our respective professions.

On the formation of persons-for-others: Our goal is the formation of the total person, helping all members of the LS community to grow in spiritual maturity, academic excellence, social involvement, cultural rootedness, and emotional maturity, as well as in their ability to use their skills and talents in the service of others.
GOALS OF THE LOYOLA SCHOOLS

Education that is transformative, globally competitive, and Asian in perspective:

- **Curricula and Programs**: Our academic and non-academic formation programs are responsive to Philippine/Asian/global realities.
- **Student Profile**: Our students develop spiritual, emotional, and professional maturity that includes dimensions of faith, integrity, service, and love-of-country.
- **Faculty**: Our faculty members live the magis and cura personalis, reflect, serve, and lead in their teaching, scholarly work, and outreach.
- **Instruction**: Our faculty and students exhibit growth in their professional and personal lives as manifested in their leadership, knowledge, competence, creativity, and critical thinking.
- **Student Services and Administrative Support**: Our student services are responsive, available, and accessible.
- **Facilities**: We have world-class facilities and our services are constantly improved.

Knowledge and outreach that makes a difference:

- Scholarly Work: We generate research and innovation that contributes to the nation’s development and makes a difference in the lives of the marginalized.
- Outreach and Extension Work: Our outreach/formation work has an impact on the communities as seen through improvements in the performance of its members.

SPECIFIC OBJECTIVES OF THE LOYOLA SCHOOLS

The Loyola Schools is the tertiary level school unit of the Ateneo de Manila University that offers undergraduate and graduate degree programs in the Arts and Sciences. It operates under the statutes of the Ateneo de Manila University. It is composed of the School of Humanities, the School of Science and Engineering, the School of Social Sciences, and the John Gokongwei School of Management.
THE SCHOOL OF HUMANITIES

Rooted in the principles of humanistic Jesuit education, the School of Humanities is one of Asia's leading institutions of critical thinking, creative pursuits, and reflective practice. It provides a humanistic education that draws from the rich traditions of philosophy, faith, literature, language, the arts, and culture. It forms individuals into persons who, while articulate and critical, imaginative and productive, are also grounded in Philippine culture, open to other cultures, and committed to faith and justice.
THE JOHN GOKONGWEI SCHOOL OF MANAGEMENT

The John Gokongwei School of Management, or JGSOM, is a regionally recognized center of excellence and leadership in undergraduate business education.

We shape our students into business leaders who are equipped to respond to the needs of tomorrow’s world:

- Young men and women who are global in perspective and interdisciplinary in approach, technically proficient and analytical, yet humanistic and people oriented.
- Achievers guided by a strong set of core values, eager and able to provide ethical and principle-centered leadership.
- Young professionals and entrepreneurs motivated by the spirit of magis or excellence, inflamed by the passion to make a difference, wherever their lives may take them.
- We contribute to the development of undergraduate business education in the country by offering innovative management programs that are responsive to the needs of a business community that must operate within a fast-changing and technology-driven world.
- Programs that are characterized by a strong liberal-arts core curriculum, overlaid with a business curriculum that will give our students a broad-based perspective of the management challenge.
- Programs that combine the rigors of academic learning with experiential learning, to provide a much more student-centered experience.

We forge strategic partnerships and actively collaborate with business organizations and professional associations to influence management practice as well as national policy on business and economic affairs, thereby contributing to national economic development.
THE SCHOOL OF SCIENCE AND ENGINEERING

The School of Science and Engineering envisions a Philippine society in harmony with nature, where the fruits of science and engineering are used in the service of God, country and all its people.

The School of Science and Engineering aims to provide excellent training for students in basic and applied areas. The School seeks to build its strength both within individual disciplines and through active interdisciplinary undertakings, where the greatest progress is likely to occur. The School seeks to meet the challenges of globalization, sustainability, poverty, and the environment.

- The School seeks to train highly qualified, socially responsible, and innovative scientists and engineers who will become leaders in industry, academe, and other sectors of society.
- The School seeks to be a leader in scientific and engineering education and research.
- The School commits itself to provide relevant and responsible scientific and technical expertise needed by the country.
- The School commits itself to develop science and engineering which can empower the underprivileged sectors of society.
THE SCHOOL OF SOCIAL SCIENCES

The School of Social Sciences, or SOSS, works toward a society made more humane by its commitment to teaching, research and service. It sees a world dedicated to academic excellence, in which humanistic values and Ignatian spirituality harmonize with modern technology, in which passion for justice bonds with service to the country.

The School seeks to form a world of mature spirituality, focused on respect for the individual, freedom of scholarship, unity in collegiality, and the diversity of disciplines—thus recognizing a multiplicity of perspectives from which to examine society, its history, and its social, political and economic lives.

Its pursuit of scientific study is grounded in Philippine society and culture, from which it seeks to contribute to national development and to Asia-Pacific and ultimately global inter-cultural heritage. It envisions itself collaborating with other Schools of the Ateneo de Manila University, the other Ateneos, and other partners in the education of the Filipino.

The School of Social Sciences thus sees itself in the context of service to the nation, as a partnership of different departments and programs, each offering an expertise and a commitment.
THE GOVERNMENT OF THE LOYOLA SCHOOLS

The Loyola Schools, namely the School of Humanities, the John Gokongwei School of Management, the School of Science and Engineering, and the School of Social Sciences, operate under the Statutes of the University and the By-Laws of the Loyola Schools, and are subject to the government of the University: the Board of Trustees and the officers of the University Administration of which the President is the Chief Executive.

The School Council has co-deliberative powers regarding the internal academic policies of the Loyola Schools. Decisions of the Council are subject to approval or revision by the University Board of Trustees in accordance with Philippine Corporation Law.

The School Forum is the assembly of faculty members and administrators of the Loyola Schools. It meets to present and discuss all significant matters affecting the Loyola Schools before they are deliberated upon by the School Council.

The Vice President for the Loyola Schools and the Deans of the Schools are the principal administrative officers and academic leaders. They are responsible for policy execution, for the enunciation and achievement of the educational goals of the Loyola Schools, and for coordination of the work of the different departments in the Loyola Schools.

Several administrative officers assist the Vice President for the Loyola Schools:

The Department Chairpersons/Program Directors organize, supervise, and evaluate the curriculum, faculty and personnel, including student majors of the individual departments/programs. Academic advisement, load revisions, and other matters affecting student majors usually require their approval.

The Associate Dean for Academic Affairs takes care of the academic welfare of graduate and undergraduate students and oversees the implementation of the academic regulations of the school. She guides the review of proposals for new courses/programs, and their subsequent evaluation by the Committee on Curriculum.

The Associate Dean for Student Affairs oversees all non-academic matters concerning student welfare and formation including basic services, external discipline including the enforcement of the non-academic rules of the Loyola Schools, and the cultivation of the Integrated Ateneo Formation Program of the school.

The Associate Dean for Research and Creative Work is responsible for the promotion of research and creative work in the Loyola Schools, scholarly publications and linkages to scholarly work.

The Associate Dean for Graduate Programs provides academic support services for graduate students and coordinates with other offices in the recruitment and admission of new graduate students. S/he administers financial and scholarship grants for graduate students and handles other administrative duties pertaining to the Graduate Programs.
The **School Registrar** is responsible for the processing, archiving, and security of all student records. S/he supervises scheduling of classes as well as undergraduate and graduate registration. The School Registrar issues all transcripts and transfer credentials to students.

The **Director of the Office of Admission and Aid** directs the recruitment and admission of new students to the undergraduate programs and administers the financial and scholarship program for undergraduate students.

The **Director of the Rizal Library** is responsible for planning and administering the program of library services for teaching and/or research purposes of the Loyola Schools.

The **Director of the Loyola Schools Office of Health Services** oversees the administration of acute care (infirmary) services, health awareness and education programs, risk and resiliency assessment, issue-specific interventions, case management and the Collaborative Anti-Drug Abuse Program.

The **Director of the Loyola Schools Guidance Office** is responsible for facilitating the personal growth and adjustment of students with regard to their personal, academic, emotional, and vocational/career concerns.

The **Director of the Placement and Career Services Office** is primarily responsible for linking the academic world and the world of work, particularly for the graduating students. S/he promotes career opportunities for the general student body and provides several venues for career orientation and job skills workshops.

The **Director of the Office of Student Activities** is the ex-officio moderator of the Sanggunian ng mga Mag-aaral ng mga Paaralan ng Loyola, the student council of the Loyola Schools. S/he oversees the activities of recognized student organizations in the Loyola Schools.

The **Director of the Office for Social Concern and Involvement** is responsible for providing the Loyola Schools with formation and alternative education programs that contribute toward authentic and humane social transformation. S/he ensures the effective implementation of curricular and non-curricular programs that aim to bring out “the person-for-others” in every Atenean through partnerships with non-governmental organizations, people’s organizations, local government units, government units, and other agencies with the same orientation of concern for the poor.

The **Coordinator for College Athletics** implements the sports programs prepared in collaboration with the University Athletics Director. S/he is responsible for providing athletes with their P.E./N.S.T.P exemptions, insurance claims, scholarship grants, and coordinates all of these matters with all the offices involved.

The **Director of the Residence Halls** is the general supervisor of the Residence Halls, responsible for the over-all management, living conditions, general welfare, and discipline therein.
The **Director of the Office of Administrative Services** takes care of the supervision and development of the non-academic personnel of the Loyola Schools and is also in charge of the general supervision of all administrative services involving physical plant and facilities.

The **Director of the Campus Ministry Office** is responsible for the implementation of the spiritual renewal program for the members of the Loyola Schools community and all the services therein including all student retreats, recollections and all liturgical matters. S/he also takes charge of the Loyola Schools chapel.

The **Director of the Loyola Bookstore** oversees the operation and management of the Loyola Schools Bookstore as the main destination of the entire LS Community to avail of a variety of Ateneo products while promoting student entrepreneurship and updating of available publications in the bookstore.

The **Director of Management Information Systems** oversees the development, implementation, and maintenance of the information systems of the Loyola Schools.

The **Student Affairs Team** is made up of the heads of the offices that directly pertain to the welfare of and services for students, namely: the Director of the Loyola Schools Guidance Office, the Director of the Placement and Career Services Office, the Director of the Office of Student Activities, the Director of the Office for Social Concern and Involvement, the Coordinator for College Athletics, and the Director of the Residence Halls.
SECTION II
Student Rights
Magna Carta of Undergraduate Student Rights

Introduction

As a locus of critical and systematic search for the truth, the Ateneo de Manila Loyola Schools upholds the rights of all students as one of its foundational principles.

The right of students to proactively participate in their education to ensure its high quality and standard is recognized. Their right to be involved in the shaping of school policies and their right to organize according to their directions and goals are granted, that they may be formed in creative and responsible leadership. Their fundamental constitutional rights are respected that they too may respect the rights of others, become men and women with a sensitive social conscience, truly a leaven in the renewal of society.

True to its nature as a university and faithful to its Filipino, Catholic, and Jesuit tradition of service and excellence, the Ateneo de Manila Loyola Schools enacts the Magna Carta of Undergraduate Students’ Rights.

ARTICLE I.
GUIDING PRINCIPLES

Section 1. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be interpreted in the light of the University’s Mission Statement. Its meaning shall also be interpreted in a spirit of dialogue between and among the various sectors of the school, acting as one community sharing the same mission.

Section 2. The provisions of the Magna Carta of Undergraduate Students’ Rights shall be taken in the context of students’ responsibilities found in various University documents. Students shall exercise their rights responsibly and with due regard for the rights of others.
ARTICLE II.
ACADEMIC RIGHTS

Section 1. Academic Freedom. Students’ academic freedom shall consist of but not be limited to the following rights:

a. To choose their field of study from among existing curricula, given the specific conditions and requirements for acceptance in a certain field.

b. To conduct research and to freely discuss and publish their findings and recommendations as long as they present them as their own.

c. To express their opinion inside and outside the classroom in a manner acceptable to the academic community.

d. To resort to procedures, as provided for in the Students’ Handbook and the Faculty and Administrative Manuals, for the redress of their grievances concerning teachers, grades, class policies, and other academic-related matters.

Section 2. Academic Procedures.

a. Student Handbook. Students shall be given a copy of the Student Handbook, along with the Manual on Academic Procedures, upon entry into the Loyola Schools.

b. Academic Advisement. Students shall have the right to complete information on their individual program of study. They are encouraged to keep updated records of their academic records and their academic curriculum.

c. Class Schedules.
   i. Classes should follow the schedule issued by the Registrar. Should there be any change of schedule initiated by the teacher, the official approval of the Registrar must be secured. If the change is initiated after the deadline for submission of load revision forms, the official approval of the Registrar and the consent of the class must be secured without undue prejudice to the rights of individual students.
   ii. Within the prescribed time, students may effect changes in their prescribed load according to their departmental requirements.
   iii. Regular classes shall not be scheduled during co-curricular activity hours prescribed by the Office of the Associate Dean for Academic Affairs.
   iv. Students shall not be obliged to attend an academic activity during university mandated and/or national holidays.

d. Course Syllabus. Students shall be provided with a written course syllabus at the beginning of every semester. The syllabus shall contain the following:
   i. course description
   ii. course outline
   iii. course policies
   iv. course requirements
   v. grading system
   vi. teacher’s consultation hours
e. **Academic Evaluation.** Students shall have the right to be graded according to their merits.
   
i. Students shall have the right to know at the start of the semester how they shall be evaluated in their course.
   
ii. Should there be any change of requirements initiated by the teacher, the approval of the departmental chair and the consent of the class must be secured without undue prejudice to the rights of individual students.
   
iii. Absences shall not be taken against the grades of student unless they have gone over the prescribed number of allowable cuts.

f. **Class Performance.** Students shall have the right to know their class performance data during the semester.
   
i. They shall have the right to see their graded quizzes, exams, projects, among others, before final examinations.
   
ii. They shall have the right to an explanation concerning the bases of their grades for particular items, especially essays, oral exams, and group work.
   
iii. In the case of group work, it is the right of students to be provided a system of marking by the teacher that ensures just and equitable grading of individual members of the group.

g. **Major Requirements.**
   
i. **Major Exams.** Students shall be informed of long examinations one (1) week in advance, and midterms and/or finals at least two (2) weeks in advance.
   
ii. **Other Major Requirements.** Students shall be informed of major papers and projects (including timetable for submission) within the first three (3) weeks of the semester.
   
iii. Students shall have the right to do make-up work, pending the presentation of relevant documents, in the event that they cannot accomplish major requirements because of some grave reason or because they are representing the school in an official capacity (such as student seminars, cultural performances, debates, athletic competitions, among others.)

h. **Final Examination.**
   
i. Students shall have the right to see their papers and the computation of their final grades after the distribution of corrected final marks within the prescribed period for appeals for change of grade.
   
ii. All students shall be issued exam permits upon the completion of requirements. In cases where the students are unable to comply with such requirements, they can make necessary arrangements with the respective offices.

i. **Final Grades.** Students shall have the right to know their final grades at the date appointed by the Registrar.

j. **Consultation.** Students shall have the right to consult their teachers. The faculty should inform the students of their consultation hours within the first week of classes.
Section 3. **Security of Tenure.** Students shall have the right to complete their program of study in the school, except in cases of academic deficiency, violation of disciplinary regulations, or non-payment of tuition and fees.

Section 4. **Evaluation of Teachers.** Students shall have the right to excellent education through competent and committed teachers as evidenced by their regular presence and punctuality in their classes, their expertise in their field, the quality of their course content, and their teaching competence and effectiveness. They shall have the right to make a written evaluation of the performance of teachers toward the end of the semester.

Section 5. **Evaluation of Courses.** Students shall have the right to evaluate their program of study, and through their official representatives, to propose the creation and deletion of courses, and to participate in the progressive updating of the curriculum.

Section 6. **Faculty Hiring Procedures.** All departments are encouraged to have teaching demonstrations in the hiring of new faculty, where students are allowed to participate and give feedback.

Section 7. **School Facilities.**
   a. It is the right of the students to have adequate academic facilities. It is the responsibility of the school authorities to provide the students with adequate classrooms, library, research, laboratory, and physical education facilities. The school shall also provide students with open spaces for student academic interactions.
   b. The school administration shall ensure that the existing housing facilities for students within campus are safe, clean, and affordable.
   c. The school administration shall provide a list of accredited adjacent housing/dormitories. There shall be a Dormitory Committee that shall supervise the accreditation of off-campus dormitories and ensure that the requirements for dormitory facilities are met.

ARTICLE III.
ACCESS TO INFORMATION

Section 1. **Access to Official and Public Documents.** Students shall have access to all official public information on matters directly affecting their individual and/or collective welfare.

Section 2. **Access to School Records and Other Vital Documents.** On the condition that all requirements and obligations have been settled, all students shall have access to their own school records, confidentiality of which the school shall maintain and preserve. Students shall have the right to be issued official certificates, diplomas, transcripts of records, grades, transfer credentials, and other similar documents within thirty (30) days from the filing of request and accomplishment of all pertinent requirements.
Section 3. Access to Information on Tuition and Fees.
   
a. Students shall have the right to be informed of tuition fees, special fees, and their breakdown, as well as deadlines for payments.
   
b. Students shall have the right to be properly informed of the periods during which refunds can be claimed for laboratory breakage fees and other such fees. School authorities shall mount a reasonable number of prominent notices in the most frequented locations within the school campus informing them of such periods. The information campaign shall start at least one (1) week before the refunds are given.

ARTICLE IV.
FREEDOM OF EXPRESSION

Section 1. Right Against Prior Restraint. Students shall have the right to express their views and opinions freely in a manner acceptable to the academic community. Furthermore, opposition to school policies detrimental to students’ interest shall not be a ground for denying or withdrawing scholarship grants and privileges of deserving students.

Section 2. Right to Privacy of Communication. The privacy of communication and Correspondence of students is inviolable. However, any form of private communication and correspondence that violates class policies is not allowed.

Section 3. Rights of Student Publications.
   
a. Students shall have the right to publish student newspapers and other similar publications, as guided by Republic Act 7079 (otherwise known as the “Campus Journalism Act”). These rights shall be exercised without fear of persecution from authorities, and without threat of being in any way penalized or punished by authorities for any view responsibly expressed.

   The student publication shall not be subjected to any kind of coercion, bribe, or duress.
   
b. The selection of the student editor-in-chief and his/her staff shall be made by annual competitive examinations to be administered by representatives of the respective publications according to official procedures. School authorities and other governing bodies shall not interfere in, nor influence, the decisions of each publication's selecting body.
   
c. The editor and the editorial staff, unless removed for a just cause and with due process, shall be assured of security of tenure for the duration of their term.

Section 4. Right to Peaceably Assemble.
   
a. Students shall have the right to peaceably assemble and petition school authorities and/or government authorities for the redress of any grievances.
   
b. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with any legitimate student activity, particularly peaceful mass actions inside the school campus.
Section 5. Right to Religious Formation and Practice.
   a. Students shall have the right to proper religious formation. As a Catholic university, the administration is responsible for providing students with adequate Catholic religious services and facilities.
   b. Students shall have the right to practice their respective religions as long as they do not impede the practice of other faiths and beliefs and they do not transgress the University's Vision and Mission.

Section 6. Right to Dress. Students shall have the right to dress according to their individual tastes outside the classroom while keeping within the academic context of the University. Teachers have the prerogative to implement this rule according to certain specifications inside the classroom.

As a Jesuit and Catholic university, the Ateneo de Manila urges students to promote a lifestyle that is simple, value-oriented, and spirit-inspired. Students are required to dress simply, appropriately, and decently.

Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions.

ARTICLE V.
RIGHT TO PARTICIPATE IN POLICY-MAKING

Section 1. Observer Status in the Board of Trustees. The students of the Loyola Schools, through their elected representative, shall have the right to observe the meetings of the Board of Trustees in the discussion of formal policies directly concerning students. The President of the Student Council or any designated representative chosen from and by the Student Council may act as the observer.

Section 2. Representation in the School Council and Committees. Students shall have voting and deliberating rights in the following committees of the Loyola Schools.
   a. School Council (2 representatives)
   b. School Forum (2 representatives)
   c. Administrative Council (2 representatives)
   d. Standards Committee (1 representative)
   e. Curriculum Committee (1 representative)
   f. Discipline Committee (2 representatives)
   g. Budget Committee (2 representatives)
   h. Committee on Social Involvement (2 representatives)
   i. Agenda Setting Committee (1 representative)
   j. Dormitory Committee (2 representatives)
   k. Cafeteria Committee (2 representatives)
The Student Council shall appoint the representatives to the aforementioned councils and committees. If a committee is dissolved or the number of students in the committee is increased, the Magna Carta shall be amended accordingly.

Section 3. On the Matter of Tuition and School Fees.
   a. The Loyola Schools Budget Committee shall act on a proposal to adjust tuition fees only after students and their parents have been consulted at least thirty (30) days before the start of the academic year when the adjustments are to take effect.
   b. The students shall have the right to be consulted on any proposed increase or creation of school fees as well as their justification. There shall be dissemination of adequate information regarding tuition and school fees. Any necessary adjustments and objections shall be discussed in consultative meetings which shall be properly documented and circulated.
   c. In justifying any tuition adjustments before the Loyola Schools Budget Committee, the School Administration shall be required to present the pertinent financial statements for the last five (5) years immediately preceding the proposal for such adjustments.
   d. The school shall not impose involuntary contributions from students.

Section 4. Students’ Initiative. Students shall have the right to initiate the formulation, modification, and rejection of a school policy affecting students by making proper representation to official bodies.

Section 5. Right to Consultation. Beyond the student representation in the different committees, students shall have the right to be consulted before any school rule affecting them is approved and implemented.

ARTICLE VI.
RIGHT TO ORGANIZE

Section 1. Student Organizations.
   a. Students shall have the right to form, assist, or join any campus organization, alliance, or federation for the promotion of Ateneo ideals.
   b. Student groups shall have the right to seek accreditation subject to set standards as determined by the Office of Student Activities and the Council of Organizations of the Ateneo.
   c. Student organizations shall enjoy autonomy. This means that they have their own leadership structure; they shall set their own directions and goals; they shall plan and manage their accounts. The student organization moderators act in an advisory capacity. The Office of Student Activities sets the parameters within which the organizations shall operate.
Section 2. Student Council.
   a. The school shall ensure the democratic and autonomous existence of the Student Council. Pursuant thereto, there shall be one supreme body, the Student Council, which shall be the official representative of the student body and which shall be given recognition by the Loyola Schools. It shall have its own set of officers, both elected and/or appointed. It shall have the right to determine its policies and programs on matters within its jurisdiction, guided by its duly ratified constitution and policies.
   b. The school shall also provide, free of charge, a space or a hall to house the office/s of the Student Council.

Section 3. Security of Tenure of Student Leaders. Student leaders shall be assured of security of tenure in their positions for the duration of their term, unless removed due to academic cases, disciplinary cases, or impeachment.

Section 4. Student Activities Finances.
   a. Collection of Student Publication Fees and Student Activity Fees.
      On behalf of the Student Council and the Student Publications, the school shall collect the student activities fund and the student publication fee.
   b. Allocation of Student Activity Fund and Student Publication Fund.
      The allocation of student activity fund and student publication fee shall be agreed upon by the Office of Student Activities, Student Council, and the Student Publications. The allocation shall be subject to the auditing procedures of the OSA and the Accounting Office.

Section 5. Allocation of Facilities for Student Activities.
   a. The School shall provide, free of charge, a space, hall, or building to house the offices of the different recognized student organizations and athletic teams within the campus.
   b. Excessive charges for the use of school facilities shall be prohibited.
      Whenever possible, the School shall allow student organizations and athletic teams to use school facilities free of charge, to support and encourage student participation in co-curricular and extra-curricular activities.

ARTICLE VII.
RIGHT TO SECURITY

Section 1. Rights Against Unreasonable Searches and Seizures. Every student of the Loyola Schools shall be free from any form of unreasonable search and seizure as defined by law.

Section 2. Rights to Security of Person and Honor. All students shall have the right to be treated with courtesy and respect. They shall have the right to be free from physical and sexual harassment. Moreover, they shall have the right to be protected from libelous and slanderous statements.
Section 3. **Rights Against the Militarization of the School Campus.** The pursuit of Academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment shall be installed or maintained in the school campus, except in the case of national or local emergencies, such as war, natural calamities, or if the prevailing situation so requires.

**ARTICLE VIII.**
**RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS**

Section 1. **Right to Due Process.**

a. Students shall have the right to be informed of their offense, to defend themselves, and to be rendered an impartial decision.
b. Penalties of suspension, exclusion, or expulsion shall not be meted out unless the following rights have been observed and accorded the student:
   i. The right to be presumed innocent until proven otherwise
   ii. The right to be informed in writing of the charge(s)
   iii. The right to full access to the evidence in the case
   iv. The right to defend oneself and to be defended by a representative or counsel of one's choice. (The counsel may be a faculty member, a counselor, or a fellow student.)
   
   Adequate time as prescribed by the Discipline Committee shall be given for the preparation of the defense.
   v. The right to appeal decisions of the Vice President of the Loyola Schools to the University President
   vi. The right to have their parents witness the presentation of their defense during the hearing conducted by the Discipline Committee.

Section 2. **Rights in Disciplinary Proceedings**

a. To safeguard the right of students against arbitrary enforcement of rules, the Associate Dean for Student Affairs shall consult the members of the Discipline Committee to determine the nature of all reported cases without precedent.
b. In cases which may merit suspension, exclusion, or expulsion, the Discipline Committee is convened for final proceedings.
c. All decisions in any disciplinary proceeding of the student involved must be rendered on the basis of relevant and substantial evidence and testimonies.
d. The gravity of disciplinary sanctions must be proportionate to the seriousness of the violation committed.
e. The Discipline Committee and the Office of the Associate Dean for Student Affairs shall post notices when necessary of acts which are deemed violations of school rules and the corresponding disciplinary sanctions, provided that such rules and sanctions do not violate the rights guaranteed herein and under the Constitution.
ARTICLE IX.
GENERAL PROVISIONS

Section 1. Right Against Enactment of ex post facto policy. No policy shall be enforced ex post facto.
Section 2. Right to File an Appeal. Students shall have the right to file an appeal on any policy and decision of the school, in accordance to existing structures and procedures.

ARTICLE X.
FINAL PROVISIONS

Section 1. Rules and Regulations. The Student Council, the School Administration, faculty and staff shall uphold, promulgate, and publish the necessary rules and regulations to implement the provisions of this act.
Section 2. Separability Clause. If any provision of this act is declared invalid, the remainder thereof is not affected.
Section 3. Repealing Clause. Rules and regulations inconsistent with the provisions of this act are hereby repealed or modified accordingly.
Section 4. Effectivity. The provisions of this Magna Carta shall take effect in the regular semester after its approval.
Section 5. Amendments and Revisions. The Magna Carta can be amended two school years after the semester in which it has taken effect, unless justifiable causes warrant amending it outside the prescribed timeframe. Any sector of the Loyola Schools, through its official representatives, may propose amendments through the School Forum, and these shall be approved in the School Council.
Section 6. Final Interpreter of Provisions. The School Council, as the highest policy-making body of the Loyola Schools, shall be the final interpreter of the Magna Carta.

Approved: August 2001
THE 2005
CONSTITUTION OF THE UNDERGRADUATE STUDENTS
OF THE ATENEO DE MANILA LOYOLA SCHOOLS

PREAMBLE

We, the Undergraduate Students of the Ateneo de Manila Loyola Schools, moved by the Holy Spirit to seek God’s greater glory by avowing our inherent democratic right to pursue an autonomous student government that shall inspire us to serve God and nation with self-sacrifice, safeguard our dignity, defend our common interests, promote the student’s general welfare, uphold our academic freedom and integrity of the University, unite the Student Body, foster harmony in the academic community, carry out our responsibilities towards social justice, and strengthen the culture of leadership by embodying our libertarian ideals, nationalist aspirations, and Christ-centered vision of a humane and sovereign society where truth, justice, equality, and peace reign, do solemnly ordain and promulgate this constitution.

ARTICLE I.
THE LOYOLA SCHOOLS STUDENT BODY

All undergraduate students of the Loyola Schools are members, regardless of citizenship, of the Loyola Schools Student Body. Graduate, Auditor, Cross-registrant, Exchange, Non-degree, Part-time, Public Servant, and Special Students are not under the jurisdiction of this Constitution, but may seek the protection of the policies and bodies instituted in this Constitution.
ARTICLE II.
BILL OF RIGHTS

Section 1. Students have the right to establish and join associations to promote their common interests.
   a. Every student organization has the right to apply for recognition upon submission of a statement of purpose and a constitution.
   b. Recognized Ateneo student organizations have the right to use the name of the school judiciously.
   c. No student organization shall be governed by regulations that hamper its activities and that are formulated without student participation.
   d. No student organization shall be dissolved by the Administration without due process.
   e. No student shall be compelled to sign a waiver prohibiting membership in a particular organization.

Section 2. Students have the right to invite and hear persons of their own choice in convocations and assemblies.

Section 3. Students have the right to establish and issue independent publications, free from censorship and subject to the canons of responsible journalism. The editorial board and the staff have the right to develop their editorial policies and news coverage freely and to choose their faculty moderator only for technical guidance.

Section 4. Students have the right to air and disseminate their personal views and any other forms of expression through mass media.

Section 5. Every student has the right to petition for a public redress of grievances.
   a. No permit shall be required for assemblies inside the campus.
   b. No peaceful student assembly shall be forcibly dispersed.
   c. No student shall be barred from, harassed, or punished for participating in any peaceful assembly.

Section 6. Students have the right to freedom from unwarranted interference.
   a. No military, police, and paramilitary detachments, except for cadet training headquarters, may be installed inside the campus.
   b. No school administrator, military, police, paramilitary, intelligence, or school security forces may either enter or interfere with peaceful and legitimate student activities, particularly mass protest actions, unless a crime has been committed.
   c. Every student has the right to be protected from arbitrary arrest and interrogation.

Section 7. Students have the right to privacy of communication and correspondence.
Section 8. Students have the right to:
   a. Be clearly and effectively informed of University regulations and policies which directly affect them, and to be effective after public notification, no punishment or restriction shall be ex post facto.
   b. Be clearly informed of the functions, purposes and composition of all University bodies.
   c. Be advised in writing of any charge that may lead to a disciplinary action against him/her; to be presumed innocent unless proven otherwise; to have adequate time to seek and maintain counsel; to prepare his/her defense; to speedy, impartial, and public trial by a judicial body with sufficient student voting representation; and the right to appeal the decision.

Section 9. Every student has the right to conduct research freely and to publish, discuss, exchange, and make recommendations. He/She has the right to freedom of inquiry, to accurate information, and to have access to information and documents on matters of public, institutional, and personal concern at all times.

Section 10. Students have the right to continuing competent and quality instruction. Every student has the right to academic protection and assistance by the Sanggunian and/or the Administration. He/She has the right to a fair grading system. Complaints about academic evaluations and teacher classroom performance shall be given a fair hearing by the instituted bodies of the Sanggunian or the Administration.

Section 11. Students have the right not to be subjected to indoctrination leading to imposed ideological homogeneity. The student's right to differ must be respected in the classroom.

Section 12. Every student has the right to confidentiality of his/her views, beliefs, associations, and academic disciplinary records. Such information, which the Administration, Faculty, Non-academic personnel, and fellow students acquire in the course of their work or study, should not be improperly disclosed.

Section 13. Students have the right to participate in the governance of the school by having a fair and effective representation in its policy-making bodies with voting power coming from their ranks. The student body should be able to participate in the formation and application of regulations affecting them.

Section 14. Students have the right to avail of adequate welfare services and to use school facilities.

Section 15.
   a. All members of the student body have the right to vote.
   b. All members of the student body, regardless of academic standing, have the right to run for elective positions in the Sanggunian; provided, however, that they fulfill the requirements prescribed in this Constitution.
Section 16. Every student has the right to support the Sanggunian and participate in its activities.

Section 17. Students have the right to know the resolutions, decisions, activities, and acts of the governing bodies of the Sanggunian.

Section 18. Members of the student body have the right to directly initiate veto action against undesirable acts of the governing bodies of the Sanggunian through the following courses of action:
   a. Student’s initiative comprising 50%+1 of the student body
   b. Students’ initiative comprising at least 10% of the student body leading to a referendum. To be valid, 50% + 1 of the student body must vote.

Section 19. Members of the student body have the right to initiate the recall and impeachment of appointed and elected Sanggunian officials on any of the following grounds:
   a. Any willful violation of the Constitution or its By-Laws
   b. Gross neglect of duty
   c. Abuse of power, usurpation of authority, or insubordination
   d. Misuse of funds, excessive, extravagant, or unconscionable expenditures, or fraud committed in the course of official duties
   e. Mismanagement, inefficiency, incompetence
   f. Graft and corruption
   g. Gross moral misconduct in the course of official duties.

Section 20. Students have the right to invoke the provisions found in the Magna Carta of Undergraduate Student Rights of the Ateneo de Manila Loyola Schools.

ARTICLE III. 
DUTIES AND OBLIGATIONS OF LOYOLA SCHOOLS STUDENTS

Section 1. Students should observe the rules and regulations of the University and cooperate with the Sanggunian in the attainment of a just, democratic, and socially pro-active student body in the context of Philippine Society and the International Community at large.

Section 2. STUDENTS SHOULD EXERCISE THEIR RIGHTS RESPONSIBLY AND WITH DUE REGARD FOR THE RIGHTS OF OTHERS.

Section 3. Students should recognize their moral responsibilities to others, particularly the preferential option for the poor and to themselves as members of a Christian community.

Section 4. Students should maintain academic standards established in the curriculum and uphold the highest standards of academic integrity.
Section 1. THE STUDENT GOVERNMENT ESTABLISHED UNDER THIS CONSTITUTION SHALL BE KNOWN AS THE SANGGUNIAN NG MGA MAG-AARAL NG MGA PAARALANG LOYOLA NG ATENEO DE MANILA (THE STUDENT COUNCIL OF THE ATENEO DE MANILA LOYOLA SCHOOLS). FOR BREVITY, IT SHALL BE REFERRED TO AS THE SANGGUNIAN.

Section 2. All undergraduate students of the Loyola Schools, regardless of citizenship, are under the jurisdiction of the Sanggunian. Graduate, Audit, Cross-registrant, Exchange, Non-degree, Part-time, Public servant, and Special Students are not under the jurisdiction of the Sanggunian, but may avail of the Sanggunian's protection and services.

ARTICLE V.

DECLARATION OF PRINCIPLES, PURPOSES, AND POLICIES OF THE SANGGUNIAN

Principles

Section 1. The Sanggunian is the sole autonomous government of the Loyola Schools Student Body and all of its powers emanate immediately from and belong ultimately to the said body. Such powers are exercised through the governing bodies instituted in this Constitution.

Section 2. The Sanggunian is founded on the principles of representation, participatory democracy, accountability, decentralization, consultation, and efficient and effective service towards the holistic formation of the Atenean. Its delegates shall represent the student body, together with the other sectors of the institution, in all policy and decision-making University bodies and other associations which affect the students’ rights and welfare.

Section 3. The Sanggunian is committed to the University’s thrust for truth and justice in the service of God and man, for the development of society, and for the enrichment of the Filipino culture.

Section 4. The Sanggunian, recognizing the rightful and vital role of the Filipino youth in national efforts to advance and preserve freedom, democracy, human rights, national dignity and interest, social justice, unity, peace, and development in Philippine society, shall raise the Ateneo student body’s critical awareness of and proactive response to issues and their root causes affecting the life of the nation and the Filipino people.
Section 5. The Sanggunian believes in a quality Jesuit education that is humanistic, ethical, spiritual, nationalistic, patriotic, liberal, critical, and creative. The Sanggunian also believes that education is a right and not a privilege.

Purposes

Section 6. The Sanggunian shall defend and advance the general welfare of the Ateneo Student Community.
   a. The Sanggunian shall protect the academic rights and welfare of the Students.
   b. The Sanggunian shall establish essential, effective, and adequate student services.
   c. The Sanggunian shall help foster the social, political, cultural, and spiritual life of students.
   d. The Sanggunian shall strive to develop a University spirit and work for effective student participation in its activities.
   e. The Sanggunian shall serve as the official coordinating channel of the Loyola Schools student body with the University Administration, Faculty, Non-academic personnel, parents, and other sectors of the society.

Policies

Section 7.
   a. The Sanggunian shall pursue a policy of dialogue with movements, student councils, and the marginalized sectors of society.
   b. The Sanggunian shall also pursue a policy of solidarity with movements and student councils and with the marginalized sectors of society, consonant with its principles and purposes.

Section 9. The Sanggunian shall espouse reforms toward relevant education and a continuing public review of the undergraduate curriculum.

Section 10. The Sanggunian shall uphold the Magna Carta of Undergraduate Student Rights of the Ateneo Community.

Section 11. The Sanggunian shall encourage issue-based and vision-oriented party pluralism.

ARTICLE VI.
COMPOSITION OF THE SANGGUNIAN

Section 1. The Sanggunian is the official Student Council of the Ateneo de Manila University Loyola Schools. It is composed of all members of the Central Board, the School Boards, the Student Judicial Court, the Commission on Elections, the Sectoral Councils, and the Sanggunian's Special Units.
Section II: The Central Board
As the highest college-wide governing body of Loyola Schools students, the Central Board shall be composed of the following elected officers and representatives of the Student Body:

- The President, the Vice President, the Secretary-General, and the Finance Officer, all elected by the student body at large
- The Central Board Representatives
- The Sectoral Representatives.

Matters concerning the student body, in general, fall under the jurisdiction of the Central Board.

Section 3. The School Boards
As the local-level student government for each of the Loyola Schools, each School Board shall be composed of the following elected officers and representatives of each school's student body:

- The Chairperson and Secretary-Treasurer elected by each school's student body at large
- An Executive Officer from each year level
- Block and Course Representatives.

Matters concerning particular schools fall under the jurisdiction of the School Boards.

Section 4. Other Units
The composition of the Sanggunian ng mga Mag-aaral ng Ateneo includes the Student Judicial Court, the Commission on Elections (COMELEC), Sanggunian Departments, and Sectoral Councils. These units are discussed in succeeding articles.

Section 5. Coordinating Bodies
For purposes of efficient and effective operations, certain units of the Sanggunian are called to assemble in a coordinating capacity. The membership, powers, and responsibilities of the Executive Coordinating Assembly and the Batch Coordinating Assembly are discussed in succeeding articles.

Section 6. No student shall be qualified to become an officer of the Sanggunian unless he/she is a Filipino Citizen and is taking at least the minimum university load requirement for regular students upon the filing of his/her candidacy and during his/her term of office.

Section 7. The term of office of the officers of the Sanggunian shall commence upon taking their oaths of office and shall end upon the induction of the next set of officers and representatives.
ARTICLE VII.

THE CENTRAL BOARD

Section 1. Powers and Responsibilities of the Central Board

a. To be the main governing and representative authority of the student body
b. To formulate and execute general and specific policies, programs, and projects of the Sanggunian
c. To ensure fair and effective representation in all University bodies whose activities and decisions concern the welfare of the students. Students appointed by the Central Board to such bodies shall be the official representative of the Student Body.
d. To recommend changes in existing University policies and structures for the good of the students and to seek redress when students’ rights are violated
e. To formulate and amend the By-laws of the Sanggunian.
f. To adopt an official student council seal and banner after consultation with the entire Sanggunian.
g. To enjoy full deliberating rights, including the right to vote, except for the Chairperson who shall not vote at all except to break ties.
h. To deliberate on issues when at least a majority of all its members are present.
i. To decide and vote on matters by a simple majority of 50% + 1 of those present in the meeting.
j. To create such departments, committees, staffs, task forces, and offices as may be necessary to discharge specific functions of the board
k. To grant or withdraw recognition to sectoral councils’ representation in the Central Board through resolution
l. To exercise general oversight on independent student projects as representatives of the student body
m. To try any magistrate of the Student Judicial Court for impeachment
n. To direct the allocation and disbursement of funds of the Sanggunian
o. To examine the financial report of the Finance Officer at least three weeks before elections and to submit the annual financial report to the Audit Committee of the Student Judicial Court
p. To deliberate resolutions submitted by at least ten percent (10%) of the Student Body
q. To bring up unresolved matters to the Student Body for them to decide among alternatives
r. To call assemblies of the Student Body or any part thereof to determine its sentiments, needs and demands
s. To mobilize student power when necessary
t. To meet weekly or as often as necessary to discharge its functions. Any member of the Board who has committed his/her fourth unexcused absence from its meetings shall automatically be investigated for impeachment.
Section 2. Powers and Responsibilities of the Officers of the Central Board

A. The President
   1. To be the Chairperson and Chief Executive Officer of the Sanggunian
   2. To enforce the provisions of this Constitution and its By-laws
   3. To be the official spokesperson of the Sanggunian at any function, meeting or assembly
   4. To act as the official representative of the Student Body and the official overseer of its affairs
   5. To preside over the meetings of the Central Board
   6. To call for meetings of the entire Sanggunian or any part thereof as necessary
   7. To coordinate with the School Boards on behalf of the Central Board
   8. To submit a monthly report on the state of the Sanggunian to the Student Body
   9. To create such additional units as may be necessary to discharge specific functions of the Presidency
  10. To approve/disapprove the selection of chairpersons of departments, special units and special Sanggunian projects
  11. To oversee the operations of departments, special units and special Sanggunian projects
  12. To perform such other functions the Board may so direct

B. The Vice President
   1. To assume the responsibilities of the President if the President is absent or incapacitated
   2. To automatically assume the Presidency in the event that such office is permanently vacated
   3. To create such additional units as may be necessary to discharge specific functions of the position
   4. To perform such other functions the Board or President may so direct

C. The Secretary-General
   1. To be the Chief Administrative Officer of the Sanggunian
   2. To take charge of the daily and administrative affairs of the Sanggunian
   3. To assist the President in the implementation of the Sanggunian's Code of Internal Procedures
   4. To be the official custodian of all records and papers of the Sanggunian, in coordination with School Board Secretary-Treasurers
   5. To serve notices and take charge of the correspondence of the Sanggunian
   6. To disseminate information about the activities and affairs of the Sanggunian
   7. To prepare the agenda of meetings of the Board after due consultation with its members
   8. To advise the President on matters of general administration
   9. To create such additional units as may be necessary to discharge specific functions of the position
  10. To perform such other functions the Board or President may so direct
D. The Finance Officer
1. To be the principal budgetary officer of the Sanggunian
2. To serve as ex-officio Chairperson of the Sanggunian's Budget Committee
3. To assist the President in the implementation of the Sanggunian's Code of Financial Procedures
4. To prepare the semestral budget of the Sanggunian
5. To keep detailed records of all expenditures of the Sanggunian
6. To disburse the funds of the Sanggunian at the direction of the Board
7. To deposit and withdraw money in the name of the Sanggunian
8. To render a financial statement of the Sanggunian every semester to the Student Body and to make public monthly reports on its expenditures
9. To prepare the annual financial report of the Sanggunian for examination by the Central Board, and also for audit by the Audit Committee of the Student Judicial Court
10. To create such additional units as may be necessary to discharge specific functions of the position
11. To perform such other functions the Board or President may so direct

E. The Central Board Representatives, the elected representative of their respective schools in their year levels.
1. To represent all students belonging to their school from their year level
2. To maintain liaison between his/her constituents and the Central Board, consulting block or course representatives from his/her constituency when appropriate
3. To perform such other functions the Board may so direct

F. The Sectoral Representatives, the highest ranking elected officer of the recognized sectoral councils.
1. To represent all students and groups belonging to their sector
2. To maintain liaison between his/her constituents and the Sanggunian
3. To protect the autonomy of his/her sectoral council
4. To perform such other functions the Central Board may so direct

Section 3. Approval of Programs, Projects, and the Presidential Veto
a. Policies, Programs, Projects, Resolutions, Stands, and other matters approved by the Central Board require the signature of the Sanggunian President before these can be enforced or released.
b. The President of the Sanggunian may veto the decisions of the Central Board. The President has three (3) regular school days after the decision is made to communicate to the Secretary-General the decision of veto. If no action is made within this time, the decision is considered approved.
c. A two-thirds vote of the members of the Central Board is required to override a presidential veto. This overriding action must be made in the Central Board meeting immediately following the communication of the veto.
ARTICLE VIII.
THE SCHOOL BOARDS

Section 1. Composition
Each School Board shall be composed of a Chairperson, Secretary-Treasurer, and one Executive Officer from each year level who will collectively form the School Board’s Executive Committee. For more effective representation, the School Board shall also include block and course representatives. There will be one Representative from each block for the Freshmen and Sophomores, and at least one Representative for every program for Juniors and Seniors, with programs with more than thirty (30) students having another representative for every additional (30) students. The number of seats allotted for course representatives every year will be determined by the Ateneo Commission on Elections before every Sanggunian election based on his section and relevant provisions from the electoral code.

Section 2. Powers and Responsibilities

A. Executive Committee
   a. To be the governing body of each school’s student body
   b. To formulate and implement policies, stands, resolutions, and programs concerning their constituency
   c. To coordinate and assist in the implementation of Central Board policies and programs in the best interest of their constituents
   d. To direct the disbursement of the School Board’s funds
   e. To meet at least twice a month or as often as necessary to discharge their functions. Any member of the Executive Committee who has committed his/her fourth unexcused absence from its meetings shall automatically be investigated for impeachment.

B. Chairperson
   a. To be the Chairperson and Chief Executive Officer of the School Board
   b. To be the official spokesperson of the School Board
   c. To coordinate with the Central Board on behalf of the School Board
   d. To maintain the autonomy of the School Board
   e. To chair the meetings of the School Board
   f. To perform such other functions as the School Board Executive Committee may so direct

C. Secretary-Treasurer
   a. To assume the responsibilities of the Chairperson if the Chairperson is absent, or incapacitated
   b. To automatically assume the Chairpersonship in the event that such office is permanently vacated
   c. To be the Chief Administrative Officer of the School Board, keeping records of the School Board’s proceedings, and correspondence, and be responsible for furnishing copies to the Sanggunian Secretary-General where appropriate
   d. To be the School Board’s budget officer and disburser of funds
   e. To perform such other functions the Board or President may so direct
D. Executive Officers
   a. To represent their constituents to the School Board Executive Committee
   b. To formulate projects and programs concerning their school-level and implement these in cooperation with their block or course representatives
   c. To perform such other functions as the School Board may so direct

E. Course/Block Representatives
   a. To represent and actively communicate their constituents’ concerns to the Sanggunian
   b. To serve as the consultative arm of the Central Board Representatives and the School Board
   c. To serve as the communication and mobilization arm of the Executive Officers
   d. To perform such other functions as the School Board may so direct

Section 3. The Senior School Board Executive Officers shall also represent the students in the fifth year and beyond.

ARTICLE IX.
THE EXECUTIVE COORDINATING ASSEMBLY

Section 1. Composition
The Executive Coordinating Assembly shall be composed of the Sanggunian President, Vice President, Secretary-General, Finance Officer, all School Board Chairpersons, and all Department Chairpersons. The Sanggunian President shall convene and preside over the assembly’s meetings.

Section 2. Powers and Responsibilities of the Executive Coordinating Assembly
   a. To serve as a venue for coordinating and scheduling the various programs and projects of the Sanggunian’s units
   b. To serve as a venue for dialogue leading to the effective and efficient planning, implementation, and evaluation of projects
   c. To meet monthly or as often as necessary to discharge its functions

ARTICLE X.
THE BATCH COORDINATING ASSEMBLIES

Section 1. Composition
Each Batch Coordinating Assembly shall be composed of all School Board Executive Officers, and Course or Block Representatives from a year level.
Section II: Student Rights

Section 2. Powers and Responsibilities
   a. To coordinate the planning, implementation, and evaluation of projects concerning a year level while maintaining the autonomy of individual schools
   b. To formulate batch stands on issues
   c. To elect a presiding officer from among the School Board Executive Officers to chair the assembly's meetings and to serve as its spokesperson
   d. To meet three times per semester or as often as necessary to discharge their functions

ARTICLE XI.
THE SECTORAL COUNCILS

Section 1. Definition
These councils represent sectoral interests within the Ateneo student community. They pursue the needs and concerns of a particular group of students who engage in an activity unique from the entire student body. As such, they are given seats in the Central Board of the Sanggunian to ensure the proper representation of their sectors in the student government's affairs. The councils are accountable to their constituents in as much as their function and operations are for the benefit of the sector they represent. Likewise, their constituents are to operate under the rules and guidelines set by the council.

Section 2. The Central Board reserves the right to determine which councils are to be granted voting rights. Furthermore, it reserves the right to withdraw recognition of the same with due process. The Central Board shall provide criteria and qualifications for recognition in its by-laws and shall keep an official roster of duly recognized sectoral councils.

Section 3. The sectoral councils shall be given a free hand in determining their organizational structure, election of members, and election of officers. Representation in the Central Board shall be included in the official responsibilities of the highest-ranking elected officer of the sectoral council upon its recognition into the Central Board.

Section 4. All sectoral councils under the Sanggunian shall have their own constitution and/or Code of Internal Procedures which shall at all times be in full accord with this Constitution.

ARTICLE XII.
DEPARTMENTS OF THE SANGGUNIAN

Section 1. Definition
A Department is an arm of the Sanggunian specifically created by the Central Board as a functional unit that focuses on and addresses specific aspects and needs of the entire Ateneo student population.
Section 2. Declaration of Policy
   a. The Departments shall be organized and maintained to ensure their capacity to plan and implement programs in accordance with established school and Sanggunian policies. Their efficacy and necessity shall be reviewed by the Central Board yearly.
   b. Departments shall be grouped primarily on the basis of major functions to operate efficiently and minimize duplication and overlapping of activities.
   c. The functions of the different Departments shall be decentralized in order to reduce bureaucracy. Adequate authority shall be given to department chairpersons in order to perform department functions effectively and independently.

Section 3. Departments shall be given a free hand in determining their organizational structure, selection of members, and appointment of officers, with the exception of the chairperson. The Sanggunian President reserves the right to approve or disapprove the appointment of a Department Chairperson upon consultation with the department’s outgoing officers.

Section 4. All Departments of the Sanggunian shall have their own Codes of Internal and Financial Procedures which shall at all times be in full accord with this Constitution.

ARTICLE XIII.
THE STUDENT JUDICIAL COURT

Section 1. Definition.
The Student Judicial Court is the judicial arm of the Sanggunian that hears and resolves any complaint involving the constitutionality, legality, or jurisdiction of the acts, policies of Sanggunian officials.

Section 2. The Student Judicial Court shall be composed of six (6) Magistrates duly appointed by an ad hoc committee comprised of:
   a. All outgoing Student Judicial Court magistrates not seeking reappointment; and
   b. Representatives from the outgoing Central Board who are not seeking elective positions for the following school year, the number of which shall be one (1) less than the number of representatives from the Student Judicial Court.

Section 3. No Magistrate may serve for more than two terms.

Section 4. No student shall be a Magistrate of the Student Judicial Court unless he/she is a Filipino citizen, carrying the minimum university load requirement for regular students, and has not committed any major offense as defined by the Loyola Schools’ Student Handbook.

Section 5. The term of the Magistrates of the Student Judicial Court shall commence on the first semester of the next school year.
Section 6. The magistrates shall elect a Chief Magistrate who shall preside over all proceedings and shall be the spokesperson of the Student Judicial Court to the student body, the Sanggunian, and the Administration.

Section 7. The Chief Magistrate should be a 2nd-term magistrate unless any of the following should occur, in which case any magistrate shall be qualified for the position:
   a. All magistrates are first-time appointees
   b. All 2nd-term magistrates decline the position of Chief Magistrate
Should the Chief Magistrate take a leave of absence, an acting Chief Magistrate shall be elected from among the remaining magistrates themselves regardless of the number of terms they have served.

Section 8. Powers and Responsibilities of the Student Judicial Court
   a. To sit en banc, hear, try and resolve by a two-thirds vote within three (3) weeks any complaint involving the constitutionality, legality, or jurisdiction of the acts, policies, and resolutions of Sanggunian officials
      1. Constitutionality. Whether an act, policy, or resolution violates any provision of the Sanggunian Constitution
      2. Legality. Whether an act violates any previous resolution or legally binding agreement
      3. Jurisdiction. Whether an act does not fall within the jurisdiction of a particular body of the Sanggunian, as defined by the Constitution
   b. To summon, order the investigation of suspension, and impeachment or recall Sanggunian officials
   c. To reprimand or cite in contempt any Sanggunian official or entity
   d. To recommend the denial of student welfare services and speedy registration assistance to the Sanggunian and the suspension, expulsion or non-graduation to the Discipline Committee for students it has found guilty of any impeachable or recallable offense or violation of academic rights
   e. To review and approve or reject appointments by the members of the Sanggunian, who must meet the qualifications written in the Constitution.
   f. To appoint five (5) Commissioners before the end of the first semester and to supervise the Commission on Elections (COMELEC)
   g. To appoint at least six (6) prosecuting officers
   h. To meet as often as necessary to discharge its functions. Any Magistrate of the Council who has committed his/her fourth unexcused absence from its sessions shall automatically be investigated for impeachment.

Section 9. The Student Judicial Court shall adopt its own Code of Internal Procedures, including Rules of Court.
Section 10. Procedures on Accountability

a. The Student Judicial Court shall order investigations of cases of impeachment and recall at its own discretion or on the basis of written complaints from any member of the student body within seven regular school days. The JC shall then decide whether to initiate impeachment or recall proceedings or not. Should the Student Judicial Court fail to meet this deadline, complaints shall be automatically dismissed.

b. The Student Judicial Court shall serve notice of impeachment or recall to the official/s concerned at least four days before the set hearing date. Any Sanggunian official must take a leave of absence once notice of impeachment or recall is served to him/her.

c. The Student Judicial Court shall impose necessary sanctions and all its decisions on matters of impeachment and recall are final.

d. Should any Magistrate of the Student Judicial Court be the subject of an impeachment complaint, he/she must take a leave of absence before any investigation of the complaint is conducted. He/She shall be temporarily replaced within twenty-four (24) hours by a prosecuting officer of his/her choice. The Central Board shall initiate impeachment proceedings on the magistrate/s concerned and resolve the matter unanimously within three (3) weeks.

e. In the event that a Magistrate of the Student Judicial Court has been filed an impeachment complaint during a period where the Student Judicial Court is hearing another complaint, it is ruled that the current complaint placed before the SJC be settled before Section 9[e] be in effect.

ARTICLE XIV
THE COMMISSION ON ELECTIONS

Section 1. Definition.
The Ateneo Commission on Elections (COMELEC) is an independent body serving as the electoral arm of the Sanggunian, charged with the administration and facilitation of Sanggunian elections, plebiscites, and referenda.

Section 2. Officers.
a. The COMELEC shall be composed of a Chief Commissioner and four other commissioners, duly screened, selected, and appointed by a committee composed of the Student Judicial Court Magistrates and the incumbent COMELEC Commissioners not applying for the next term at least seven (7) days before the second semester commences.

b. The Chief Commissioner and the four commissioners shall be collectively known as the Board of Commissioners.

c. All commissioners must be free from any academic or disciplinary charge. They must not be officers or members of the Sanggunian, magistrates / prosecutors / investigators / clerks of the Student Judicial Court, officers of the sectoral councils, course/block representatives or members of any student political party.
d. All Commissioners of the COMELEC must be undergraduate students eligible to vote in the Sanggunian Elections.

e. The Chief Commissioner shall be the Chief Executive Officer and Chief Financial Officer of the Commission, while each of the four other commissioners will be in charge of handling one of the commission's offices, namely, Human Resources, Logistics, Promotions, and Secretariat, as well as other duties defined by the Commission's Code of Internal Procedures.

f. The COMELEC commissioners may appoint associate commissioners and staff to assist them in carrying out their duties and responsibilities.

Section 3. Powers, Duties, and Responsibilities of the COMELEC

a. Exercise control, supervision and original jurisdiction over all matters pertaining to Sanggunian candidacy, campaign, elections, plebiscites, and or referenda.

b. Promulgate rules and regulations concerning the previously stated matters, as well as execute decisions, instructions and directives by virtue of a resolution.

c. Provide information to the student body on all election laws, procedures, decisions, and other matters related to Sanggunian candidacy, campaign, elections, plebiscites and or referenda.

d. Hear and resolve all protests, appeals, and complaints pertaining to the conduct of Sanggunian candidacy, campaign, elections, and referenda. Having exhausted all means in resolving such, the COMELEC may forward cases or violations to the Student Judicial Court.

e. Investigate all cases involving cheating and dishonesty at the polls. All cases shall be treated as violations of the Code of Discipline stated in the Student Handbook and will therefore be reported to the Office of the Associate Dean for Student Affairs.

f. Apply sanctions to the candidate in violation of the provisions of the Electoral Code.

g. Handle all matters pertaining to political parties in accordance to the Electoral Code.

h. Call for special elections.

i. Thoroughly interpret and enforce the electoral code and exercise the body’s powers, duties, and responsibilities to assure free honest and clean elections, special elections, plebiscites and or referenda.

j. Be granted access, during the election period, to all lines of communication to the student body held by the Sanggunian for uses limited to promotion and information dissemination.

Section 4. The Electoral Code

The Ateneo COMELEC shall have an electoral code, which should at all times be in full agreement with this constitution. In the event of non-concurrence, this constitution shall supersede the particular article or section of the electoral code. This electoral code shall be reviewed yearly and revised accordingly by the current Board of Commissioners, subject to Student judicial court concurrence.

Section 5. The Ateneo COMELEC shall have its own Code of Internal Procedures which shall at all times be in full accord with this Constitution.
Section 6. The term of office of the five Commissioners of the Commission on Elections shall commence on the first day of the second semester of the current school year and shall end on the last day of the first semester of the succeeding school year.

ARTICLE XV.
ELECTIONS AND VACANCIES

Section 1. Election Quota. At least 50%+1 of the constituency must cast their vote in order for any electoral exercise to be valid.

Section 2. Abstentions. The student body’s right to abstain must always be respected in all electoral exercises. Should abstentions garner the majority of votes, the contested position shall remain vacant. In the case of a majority of abstentions in plebiscites and referenda, the status quo shall be maintained.

Section 3. Election Dates.
   a. The Central Board and School Boards, with the exception of the Freshman Officers, shall be elected by the student body not earlier than sixty (60) days and not later than thirty (30) days before the end of the school year.
   b. The Freshman Officers shall be elected by the freshmen not earlier than thirty (30) days after the start and not later than sixty (60) days before the end of the first semester.

Section 4. Vacancies.
   a. Vacancies that occur in the Central Board and School Boards before the election of Freshman Officers, with the exception of the positions of Sanggunian President and School Board Chairpersons, shall be filled via special elections to be held simultaneously with the Freshman Year Officers Elections.
   b. Vacancies for the positions of Vice President, Secretary-General, and Finance Officer occurring after the election of Freshman Officers shall be filled through by the President appointing a member of the Central Board to the post, subject to confirmation by three-fourths of the Central Board. Officers so appointed will not enjoy succession rights.
   c. Vacancies for the positions of School Board Secretary-Treasurer occurring after the election of Freshman Representatives shall be filled by the Chairperson appointing an Executive Officer to the post, subject to confirmation by three-fourths of the entire School Board. Vacancies of the same nature for Executive Officers shall be filled by the concerned constituency’s block or course representatives electing amongst themselves a replacement. Officers so appointed will not enjoy succession rights.

Section 5. Should a School Board officer or Central Board Representative shift another school during his/her term of office, he/she should vacate his/her office within fifteen (15) days after the approval of shift in concentration. Should a Course or Block Representative shift to another course during his/her term of office, he/she should vacate his/her office within fifteen (15) days after the approval of shift in concentration.
ARTICLE XVI.  
FINANCE AND BUDGET

Section 1. The Student Activities and Publications Fees are collected from the Student Community every year. These funds shall be held in trust for the Student Community and the full amount shall be released by the Central Accounting Office, upon the approval of the Office of Student Activities, every semester.

Section 2. The Office of Student Activities shall determine the appropriation of student funds to the Central Budget of the Sanggunian. The release of such funds shall only take place after the Sanggunian has submitted its budget proposal for the coming semester.

Section 3. The budget proposal formulated by the Sanggunian shall contain a work plan of the programs, projects, and expected expenditures of the Sanggunian for the coming semester.

Section 4. All books of account of the Sanggunian shall be open to the Student Body at all times.

Section 5. All expenditures and accounts of the Sanggunian shall be examined by the Student Judicial Court fourteen (14) days before the end of the first semester, and at the end of the second semester, fourteen (14) days before the term of office of the Sanggunian officers expires.

Section 6. The Sanggunian may share a portion of its funds to causes upheld by the principles established in this constitution.

Section 7. The Sanggunian may neither solicit nor receive funds or financial contribution from political entities.

Section 8. Each unit of the Sanggunian shall respect the differences in budgetary priorities of other Sanggunian units that are in accordance with the Vision, Mission, and Objectives of the Sanggunian.

ARTICLE XVII. 
AMENDMENTS

Section 1. The Central Board is mandated to review this Constitution for possible amendments every two (2) years.

Section 2. Amendments to or revisions of this constitution may be proposed by:
   a. The Central Board upon a vote of three-fourths of all its members
   b. At least ten percent (10%) of the student body, or
   c. A Constitutional Convention or Commission called by the Central Board.
Section 3. Any such proposed amendments or revisions shall be ratified by a simple majority of the votes cast in a plebiscite.

Section 4. No member of the Central Board, Constitutional Commission, and/or the Constitutional Convention may run for newly created positions in the Sanggunian, passed through amendments during their current term of office, during the first year of the implementation of the position.

ARTICLE XVIII.
TRANSITORY PROVISIONS

Section 1. To facilitate the transition of powers within the Sanggunian after this constitution's ratification:
   a. All incumbent elected members of the Sanggunian shall remain in office until after the newly-elected set of Sanggunian officers shall have taken their oaths of office.
   b. All incumbent members of the Commission on Election shall remain in office until the end of their term under the previous constitution.

Section 2. All By-laws of the Sanggunian, including the Constitutions and Codes of Internal Procedures of its entities, are immediately repealed, revoked, amended or modified accordingly.

Section 3. This constitution shall take effect immediately after its ratification and shall supersede all previous Sanggunian constitutions.
COORDINATION: BATCH COORDINATING ASSEMBLIES

BCA Chairperson
(to be elected from among the SB Executive Officers in the batch)

SB Executive Officers from batch

Course or Block Representatives from batch

COORDINATION: EXECUTIVE COORDINATING ASSEMBLY

President

Vice President

Secretary General

Finance Officer

JGSOM SB Chairperson

JGSOM SB Secretary-Treasurer

SOH Chairperson

SOH Secretary-Treasurer

SOSE Chairperson

SOSE Secretary-Treasurer

SOSS Chairperson

SOSS Secretary-Treasurer

ARSA Rep

COA Rep

DSWS Chairperson

DSLD Chairperson

DEA Chairperson

DIA Chairperson

DC Chairperson

DCR Chairperson

DRS Chairperson
SECTION III
Student Related Government and Administrative Acts and Implementing Guidelines
EXCERPT FROM THE EDUCATION ACT OF 1982

Students’ Responsibilities

Section 15. Duties and Responsibilities of Students. In addition to those provided for under existing laws, every student shall:

1. Exert his utmost to develop his potentialities for service, particularly by undergoing an education suited to his abilities, in order that he may become an asset to his family and to society.

2. Uphold the academic integrity of the school, endeavor to achieve academic excellence and abide by the rules and regulations governing his academic responsibilities and moral integrity.

3. Promote and maintain the peace and tranquility of the school by observing the rules and discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel.

4. Participate actively in civic affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his community and in the attainment of a just, compassionate and orderly society.

5. Exercise his rights responsibly in the knowledge that he is answerable for any infringement or violation of the public welfare and of the rights of others.
NATIONAL SERVICE TRAINING PROGRAM ACT
[Republic Act No. 9163]

AN ACT ESTABLISHING THE NATIONAL SERVICE
TRAINING PROGRAM (NSTP) FOR TERTIARY LEVEL STUDENTS,
AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 7077 AND
PRESIDENTIAL DECREE NO. 1706, AND FOR OTHER PURPOSES

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

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

Section 2. Declaration of Policy. It is hereby affirmed the prime duty of the government to serve and protect its citizens. In turn, it shall be the responsibility of all citizens to defend the security of the State and in fulfillment thereof, the government may require each citizen to render personal, military or civil service.
Recognizing the youth's vital role in nation-building, the State shall promote civic consciousness among the youth and shall develop their physical, moral, spiritual, intellectual, and social well being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.
In pursuit of these goals, the youth, the most valuable resource of the nation, shall be motivated, trained, organized, and mobilized in military training, literacy, civic welfare, and other similar endeavors in the service of the nation.

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

a. “National Service Training Program (NSTP)” is a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare.

b. “Reserve Officer’s Training Corps (ROTC)” is a program institutionalized under Sections 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize, and mobilize them for national defense preparedness.

c. “Literacy Training Service” is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.

d. “Civil Welfare Training Service” refers to programs of activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation, and morals of the citizenry.

e. “Program component” shall refer to the service components of the NSTP as enumerated in Section 4 of this Act.
Section 4. Establishment of the National Service Training Program. There is hereby established a National Service Training Program (NSTP), which shall form part of the curricula of all baccalaureate degree courses and of at least two (2)-year technical-vocational courses and is a requisite for graduation, consisting of the following service components:

1. The Reserve Officer's Training Corps (ROTC), which is hereby made optional and voluntary upon the effectivity of this Act
2. The Literacy Training Service

The ROTC under the NSTP shall instill patriotism, moral, virtues, respect for rights of civilians, and adherence to the Constitution, among others. Citizenship training shall be given emphasis in all three (3) program components. The Commission on Higher Education (CHED) and Technical Education and Skills Development Authority (TESDA), in consultation with the Department of National Defense (DND), Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations (COCOPEA) and other concerned government agencies may design and implement such other program components as may be necessary in consonance with the provisions of this Act.

Section 5. Coverage. Students, male and female, of any baccalaureate degree course or at two (2)-year technical-vocational courses in public and private educational institutions shall be required to complete one (1) of the NSTP components as requisite for graduation.

Section 6. Duration and Equivalent Course Unit. Each of the aforementioned NSTP program components shall be undertaken for an academic period of two (2) semesters. In lieu of the two (2)-semester program for any of the components of the NSTP, a one (1) summer program may be designed, formulated and adopted by the DND, CHED and TESDA.

Section 7. NSTP Offering in Higher and Technical-Vocational Educational Institutions. All higher and technical-vocational institutions, public and private, must offer at least one (1) of the program components: Provided, That State Universities and Colleges shall offer the ROTC component and at least one (1) other component as provided herein; provided, further, that private higher and technical vocational education institutions may also offer the ROTC if they have at least three hundred and fifty (350) cadet students.

In offering the NSTP whether during the semestral or summer periods, clustering of affected students from different educational institutions maybe done, taking into account logistics, branch of service and geographical considerations. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components shall allow their students to cross-enroll to other schools irrespective of whether or not the NSTP components in said schools are being administered by the same or another branch of service of the Armed Forces of the Philippines (AFP), CHED and TESDA to which schools are identified.
Section 8. **Fees and Incentives.** Higher and technical vocational institutions shall not collect any fee for any of the NSTP components except basic tuition fees, which shall not be more than fifty percent (50%) of what is currently charged by schools per unit. In the case of the ROTC, the DND shall formulate and adopt a program of assistance and/or incentive to those students who will take the said component. The school authorities concerned, CHED and TESDA shall ensure that group insurance for health and accident shall be provided for students enrolled in any of the NSTP components.

Section 9. **Scholarships.** There is hereby created a Special Scholarship Program for qualified students taking the NSTP, which shall be administered by the CHED and TESDA. Funds for this purpose shall be included in the annual regular appropriations of the CHED and TESDA.

Section 10. **Management of the NSTP Components.** The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools: provided, that in case CHED or TESDA-accredited non-government organization (NGO) has been contracted to formulate and administer a training module for any of the NSTP components, such academic and administrative supervision shall be exercised jointly with that accredited NGO. Provided, further, that such training module shall be accredited by the CHED and TESDA.

The CHED and TESDA regional offices shall oversee and monitor the implementation of the NSTP under their jurisdiction to determine if the trainings are being conducted in consonance with the objectives of the Act. Periodic reports shall be submitted to the CHED, TESDA and DND in this regard.

Section 11. **Creation of the National Service Reserve Corps.** There is hereby created a National Service Reserve Corps, to be composed of the graduates of the non-ROTC components. Members of this Corps may be tapped by the State for literacy and civic welfare activities through the joint effort of DND, CHED and TESDA. Graduates of the ROTC shall form part of the Citizens Armed Force pursuant to Republic Act No. 7077.

Section 12. **Implementing Rules.** The DND, CHED and TESDA shall have the joint responsibility for the adoption of the implementing rules of this Act within sixty (60) days from the approval of this Act. These three (3) agencies shall consult with other concerned government agencies, the PASCU and COCOPEA, NGOs and recognized student organizations in drafting the implementing rules. The implementing rules shall include guidelines for the adoption of the appropriate curriculum for each of the NSTP components as well as for the accreditation of the same.

Section 13. **Transitory Provisions.** Students who have yet to complete the Basic ROTC except those falling under Section 14 of this Act, may either continue in the program component they are currently enrolled in or shift to any of the other program components of their choice.
Provided, that in case he shifts to another program component, the basic ROTC courses he has completed shall be counted for the purpose of completing the NSTP requirement; Provided, further, that once he has shifted to another program component, he shall complete the NSTP in that component.

Section 14. Suspension of ROTC Requirement. The completion of ROTC training as a requisite for graduation is hereby set aside for those students who despite completing all their academic units as of the effectivity of this Act have not been allowed to graduate.

Section 15. Separability Clause. If any section or provision of this Act shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 16. Amendatory Clause. Section 35 of Commonwealth Act. No. 1, Executive Order No. 207 of 1939, Sections 2 and 3 of Presidential Decree No. 1706, and Sections 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of this Act are hereby deemed amended and modified accordingly.

Section 17. Effectivity. This Act shall take effect fifteen (15) days after its publication in two (2) newspapers of national circulation, but the implementation of this Act shall commence in the school year 2002-2003.
THE CAMPUS JOURNALISM ACT OF 1991
[Republic Act No. 7079]

ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF
CAMPUS JOURNALISM AND FOR OTHER PURPOSES

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

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

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

Section 3. **Definition of terms.**

**School** — An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty, and non-faculty personnel.

**Student Publication** — The issue of any printed material that is independently published by, and which meets the needs and interests of the studentry.

**Student Journalists** — Any bonafide student enrolled for the current semester or teen who has passed or met the qualifications and standard of the editorial board. He must likewise maintain a satisfactory academic standing.

**Editorial Board** — In the tertiary level, the editorial board shall be composed of student Journalists who have qualified in the placement examinations. In the case of the elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.

**Editorial Policies** — A set of guidelines by which a student publication is operated and managed, taking into account any pertinent laws as well as the school administration policies. Said guidelines shall determine the frequency of publication, the manner of selecting the articles and features and other similar matters.
Section 4. **Student Publications.** A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication funds.

Section 5. **Funding of Student Publication.** Funding for the student publication may include the savings of the respective school’s appropriations, student subscriptions, donations and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for the student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

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

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

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

Section 9. **Rules and Regulations.** The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary, and tertiary organizations or official advisers of student publications, together with journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the implementation of this act.
THE ANTI-HAZING LAW
[Republic Act No. 8049]

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

Section 1. Hazing, as used in this Act, is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury. The term “organization” shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp. of the Citizen’s Military Training and Citizen’s Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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

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

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

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

3. The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he we habitually engaged.

4. The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

5. The penalty of prision mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

6. The penalty of prision mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of ten (10) days or more, or that the injury sustained shall require medical assistance for the same period.

7. The penalty of prision mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

8. The penalty of prision correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries, which do not prevent him from engaging in his habitual activity or work nor require medical attendance. The responsible officials of the school or of the police, military or citizen’s army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:
   a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
   b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
   c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
d. when the hazing is committed outside of the school or institution; or

e. when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators. The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal. The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein. Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong. This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

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

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

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

Approved: June 7, 1995
CHED STATEMENT ON FRATERNITIES

The Commission on Higher Education (CHED) strongly condemns any form of violence committed in the name of establishing fraternal bonds. Hazing, and all other forms and/or kinds of violence must be banned.

Fraternities must serve to forge not only brotherhood among their members, but must establish brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities. Their talents and energies must be channeled and utilized for development of the larger collectivity and beyond their immediate small groups.

The universities and all other institutions must fully assume authority and responsibility in dealing with fraternities and all other student aggregations. The CHED supports firmly this position of universities and all institutions of higher education.

Towards this, the CHED would make available to these organizations fora to harness their potentials as development agents in campuses, specifically, and in society generally. These fora would similarly serve to discuss, settle differences, and differing organizations and students views to transform these organizations into constructive and productive entities.
ATENEO DE MANILA UNIVERSITY PRESIDENTIAL REGULATION ON ORGANIZATIONS AND SOCIETIES

Whereas, in the history of Jesuit schools there is a tradition of organizations or societies whose goals include the promotion of excellence on Christian life and various lines of endeavor;

Whereas, there are organizations or societies in the Philippine school system which have the practice of making prospective members undergo initiation rites entailing physical or moral violence on the person of neophytes or affronts on the dignity of the human person;

Whereas, such organizations or societies constitute a serious obstacle to the attainment of the goals of Jesuit and Christian education;

NOW THEREFORE, after having assessed the potential obstacles to the implementation of a regulation on the subject and confident in the moral strength and support of the Ateneo de Manila University community, I hereby promulgate the following disciplinary regulation:

1. After the promulgation of this regulation, any student who knowingly and by overt acts becomes a member, or remains a member of, or recruits prospective members for, any organization or society, whether open or secret, which requires tolerant acts of violence or affronts to personal dignity in any form on any person as part of the initiation rites or of other organization or society activities, or which maintains a tradition which requires or tolerates such acts as part of initiation rites or of other organization or society activities, shall be dismissed from the Ateneo de Manila University or denied re-enrollment.

2. Every faculty or staff member of the University is expected, as part of his or her responsibility, to respect this regulation and assist in its faithful implementation.

3. Nothing in this regulation shall be interpreted as a restriction on the right of the students to form unions, associations or societies for purposes not contrary to laws and to the ideals and regulations of the University.

4. The school unit heads are hereby instructed to formulate whatever supplemental regulations they may deem needed for purposes of faithful and effective implementation.

5. This regulation shall take effect today, February 28, 1991.

Code of Discipline

Furthermore, pursuant to Article 63, Code of Discipline of the College Student Handbook, which is quoted below, activities of fraternities and sororities are strongly prohibited:

The activities of groups or organizations such as fraternities/sororities which:

a. make use of violence, or
b. maintain secrecy of existence and of activities, or
c. are by nature cliquish or expressed through disrespect for non-members are prohibited in campus from using school property for their activities such as recruitment, initiation, etc., and from using the University's name in any manner.
Excerpts from

AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES

Republic of the Philippines
Congress of the Philippines
Metro Manila Twelfth Congress
Third Regular Session

Begun and held in Metro Manila, on Monday, the twenty-eighth day of July, two thousand and three

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

SECTION 1. Short Title.- This Act shall be known as the “Anti-Violence Against Women and Their Children Act of 2004”.
A. “Physical Violence” refers to acts that include bodily or physical harm;
B. “Sexual violence” refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:
a. rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim’s body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;
b. acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;
c. Prostituting the woman or child.

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SEC. 5. Acts of Violence Against Women and Their Children.- The crime of violence against women and their children is committed through any of the following acts:
a. Causing physical harm to the woman or her child;
b. Threatening to cause the woman or her child physical harm;
c. Attempting to cause the woman or her child physical harm;
d. Placing the woman or her child in fear of imminent physical harm;
e. Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict
or restricting the woman’s or her child’s freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman’s or her child’s movement or conduct:

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

SEC. 6. Penalties.- The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

a. Acts falling under Section 5(a) constituting attempted, frustrated or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.
   If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be
punished by prision correccional; and those constituting slight physical injuries shall be punished by arresto mayor.
Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.

b. Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;
c. Acts falling under Section 5(e) shall be punished by prision correccional;
d. Acts falling under Section 5(f) shall be punished by arresto mayor;
e. Acts falling under Section 5(g) shall be punished by prision mayor;
f. Acts falling under Section 5(h) and Section 5(i) shall be punished by prision mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than One hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.
THE ANTI-SEXUAL HARASSMENT ACT OF 1995  
[Republic Act No. 7877]

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

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

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

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

Section 3. Work, Education, or Training-Related, Sexual Harassment Defined. Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

a. In a work-related or employment environment, sexual harassment is committed when:
   1. The sexual favor is made as a condition in the hiring or in the employment, reemployment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee, which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee
   2. The above acts would impair the employee’s rights or privileges under existing labor laws, or
   3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

b. In an education or training environment, sexual harassment is committed:
   1. Against one who is under the care, custody, or supervision of the offender
   2. Against one whose education, training, apprenticeship, or tutorship is entrusted to the offender
3. When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration, or
4. When the sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.

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

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

a. Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefore. Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment. The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

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

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

In the case of the educational or training institution, the committee shall be composed of at least one (1) representative from the administration, the trainers, instructors, professors, or coaches, and students or trainees, as the case may be.
The employer or head of office, educational, or training institution shall disseminate or post a copy of this Act for the information of all concerned.

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

Section 6. **Independent Action for Damages.** Nothing in this Act shall preclude the victim of work, education, or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

Section 7. **Penalties.** Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (P10,000) nor more than Twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

Section 8. **Separability Clause.** If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

Section 9. **Repealing Clause.** All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

Section 10. **Effectivity Clause.** This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved:

(Sgd.) EDGARDO J. ANGARA (Sgd.) JOSE DE VENECIA, JR.
President of the Senate Speaker of the House of Representatives

Approved: February 14, 1995
Policy Statement on Sexual Harassment

The Loyola Schools of the Ateneo de Manila University believes that every member of the academic community must be treated with respect and dignity in accordance with Christian values. Sexual harassment impairs the pursuit of the ideals of the Loyola Schools of the Ateneo de Manila University. The Ateneo University regards sexual harassment as unacceptable behavior, because it is a violation of the foregoing policy and the Sexual Harassment Act of 1995.

Any administrator, faculty member, employee, or student who engages in sexual harassment is subject to disciplinary action, which may include termination of employment or dismissal.

Rules and Regulations Implementing the Anti-Sexual Harassment Act of 1995

Pursuant to the provision of Section 4 of Republic Act No. 7877 entitled “Anti-Sexual Harassment Act of 1995”, the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty members, employees, and students of Loyola Schools of the Ateneo de Manila University and for the resolution, settlement, and disposition of cases of sexual harassment.

RULE I.

Section 1. Definition of Terms. As used in the Rules and Regulations, the following terms shall mean and be understood as indicated below:

a. Loyola Schools refers to the College and Graduate School of the Loyola Schools of the Ateneo de Manila University.
b. Vice President refers to the Vice President for the Loyola Schools of the Ateneo de Manila University.
c. Administrator refers to the Vice President, Deans, Associate Deans, Heads of Administrative Offices, Department Chairs, and Program Directors.
d. Faculty Member refers to any member of the faculty of Loyola Schools of the Ateneo de Manila University, whether on a full-time or part-time basis, and shall include any lecturer in classes entrusted with the supervision or training of students.
e. Professional refers to non-teaching personnel of the Loyola Schools that are responsible for providing specific student services for the needs and welfare of the students.
f. Employee refers to the non-teaching personnel belonging to the administrative, secretarial, and maintenance staff of the Loyola Schools including casuals, contractuals, etc.
g. **Student** refers to any person officially enrolled in Loyola Schools of the Ateneo de Manila University either as a student in the regular/special course, whether in a credit or audit basis, part-time or full-time, or thesis writer.

h. **Applicant Employee** refers to a person seeking employment in Loyola Schools of the Ateneo de Manila University.

i. **Applicant** Student refers to a person seeking admission in the Loyola Schools of the Ateneo de Manila University as a student in the regular and special courses.

j. **Complainant** refers to any administrator, faculty member, employee, applicant employee, student or applicant student who claims that an act of sexual harassment has been committed.

**RULE II. COVERAGE**

**Section 1. Officials and Employees.** These Rules and Regulations shall apply to any administrator, faculty member, non-teaching personnel, or applicant employee of the Loyola Schools who complains of or against whom a complaint for sexual harassment is filed.

**Section 2. Students and Applicant Students.** These Rules and Regulations shall also apply to students and student applicants who complain of sexual harassment committed by any administrator, faculty member, employee, or student.

**Section 3.** If it is the Vice President who complains of or against whom a complaint for sexual harassment is filed, the case shall be referred to the University President.

**RULE III. SEXUAL HARASSMENT**

**Section 1. Persons Liable.** Sexual harassment is committed by an administrator, faculty member, student, or against someone over whom he or she has authority, influence or moral ascendancy, whether or not the demand, request, or requirement for submission to any act of sexual harassment is accepted by the alleged victim.

**Section 2. Other Parties Liable.** Any person who directs or induces another to commit any act of sexual harassment under Section I or who cooperates in the commission of any such act, without which such act would not have been committed, shall also be liable for sexual harassment.

**Section 3. Acts of Sexual Harassment in Employment.** Sexual harassment is committed in a work-related environment whether or not the demand, request, or requirement for submission is accepted by the alleged victim, when:
Section 4. Sexual Harassment against Students and Applicant Students. Sexual harassment is committed against a student or applicant student, whether or not the demand, request, or requirement for submission is accepted by the victim, when:

a. The act of sexual harassment is committed against one who is under the care, custody, or supervision of the offender
b. The act of sexual harassment is committed against one whose education, training, apprenticeship, or tutorship is entrusted to the offender
c. A sexual favor is made a condition for admission to the school’s regular or special courses; to the giving of a passing grade, or a higher grade; granting of honors and scholarships; the payment of a stipend; allowance or other benefits, privilege or consideration; the recommendation or appointment of a student as an officer of a student organization engaged in extracurricular activities; or for graduate studies or for employment; the approval of a thesis or the recommendation that a grade of a student be considered
d. The above acts will result in an intimidating, hostile or offensive environment for the victim.

Section 5. Place of Commission. Sexual Harassment may be committed in any work or education environment. It may include, but is not limited to, the acts of sexual harassment committed:

a. Within or outside the campus
b. At the school or training-related or education-related social functions
c. In the course of work assignments or course assignments outside the campus
d. During work-related, training-related or education-related conference, seminars, studies or sessions
e. During work-related, training related, or education-related travel.

RULE IV.
FORMS OF SEXUAL HARASSMENT

Acts of sexual harassment. Sexual harassment may be committed in any of the following forms:

a. Overt sexual advances
b. Unwelcome or improper gestures of affection

c. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose

d. Any other act or conduct of a sexual nature or for purposes of sexual gratification.

RULE V.
PROCEDURE

Section 1. The Office of the Vice President for the Loyola Schools will receive all complaints regarding alleged sexual harassment in the Loyola Schools, subject to the limitation of Section 3 of Rule II.

Section 2. The Vice President will then constitute a Committee to investigate and hear the case, to prepare and submit reports, and to recommend a course of action. The Committee shall have at least five members representing the different sectors of the LS Community.

Section 3. The Committee shall promptly, thoroughly and fairly investigate the complaint, submit a report and recommend a course of action to the Vice President.

Section 4. The Vice President shall decide on the case.

Section 5. The decision of the Vice President may be appealed to the President of the Ateneo de Manila University whose decision shall be considered final.

Section 6. The proceedings of all sexual harassment cases shall be private and confidential.

RULE VI.
EFFECTIVITY

These Rules and Regulations shall take effect upon approval of the Vice President.
SPECIAL PROTECTION OF CHILDREN AGAINST ABUSE, EXPLOITATION AND DISCRIMINATION ACT
[Republic Act No. 7610]

Excerpts from

AN ACT PROVIDING FOR STRONGER DETERRENCE AND SPECIAL PROTECTION AGAINST CHILD ABUSE, EXPLOITATION AND DISCRIMINATION, AND FOR OTHER PURPOSES

ARTICLE I.
TITLE, POLICY, PRINCIPLES, AND DEFINITIONS OF TERMS

Section 1. **Title.** This Act shall be known as the “Special Protection of Children against Abuse, Exploitation and Discrimination Act.”

Section 2. **Declaration of State Policy and Principles.** It is hereby declared to be the policy of the State to provide special protection to children from all forms of abuse, neglect, cruelty, exploitation and discrimination and other conditions, prejudicial to their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation, and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher, or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation, and discrimination or when such acts against the child are committed by the said parent, guardian, teacher, or person having care and custody of the same. It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control. The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.

Section 3. **Definition of Terms.**

a. “Children” refers to persons below eighteen (18) years of age or those over, but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition.

b. “Child abuse” refers to the maltreatment, whether habitual or not, of the child, which includes any of the following:
1. Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment
2. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being
3. Unreasonable deprivation of his basic needs for survival, such as food and shelter, or
4. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

C. “Circumstances which gravely threaten or endanger the survival and normal development of children” include, but are not limited to, the following:
1. Being in a community where there is armed conflict or being affected by armed conflict-related activities
2. Working under conditions hazardous to life, safety, and normal development which unduly interfere with their normal development
3. Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life
4. Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life
5. Being a victim of a man-made or natural disaster or calamity, or
6. Circumstances analogous to those above-stated which endanger the life, safety, or normal development of children

D. “Comprehensive program against child abuse, exploitation, and discrimination” refers to the coordinated program of services and facilities to protect children against:
1. Child Prostitution and other sexual abuse
2. Child trafficking
3. Obscene publications and indecent shows
4. Other acts of abuses
5. Circumstances which threaten or endanger the survival and normal development of children.

ARTICLE II.
PROGRAM ON CHILD ABUSE, EXPLOITATION, AND DISCRIMINATION

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

Section 5.  Child Prostitution and Other Sexual Abuse. Children, whether male or female, who for money, profit, or any other consideration, or due to the coercion or influence of any adult, syndicate or group, indulge in sexual intercourse or lascivious conduct, are deemed to be children exploited in prostitution and other sexual abuse.

Section 6.  Attempt to Commit Child Prostitution. There is an attempt to commit child prostitution under Section 5, paragraph (a) hereof when any person who, not being a relative of a child, is found alone with the said child inside the room or cubicle of a house, an inn, hotel, motel, pension house, apartelle or other similar establishments, vessel, vehicle or any other hidden or secluded area under circumstances, which would lead a reasonable person to believe that the child is about to be exploited in prostitution and other sexual abuse.

...
a. Children shall not be the object of attack and shall be entitled to special respect. They shall be protected from any form of threat, assault, torture or other cruel, inhumane, or degrading treatment.

...  

c. Delivery of basic social services such as education, primary health and emergency relief services shall be kept unhampered.

...  

e. Public infrastructure such as schools, hospitals, and rural health units shall not be utilized for military purposes such as command posts, barracks, detachments, and supply depots.

...  

ARTICLE XI.  
REMEDIAL PROCEDURES

Section 27. **Who May File a Complaint.** Complaints on cases of unlawful acts committed against the children as enumerated herein may be filed by the following:

a. Offended party  
b. Parents or guardians  
c. Ascendant or collateral relative within the third degree of consanguinity  
d. Officer, social worker, or representative of a licensed child-caring institution  
e. Officer or social worker of the Department of Social Welfare and Development  
f. Barangay chairman, or  
g. At least three (3) concerned responsible citizens where the violation occurred.

Section 28. **Protective Custody of the Child.** The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil, or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.

Section 29. **Confidentiality.** At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case. It shall be unlawful for any editor, publisher, and reporter, or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party.
Section 30. **Special Court Proceedings.** Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court. Any provision of existing law to the contrary notwithstanding and with the exception of habeas corpus, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violation of this Act.

Approved: June 17, 1992

**STUDENTS’ RIGHT AGAINST UNREASONABLE SEARCHES AND SEIZURES**

Except for the following instances, no search and seizures of students shall be deemed valid:

a. Searches made at the point of ingress and egress in the University and in the buildings of the University by authorized personnel of the school

b. Searches and seizures of the illegal articles as defined by the Revised Penal Code and other related penal laws and the Student Handbook

c. Searches and seizures of articles falling in plain view of duly authorized personnel

d. Searches made when the student is attempting to commit, is committing, has just committed, or has been committing a crime or a serious infraction of the school's rules and regulations

e. Searches made with a valid search warrant

f. Searches under any circumstance conducted on reasonable grounds.

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**NOTES**

a. U.S. v. Arceo, 3 Phil. 381

b. Revised Penal Code and Pertinent Penal Statutes.


d. People v. Delos Santos, 200 SCRA 431, and People v. Gerente, 219 SCRA 756

e. Alvaro v. Dizon, 76 Phil. 837; Rules of Court, Rule 113

f. Terry v. Ohio
[REPUBLIC ACT NO. 8792 OF PHILIPPINES]

Excerpts from the

Electronic Commerce Act of 2000
by the Senate and House of Representatives of the Republic of the Philippines

An act providing for the recognition and use of electronic commercial and non-commercial transactions and documents, penalties for unlawful use thereof and for other purposes

Be it enacted by the senate and house of representatives of the republic of the Philippines in congress assembled:

PART I
SHORT TITLE AND DECLARATION OF POLICY

Sec. 1. Short Title. - This Act shall be known as the “Electronic Commerce Act of 2000”.

Sec. 2. Declaration of Policy. - The State recognizes the vital role of information and communications technology (ICT) in nation-building; the need to create an information-friendly environment which supports and ensures the availability, diversity and affordability of ICT products and services; the primary responsibility of the private sector in contributing investments and services in telecommunications and information technology; the need to develop, with appropriate training programs and institutional policy changes, human resources for the information technology age, a labor force skilled in the use of ICT and a population capable of operating and utilizing electronic appliances and computers; its obligation to facilitate the transfer and promotion of adaptation technology, to ensure network security, connectivity and neutrality of technology for the national benefit; and the need to marshal, organize and deploy national information infrastructures, comprising in both telecommunications network and strategic information services, including their interconnection to the global information networks, with the necessary and appropriate legal, financial, diplomatic and technical framework, systems and facilities. chanrobles law firm

Sec. 31. Lawful Access. - Access to an electronic file, or an electronic signature of an electronic data message or electronic document shall only be authorized and enforced in favor of the individual or entity having a legal right to the possession or the use of the plain text, electronic signature or file and solely for the authorized purposes. The electronic key for identity or integrity shall not be made available to any person or party without the consent of the individual or entity in lawful possession of that electronic key.
SEC. 32. Obligation of Confidentiality. - Except for the purposes authorized under this Act, any person who obtained access to any electronic key, electronic data message, or electronic document, book, register, correspondence, information, or other material pursuant to any powers conferred under this Act, shall not convey to or share the same with any other person.

SEC. 33. Penalties. - The following Acts shall be penalized by fine and/or imprisonment, as follows:
(a) Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document shall be punished by a minimum fine of one hundred thousand pesos (P100,000.00) and a maximum commensurate to the damage incurred and a mandatory imprisonment of six (6) months to three (3) years.
COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002 [Republic Act No. 9165]

Excerpts from

AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES.

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

Section 1. Short Title. This Act shall be known and cited as the “Comprehensive Dangerous Drugs Act of 2002.”

Section 2. Declaration of Policy. It is the policy of the State to safeguard and integrity of its territory and the well-being of its citizenry particularly the youth, from the harmful effects of dangerous drugs on their physical and mental well-being, and to defend the same against acts or omissions detrimental to their development and preservation. In view of the foregoing, the State needs to enhance further the efficacy of the law against dangerous drugs, it being one of today’s more serious social ills. Toward this end, the government shall pursue an intensive and unrelenting campaign against the trafficking and use of dangerous drugs and other similar substances through an integrated system of planning and implementation and enforcement of anti-drug abuse policies, programs, and projects. The government shall however aim to achieve a balance in the national drug control program so that people with legitimate medical needs are not prevented from being treated with adequate amounts of appropriate medications, which include the use of dangerous drugs. It is further declared the policy of the State to provide effective mechanisms or measures to reintegrate into society individuals who have fallen victims to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation.

ARTICLE I.
DEFINITION OF TERMS

Section 3. Definitions. As used in this Act, the following terms shall mean:

a. Administer – Any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.
b. **Board** – Refers to the Dangerous Drugs Board under Section 77, Article IX of this Act.

c. **Centers** – Any of the treatment and rehabilitation centers for drug dependents referred to in Section 34, Article VIII of this Act.

...  

f. **Confirmatory Test** – An analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.

...  

g. **Controlled Precursors and Essential Chemicals** – Include those listed in Tables I and II of the 1988 UN Convention Against Illicit Traffic in Narcotic Drugs and Psychotropic Substances as enumerated in the attached annex, which is an integral part of this Act.

...  

a. **Dangerous Drugs** – Include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.

...  

a. **Drug Dependence** – As based on the World Health Organization definition, it is a cluster of physiological, behavioral, and cognitive phenomena of variable intensity, in which the use of psychoactive drug takes on a high priority thereby involving, among others, a strong desire or a sense of compulsion to take the substance and the difficulties in controlling substance taking behavior in terms of its onset, termination, or levels of use.

...  

v. **Cannabis or commonly known as “Marijuana” or “Indian Hemp” or by its any other name** – Embraces every kind, class, genus, or specie of the plant *Cannabis sativa L.* including, but not limited to, *Cannabis Americana, hashish, bhang, guaza, churrus, and ganjab*, and embraces every kind, class, character of marijuana, whether dried or fresh and flowering, flowering or fruiting tops, or any part or portion of the plant and seeds thereof, and all its geographic varieties, whether as a reefer, resin, extract, tincture, or in any form whatsoever.

w. **Methylenedioxymethamphetamine (MDMA) or commonly known as “Ecstasy”, or by its any other name** – Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.
x. **Methamphetamine Hydrochloride or commonly known as “Shabu”, “Ice”, “Meth”, or by its any other name** - Refers to the drug having such chemical composition, including any of its isomers or derivatives in any form.

y. **Opium** – Refers to the coagulated juice of the opium poppy, *Papaver somniferum* L., and embraces every kind, class and character of opium, whether crude or prepared; the ashes or refuse of the same; narcotic preparations thereof or therefrom; morphine or any alkaloid of opium; preparations in which opium, morphine or any alkaloid of opium enters as an ingredient; opium poppy; opium poppy straw; and leaves or wrappings of opium leaves, whether prepared for use or not.

z. **Opium Poppy** – Refers to any part of the plant of species *Papaver somniferum* L., *Papaver sentigerum* DC, *Papaver orientale*, *Papaver bracteatum* and *Papaver rhoeas*, which includesthe seeds, straws, branches, leaves, or any part thereof, or substances derived therefrom, even for fl oral, decorative, and culinary purposes.

aa. **PDEA** – Refers to the Philippine Drug Enforcement Agency under Section 82, Article IX of this Act.

bb. **Person** – Any entity, natural or juridical, including among others, a corporation, partnership, trust or estate, joint stock company, association, syndicate, joint venture or other unincorporated organization or group capable of acquiring rights or entering into obligations.

... 

e. **Protector/Coddler** – Any person who knowingly and willfully consents to the unlawful acts provided for in this Act, and uses his/her influence, power or position in shielding, screening or facilitating the escape of any person he/she knows, or has reasonable grounds to believe in or suspects, has violated the provisions of this Act in order to prevent the arrest, prosecution, and conviction of the violator.

ff. **Pusher** – Any person who sells, trades, administers, dispenses, delivers, or gives away to another, on any terms whatsoever, or distributes, dispatches in transit, or transports dangerous drugs, or who acts as a broker in any of such transactions, in violation of this Act.

gg. **School** – Any educational institution, private or public, undertaking educational operation for pupils/students pursuing certain studies at defined levels, receiving instructions from teachers, usually located in a building or a group of buildings in a particular physical or cyber site.

hh. **Screening Test** – A rapid test performed to establish potential/presumptive positive result.

ii. **Sell** – Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.

jj. **Trading** – Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, e-mail, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of this Act.
kk. Use – Any act of injecting, intravenously or intramuscularly, of consuming either by chewing, smoking, sniffing, eating, swallowing, drinking, or otherwise introducing into the physiological system of the body, any of the dangerous drugs.

Section 5. Sale, Trading, Administration, Dispensation, Delivery, Distribution and Transportation of Dangerous Drugs and/or Controlled Precursors and Essential Chemicals.

The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute dispatch in transit or transport any dangerous drug, including any and all species of opium poppy regardless of the quantity and purity involved, or shall act as a broker in any of such transactions.

The penalty of imprisonment ranging from twelve (12) years and one (1) day to twenty (20) years and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who, unless authorized by law, shall sell, trade, administer, dispense, deliver, give away to another, distribute dispatch in transit or transport any controlled precursor and essential chemical, or shall act as a broker in such transactions. If the sale, trading, administration, dispensation, delivery, distribution or transportation of any dangerous drug and/or controlled precursor and essential chemical transpires within one hundred (100) meters from the school, the maximum penalty shall be imposed in every case. For drug pushers who use minors or mentally incapacitated individuals as runners, couriers and messengers, or in any other capacity directly connected to the dangerous drugs and/or controlled precursors and essential chemical trade, the maximum penalty shall be imposed in every case. If the victim of the offense is a minor or a mentally incapacitated individual, or should a dangerous drug and/or a controlled precursor and essential chemical involved in any offense herein provided be the proximate cause of death of a victim thereof, the maximum penalty provided for under this Section shall be imposed.

The maximum penalty provided for under this Section shall be imposed upon any person who organizes, manages or acts as a “financier” of any of the illegal activities prescribed in this Section. The penalty of twelve (12) years and one (1) day to twenty (20) years of imprisonment and a fine ranging from One hundred thousand pesos (P100,000.00) to Five hundred thousand pesos (P500,000.00) shall be imposed upon any person, who acts as a “protector/coddler” of any violator of the provisions under this Section.

Section 11. Possession of Dangerous Drugs. The penalty of life imprisonment to death and a fine ranging from Five hundred thousand pesos (P500,000.00) to Ten million pesos (P10,000,000.00) shall be imposed upon any person, who, unless authorized by law, shall
possess any dangerous drug in the following quantities, regardless of the degree of purity thereof:

1. Ten (10) grams or more of opium
2. Ten (10) grams or more of morphine
3. Ten (10) grams or more of heroin
4. Ten (10) grams or more of cocaine or cocaine hydrochloride
5. Fifty (50) grams or more of methamphetamine hydrochloride or “shabu”
6. Ten (10) grams or more of marijuana resin or marijuana resin oil
7. Five hundred (500) grams or more of marijuana
8. Ten (10) grams or more of other dangerous drugs such as, but not limited to, methylenedioxymethamphetamine (MDMA) or “ecstasy”, paramethoxyamphetamine (PMA), trimethoxyamphetamine (TMA), lysergic acid diethylamine (LSD), gamma hydroxybutyrate (GHB), and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements, as determined and promulgated by the Board in accordance to Section 93, Article XI of this Act.

Otherwise, if the quantity involved is less than the foregoing quantities, the penalties shall be graduated as follows:

1. Life imprisonment and fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantity of methamphetamine hydrochloride or “shabu” is ten (10) grams or more but less than fifty (50) grams
2. Imprisonment of twenty (20) years and one day to life imprisonment and a fine ranging from Four hundred thousand pesos (P400,000.00) to Five hundred thousand pesos (P500,000.00), if the quantities of dangerous drugs are five (5) grams or more but less than ten (10) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin or marijuana resin oil, methamphetamine hydrochloride or “shabu”, or other dangerous drugs such as, but not limited to, MDMA or “ecstasy”, PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or three hundred (300) grams or more but less than five (500) grams of marijuana
3. Imprisonment of twelve (12) years and one day to twenty (20) years and a fine ranging from Three hundred thousand pesos (P300,000.00) to Four hundred thousand pesos (P400,000.00), if the quantities of dangerous drugs are less than five (5) grams of opium, morphine, heroin, cocaine or cocaine hydrochloride, marijuana resin, or marijuana resin oil, methamphetamine hydrochloride or “shabu” or other dangerous drugs such as, but not limited to, MDMA or “ecstasy”, PMA, TMA, LSD, GHB, and those similarly designed or newly introduced drugs and their derivatives, without having any therapeutic value or if the quantity possessed is far beyond therapeutic requirements; or less than three hundred (300) grams of marijuana.
Section 12. Possession of Equipment, Instrument, Apparatus, and Other Paraphernalia for Dangerous Drugs. The penalty of imprisonment ranging from six (6) months and one day to four (4) years and a fine ranging from Ten thousand pesos (P10,000.00) to Fifty thousand pesos (P50,000.00) shall be imposed upon any person, who, unless authorized by law, shall possess or have under his/her control any equipment, instrument, apparatus, and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body: Provided, That in the case of medical practitioners and various professionals who are required to carry such equipment instrument, apparatus and other paraphernalia in the practice of their profession, the Board shall prescribe the necessary implementing guidelines thereof. The possession of such equipment, instrument, apparatus, and other paraphernalia fit or intended for any of the purposes enumerated in the preceding paragraph shall be prima facie evidence that the possessor has smoked, consumed, administered to himself/herself, injected, ingested or used a dangerous drug and shall be presumed to have violated Section 15 of this Act.

Section 13. Possession of Dangerous Drugs during Parties, Social Gatherings or Meetings. Any person found possessing any dangerous drug during party, or at social gathering or meeting, or in the proximate company of at least two (2) persons, shall suffer the maximum penalties provided for in the Sec. 11 of this Act, regardless of the quantity and purity of such dangerous drugs.

Section 14. Possession of Equipment, Instrument, Apparatus and Other Paraphernalia for Dangerous Drugs during Parties, Social Gatherings or Meetings. – The maximum penalty provided for in Section 12 of this Act shall be imposed upon any person who shall possess or have under his/her control any equipment, instrument, apparatus and other paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body, during parties, social gatherings or meetings, or in the proximate company of at least two (2) persons.

Section 15. Use of Dangerous Drugs. A person apprehended or arrested, who is found to be positive for use of any dangerous drug, after a confirmatory test, shall be imposed a penalty of a minimum of six (6) months rehabilitation in a government center for the first offense, subject to the provisions of Article VIII of this Act. If apprehended using any dangerous drug for the second time, he/she shall suffer the penalty of imprisonment ranging from six (6) years to one day to twelve (12) years and a fine ranging from Fifty thousand pesos (P50,000.00) to Two hundred thousand pesos (P200,000.00):Provided, That this section shall not be applicable where the person tested is also found to have his/her possession such quantity of any dangerous drug provided under Section 11 of this Act, in which case the provisions stated therein shall apply.
ARTICLE III.
DANGEROUS DRUGS TEST AND RECORD REQUIREMENTS

Section 36. **Authorized Drug Testing.** Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOH shall take steps in setting the price of the drug test with DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing shall employ, among others, two (2) testing methods, the screening test, which will determine the positive result as well as the type of the drug used, and the confirmatory test, which will confirm a positive screening test. Drug test certificates issued by accredited drug testing centers shall be valid for a one-year period from the date of issue and which may be used for other purposes. The following shall be subjected to undergo drug testing:

b. Students of secondary and tertiary schools.- Students of secondary and tertiary schools shall, pursuant to related rules and regulations as contained in the school's student handbook and with notice to the parents, undergo a random drug testing:

Provided, That all drug testing expenses whether in private or public schools under this Section will be borne by the government.

ARTICLE IV.
PARTICIPATION OF THE FAMILY, STUDENTS, TEACHERS, AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

Section 41. **Involvement of the Family.** The family, being the basic unit of the Filipino society, shall be primarily responsible for the education and awareness of the members of the family on the ill effects of dangerous drugs and close monitoring of family members who may be susceptible to drug abuse.

Section 42. **Student Councils and Campus Organizations.** All elementary, secondary and tertiary schools’ student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.

Section 43. **School Curricula.** Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary, and tertiary curricula of all public and private schools, whether general, technical, vocational, or agro-industrial, as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:
1. Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community
2. Preventive measures against drug abuse
3. Health, socio-cultural, psychological, legal and economic dimensions and implications of the drug problem
4. Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents
5. Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.

Section 44. **Heads, Supervisors, and Teachers of Schools.** For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors, and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest, or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers. Any teacher or school employee, who discovers or finds that any person in the school within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities. Failure to do in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.

Section 45. **Publication and Distribution of Materials on Dangerous Drugs.** With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED), and the Director-General of the Technical Education and Skills Development Authority (TESDA), shall cause the development, publication, and distribution of information and support educational materials on dangerous drugs to students, the faculty, the parents, and the community.

Section 46. **Special Drug Education Center.** With the assistance of the Board, the Department of Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD), shall establish in each of its provincial offices a special education drug center for out-of-school youth and street children. Such Center, which shall be headed by the Provincial Social Development Officer, shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.

Approved: June 7, 2002
DANGEROUS DRUGS BOARD
BOARD REGULATION No. 3
Series of 2009

SUBJECT: GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING
FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL
SCHOOLS, AMENDING BOARD REGULATION NO. 6, SERIES OF 2003

WHEREAS, Section 36 (c), Article III of Republic Act 9165, mandates that the students of secondary
and tertiary schools shall undergo drug testing and that all drug testing expenses whether in public or
private schools under this Section will be borne by the government;

WHEREAS, government already implemented a similar random drug testing activity in 2005 for
secondary level students, and in 2007, for tertiary level students;

WHEREAS, there is a need to amend provisions of the implementing guidelines in order to adopt
new policy directives and remedy perceived ambiguities in the previous issuance;

WHEREFORE, be it RESOLVED, as it is hereby RESOLVED, to amend Board
Regulation No. 6, Series of 2003 specifically the following provisions thereof:

SECTION 1. Subject, is hereby amended by including “students of vocational and technical schools”, as
among those covered by the guidelines which should now read as follows:

SUBJECT: “GENERAL GUIDELINES FOR THE CONDUCT OF RANDOM DRUG TESTING
FOR STUDENTS OF SECONDARY, TERTIARY, VOCATIONAL AND TECHNICAL
SCHOOLS”

and Management of Drug Test Results” is hereby amended by adding another paragraph as paragraph number 12.

12. Random drug testing for students is considered by the government as entirely a
“health” issue and aims to provide appropriate interventions, to those who will be
tested positive for dangerous drug use, which will help the student stop further use
and/or abuse of the substance.

SECTION 3. Letter C “DEFINITION OF TERMS” is hereby amended to include the terms “CHAIN OF
CUSTODY, INTERVENTIONS and LABORATORY, which shall be defined as follows:
CHAIN OF CUSTODY- refers to procedures to account for each specimen by tracking its handling and storage from point of collection to final disposal. These procedures require that the applicant's identity is confirmed and that a Custody and Control Form is used from time of collection to receipt by the laboratory. Within the laboratory, appropriate chain of custody records must account for the samples until disposal.

INTERVENTIONS- are therapeutic programs appropriate for high-risk individuals/students who are using dangerous drugs and who need special assistance to recognize the signs and symptoms of initial drug use and dependency. It may include corrective or rehabilitative actions that may take the form of crisis intervention, peer counseling, peer leadership programs, parent/peer groups, or psychological counseling at the individual or family level and structured rehabilitation programs. It may also include medical intervention of the afflicted student whenever necessary.

LABORATORY- refers to a DOH-Accredited private or government facility that is capable of testing a specimen to determine the presence of dangerous drugs therein.

SECTION 4. Letter D “PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING” is hereby amended such that:

Item 2.a. should read as: “The Supervising Agency shall inform all schools on their inclusion in the random drug testing program.”

Item 4. on Treatment of Random Drug Test Results is hereby amended in its entirety such that it shall read as follows:

4. TREATMENT OF RANDOM DRUG TEST RESULTS

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

c. In case the test results are positive at the screening level, the same specimen shall immediately be submitted for confirmation observing all strict chain of custody procedures and confidentiality of records.

d. If a student is “confirmed” to be using a dangerous drug, the following shall be observed:

i. The Laboratory, places results in a sealed envelope for transmission to the Central Office of the Supervising Agency.
ii. The Supervising Agency shall then transmit the results to the concerned school/institution by informing the particular school/institution's random drug testing (RDT) Coordinator previously assigned by the selection board.

1. The Supervising Agency shall remind the RDT Coordinator of the confidential nature of the results and strict handling of the “chain of custody” of the information should be observed.

iii. The school/institution's RDT Coordinator shall then inform the parent and the student of the results and how the information is regarded with utmost secrecy and confidentiality

1. The Coordinator shall remind the student that divulging the results with anybody will be at his own risk; and
2. That if possible, the information should remain in the confines of their house.

iv. The parent, the RDT Coordinator and the student shall then prepare for a case conference to discuss issues of drug use and possible dependency.

v. The Drug Testing Coordinator shall refer the student and his/her parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student’s dependency level.

vi. A date and venue shall be selected for the case conference

1. Date should be agreeable to all concerned in the case conference (Parent, Student, RDT Coordinator and the DOH Accredited Physician).
2. Venue should have a semblance of privacy (preferably in a room, with an office table where group discussions and individual sessions can be done).
3. Whichever is more convenient for the student and parent, venue could be as follows:
   a. Regional Office or hospital of the DOH
   b. Regional Office of the Supervising Agency
   c. Other designated venue which can assure privacy

vii. The RDT Coordinator shall inform Supervising Agency Central Office coordinator on the possible dates and venue for further discussions of options.

viii. Once, finalized, the group shall proceed as planned with the case conference.

1. Drug dependency level of the student shall be evaluated;
2. Cross reference of information shall be validated from the parent and RDT Coordinator;
3. Treatment planning for the student shall be discussed and presented to the student and parent;
4. Options for treatment should be presented to the parent and student;
5. If a student (below 18 years of age) is found to be a drug dependent, the school authority shall refer him/her to the Department of Social Welfare and Development (DSWD) or a local social worker for counseling and other intervention;

6. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.
   a. If child opts for government service, the DOH treatment and rehabilitation centers nearest to the area can provide services;
   b. If the parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis;

7. Trained guidance counselors can also be utilized.
   e. If a student is “confirmed” negative from dangerous drug use, the following shall be observed:

   1. Names per school/institution of all who tested negative will be summarized in a result form.
   2. The Summarized result form shall be transmitted to the Supervising Agency concerned.
   3. Supervising Agency Central Office shall forward the same to the concerned school/institution’s RDT Coordinator.
   4. The RDT Coordinator and/or teacher adviser and/or guidance counselor shall individually inform each student and parent concerned regarding the results.
   f. Positive confirmatory drug test result under this Regulation shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstances shall the results be used to incriminate any student for further legal action which may result to administrative/civil/criminal liabilities.

Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted pursuant to this Board Regulation, shall not be used as evidence in any
court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.

g. The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

h. If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

i. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

SECTION 5. Letter F "TRAINING OF GUIDANCE COUNSELORS" is hereby amended such that letter F shall read as follows:

F. TRAINING OF GUIDANCE COUNSELORS

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

SECTION 6. Letter H "ENFORCEMENT AND COMPLIANCE" is hereby amended to delete the phrase “impose sanction” and change it with the phrase “implement interventions” and adding as additional sentence “Interventions should be consistent with the provisions of this Board Regulation and it’s guiding principles of the first paragraph and adding as third paragraph thereof the phrase; “Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar
drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health.” So that letter H of the Guidelines should now read as follows;

H. ENFORCEMENT OF COMPLIANCE

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

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

Supervising Agencies should encourage institutionalization of Drug Testing Activities in schools/institutions concerned over-and-above the random drug testing program conducted by the government. The Supervising Agencies and the DOH should help build up capacities of schools/institutions to achieve competencies and self-reliance on random drug testing. Schools who initiated the conduct of similar drug testing activities shall submit reports to the Supervising Agencies for proper accreditation of the Department of Health.

Attached is the flow chart of activities which shall be an integral part of this Regulation.

All issuances, including Board Regulation No. 6, s. 2003 or part thereof inconsistent herewith, are deemed repealed or modified accordingly.

SECTION 7. Effectivity – This Regulation shall take effect after fifteen (15) days after its publication in two (2) newspapers of general circulation and after its registration with the Office of the National Administrative Register (ONAR), UP Law Center, Quezon City.

APPROVED and ADOPTED, this 3rd day of June, in the year of Our Lord, 2009 in Quezon City.

(Sgd) Secretary VICENTE C. SOTTO III
Chairman, Dangerous Drugs Board
Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

Section 1. Short Title. – This Act shall be known as the Tobacco Regulation Act of 2003.

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

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

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

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

a. “Advertisement” – refers to any visual and/or audible message disseminated to the public about or on a particular product that promote and give publicity by words, designs, images or any other means through broadcast, electronic, print or whatever form of mass media, including outdoor advertisements, such as but not limited to signs and billboards. For the purpose of this Act, advertisement shall be understood as tobacco advertisement.
b. “Advertising” – refers to the business of conceptualizing presenting, making available and communicating to the public, through any form of mass media, any fact, data or information about the attributes, features, quality or availability of consumer products, services or credit.

For the purpose of this Act, advertising shall be understood as tobacco advertising. This shall specifically refer to any messages and images promoting smoking; the purchase or use of cigarette or tobacco products; and cigarette or tobacco trademarks, brand names, design and manufacturer’s names;

c. “Advertiser” – refers to a person or entity on whose account or for whom an advertisement is prepared and disseminated by the advertising agency, which is a service established and operated for the purpose of counseling or creating and producing and/or implementing advertising programs in various forms of media;

d. “Cigarette” - refers to any roll or tubular construction, which contains tobacco or its derivatives and is intended to be burned or heated under ordinary conditions of use;

e. “Distributor” - refers to any person to whom a tobacco product is delivered or sold for purposes of distribution in commerce, except that such term does not include a manufacturer or retailer or common carrier of such product;

f. “Mass Media” – refers to any medium of communication designed to reach a mass of people. For this purpose, mass media includes print media such as, but not limited to, newspapers, magazines, and publications; broadcast media such as, but not limited to, radio, television, cable television, and cinema; electronic media such as but not limited to the internet;

g. “Minor” - refers to any person below eighteen (18) years old;

h. “Manufacturer” – refers to any person or entity, including a re-packer, who makes, fabricates, assembles, processes, or labels a finished product;

i. “Package” – refers to packs, boxes, cartons or containers of any kind in which any tobacco product is offered for sale to consumers;

j. “Person” – refers to an individual, partnership, corporation or any other business or legal entity;

k. “Point-of-Sale” – refers to any location at which individual can purchase or otherwise obtain tobacco products;
l. “Promotion” – refers to an event or activity organized by or on behalf of a tobacco manufacturer, distributor or retailer with the aim of promoting a brand of tobacco product, which event or activity would not occur but for the support given to it by or on behalf of the tobacco manufacturer, distributor or retailer. It may also refer to the display of tobacco product or manufacturer’s name, trademark, logo, etc. on non-tobacco products. This includes the paid use of tobacco products bearing the brand names, trademarks, logos, etc. in movies, television and other forms of entertainment. For the purpose of this Act, promotion shall be understood as tobacco promotion;

m. “Public Conveyances” – refer to modes of transportation servicing the general population, such as, but not limited to, elevators, airplanes, buses, taxicabs, ships, jeepneys, light rail transits, tricycles, and similar vehicles;

n. “Public Places” – refer to enclosed or confined areas of all hospitals, medical clinics, schools, public transportation terminals and offices, and buildings such as private and public offices, recreational places, shopping malls, movie houses, hotels, restaurants, and the like;

o. “Retailer” – refers to any person who or entity that sells tobacco products to individuals for personal consumption;

p. “Smoking” – refers to the act of carrying a lighted cigarette or other tobacco products, whether or not it is being inhaled or smoked;

q. “Sponsorship” – refers to any public or private contribution to a third party in relation to an event, team or activity made with the aim of promoting a brand of tobacco product, which event, team or activity would still exist or occur without such contribution. For the purpose of this Act, sponsorship shall be understood as tobacco sponsorship;

r. “Tobacco” – refers to agricultural components derived from the tobacco plant, which are processed for use in the manufacturing of cigarettes and other tobacco products;

s. “Tobacco Product” – refers to any product that consists of loose tobacco that contains nicotine and is intended for use in a cigarette, including any product containing tobacco and intended for smoking or oral or nasal use. Unless stated otherwise, the requirements of this Act pertaining to cigarettes shall also apply to other tobacco products;

t. “Tobacco Grower” – refers to any person who plants tobacco before the enactment of this Act and classified as such by the National Tobacco Administration (NTA); and
u. “Warning” – refers to the notice printed on the tobacco product or its container and/or displayed in print or aired in broadcast or electronic media including outdoor advertising and which shall bear information on the hazards of tobacco use.

HEALTHFUL ENVIRONMENT

Section 5. Smoking Ban in Public Places. – Smoking shall be absolutely prohibited in the following public places:

a. Centers of youth activity such as play schools, preparatory schools, elementary schools, high schools, colleges and universities, youth hostels and recreational facilities for persons under eighteen (18) years old;

b. Elevators and stairwells;

c. Locations in which fire hazards are present, including gas stations and storage areas for flammable liquids, gas, explosives or combustible materials;

d. Within the buildings and premises of public and private hospitals, medical, dental, and optical clinics, health centers, nursing homes, dispensaries and laboratories;

e. Public conveyances and public facilities including airport and ship terminals and train and bus stations, restaurants and conference halls, except for separate smoking areas; and

f. Food preparation areas.

Section 6. Designated Smoking and Non-smoking Areas. - In all enclosed places that are open to the general public, private workplaces and other places not covered under the preceding section, where smoking may expose a person other than the smoker to tobacco smoke, the owner, proprietor, operator, possessor, manager or administrator of such places shall establish smoking and non-smoking areas. Such areas may include a designated smoking area within the building, which may be in an open space or separate area with proper ventilation, but shall not be located within the same room that has been designated as non-smoking area.

All designated smoking areas shall have at least one (1) legible and visible sign posted, namely “SMOKING AREA” for the information and guidance of all concerned. In addition, the sign or notice posted shall include a warning about the health effects of direct or secondhand exposure to tobacco smoke. Non-smoking areas shall likewise have at least one (1) legible and visible sign, namely: “NON-SMOKING AREA” or “NO SMOKING.”
PENAL PROVISIONS

Section 32. Penalties. – The following penalties shall apply:

a. Violation of Sections 5 and 6. On the first offense, a fine of not less than Five hundred pesos (Php500.00) but not more than One thousand pesos (Php1,000.00) shall be imposed.

On the second offense, a fine of not less than One thousand pesos (Php1,000.00) but not more than Five thousand pesos (Php5,000.00) shall be imposed.

On the third offense, in addition to a fine of not less than Five thousand pesos (Php5,000.00) but not more than Ten thousand pesos (Php10,000.00), the business permits and licenses to operate shall be cancelled or revoked.

PROGRAMS AND PROJECTS

Section 33. Programs and Projects. – For a period not exceeding five (5) years, the National Government and the concerned departments and agencies shall provide the following programs and projects:

h. Withdrawal Clinics – The DOH shall establish smoking withdrawal clinics to provide counseling regarding the hazardous health effects of tobacco/cigarette smoking and to rehabilitate smokers from the hazardous effects of such products.

If a smoker-minor voluntarily submits himself for treatment, counseling, or rehabilitation in a smoking withdrawal clinic located in any medical institution in the Philippines, or through his parent/guardian, the expenses incurred shall be a reimbursable outpatient service of the Philippine Health Insurance Corporation.

INFORMATION PROGRAM

Section 34. Information Drive. – Consistent with the provisions of this Act, the DOH shall, in cooperation with the DepEd and with the assistance of the Philippine Information Agency (PIA), undertake a continuous information program on the harmful effects of smoking.

The DOH shall enlist the active participation of the public and private sectors in the national effort to discourage the unhealthy habit of smoking.

Section 35. Instruction on the Hazardous Effect of Smoking as Part of School Curricula. – Instruction on the adverse effects of cigarette/tobacco smoking, including their health, environmental and economic implications, shall be integrated into the existing curricula of all public and private elementary and high schools.
The DepEd Secretary shall promulgate such rules and regulations as may be necessary to carry out the above stated policy hereof, and, with the assistance of the Secretary of Health, and with the approval of the IAC-Tobacco, shall cause the publication and distribution of materials on unhealthy effects of smoking to students and the general public.

Approved,

JOSE DE VENECIA JR.
Speaker of the House of Representatives

FRANKLIN M. DRILON
President of the Senate

This Act, which is a consolidation of Senate Bill No. 1859 and House Bill No. 5950 was finally passed by the Senate and the House of Representatives on June 3, 2003 and June 2, 2003, respectively.

ROBERTO NAZARENO
Secretary General
House of Representative

OSCAR G. YABES
Secretary of the Senate

GLORIA MACAPAGAL-ARROYO
President of the Philippines
Title I
GENERAL PROVISIONS

CHAPTER I
BASIC PRINCIPLE

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

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

(a) Disabled persons are part of Philippine society, thus the State shall give full support to the improvement of the total well-being of disabled persons and their integration into the mainstream of society. Toward this end, the State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of disabled persons. It shall develop their skills and potentials to enable them to compete favorably for available opportunities.

(b) Disabled persons have the same rights as other people to take their proper place in society. They should be able to live freely and as independently as possible. This must be the concern of everyone — the family, community and all government and non-government organizations. Disabled persons’ rights must never be perceived as welfare services by the Government.

(c) The rehabilitation of the disabled persons shall be the concern of the Government in order to foster their capacity to attain a more meaningful, productive and satisfying life. To reach out to a greater number of disabled persons, the rehabilitation services and benefits shall be expanded beyond the traditional urban-based centers to community based programs, that will ensure full participation of different sectors as supported by national and local government agencies.
CHAPTER II
EDUCATION

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

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

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

Section 13. Assistance to Disabled Students. — The State shall provide financial assistance to economically marginalized but deserving disabled students pursuing post secondary or tertiary education. Such assistance may be in the form of scholarship grants, student loan programs, subsidies, and other incentives to qualified disabled students in both public and private schools. At least five percent (5%) of the allocation for the Private Education Student Financial Assistance Program created by virtue of R.A. 6725 shall be set aside for disabled students pursuing vocational or technical and degree courses.
[PHILIPPINE REPUBLIC ACT NO.9003]

Excerpts from

AN ACT PROVIDING FOR AN ECOLOGICAL SOLID WASTE MANAGEMENT PROGRAM, CREATING THE NECESSARY INSTITUTIONAL MECHANISMS AND INCENTIVES, DECLARING CERTAIN ACTS PROHIBITED AND PROVIDING PENALTIES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

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

CHAPTER I BASIC POLICIES

Article 1 General Provisions

Section 1. Short Title - This Act shall be known as the “Ecological Solid Waste Management Act of 2000.”

Section 2. Declaration of Policies - It is hereby declared the policy of the State to adopt a systematic, comprehensive and ecological solid waste management program which shall:

(a) Ensure the protection of the public health and environment;

(b) Utilize environmentally-sound methods that maximize the utilization of valuable resources and encourage resource conservation and recovery;

(c) Set guidelines and targets for solid waste avoidance and volume reduction through source reduction and waste minimization measures, including composting, recycling, re-use, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally sound solid waste management facilities in accordance with ecologically sustainable development principles;

(d) Ensure the proper segregation, collection, transport, storage, treatment and disposal of solid waste through the formulation and adoption of the best environmental practice in ecological waste management excluding incineration;

(e) Promote national research and development programs for improved solid waste management and resource conservation techniques, more effective institutional arrangement and indigenous and improved methods of waste reduction, collection, separation and recovery;

(f) Encourage greater private sector participation in solid waste management;

(g) Retain primary enforcement and responsibility of solid waste management with local government units while establishing a cooperative effort among the national government, other local government units, non-government organizations, and the private sector;

(h) Encourage cooperation and self-regulation among waste generators through the application of market-based instruments;

(i) Institutionalize public participation in the development and implementation of national and local integrated, comprehensive, and ecological waste management programs; and
(j) Strengthen the integration of ecological solid waste management and resource conservation and recovery topics into the academic curricula of formal and non-formal education in order to promote environmental awareness and action among the citizenry.

Article 2 Definition of Terms

Section 3. Definition of Terms - For the purposes of this Act:
(a) Agricultural waste shall refer to waste generated from planting or harvesting of crops, trimming or pruning of plants and wastes or run-off materials from farms or fields;
(b) Bulky wastes shall refer to waste materials which cannot be appropriately placed in separate containers because of either its bulky size, shape or other physical attributes. These include large worn-out or broken household, commercial, and industrial items such as furniture, lamps, bookcases, filing cabinets, and other similar items;
(c) Bureau shall refer to the Environmental Management Bureau;
(d) Buy-back center shall refer to a recycling center that purchases of otherwise accepts recyclable materials from the public for the purpose of recycling such materials;
(e) Collection shall refer to the act of removing solid waste from the source or from a communal storage point;
(f) Composting shall refer to the controlled decomposition of organic matter by micro-organisms, mainly bacteria and fungi, into a humus-like product;
(g) Consumer electronics shall refer to special waste that includes worn-out, broken, and other discarded items such as radios, stereos, and TV sets;
(h) Controlled dump shall refer to a disposal site at which solid waste is deposited in accordance with the minimum prescribed standards of site operation;
(i) Department shall refer to the Department of Environment and Natural Resources;
(j) Disposal shall refer to the discharge, deposit, dumping, spilling, leaking or placing of any solid waste into or in an land;
(k) Disposal site shall refer to a site where solid waste is finally discharged and deposited;
(l) Ecological solid waste management shall refer to the systematic administration of activities which provide for segregation at source, segregated transportation, storage, transfer, processing, treatment, and disposal of solid waste and all other waste management activities which do not harm the environment;
(m) Environmentally acceptable shall refer to the quality of being re-usable, biodegradable or compostable, recyclable and not toxic or hazardous to the environment;
(n) Generation shall refer to the act or process of producing solid waste;
(o) Generator shall refer to a person, natural or juridical, who last uses a material and makes it available for disposal or recycling;
(p) Hazardous waste shall refer to solid waste management or combination of solid waste which because of its quantity, concentration or physical, chemical or infectious characteristics may:

January 26, 2001
SECTION IV
Loyola Schools Rules and Regulations
General Regulations

The Ateneo de Manila University is a Filipino, Catholic, Jesuit community committed to the preservation, extension and communication of truth and its applications for the fullest development of the human person. The Ateneo de Manila University’s Loyola Schools (hereinafter referred to as “Loyola Schools”), founded on the revered tradition of excellence and service, is concerned with the harmonious development of the intellectual and moral virtues of the students so that they may give greater glory to God and greater service to others.

1. The regulations of the Loyola Schools as set forth in this Handbook are calculated to secure the good order necessary for the effective pursuit of knowledge, to help the students attain the level of quality work required of them and to ensure proper deportment of the entire body.

2. The student’s registration in the Loyola Schools is considered an expression of willingness to abide by all the rules and regulations prevailing in the Loyola Schools. Every student, therefore, is committed to the observance of these rules.

3. A student is in college primarily to achieve academic excellence and develop his/her total self for the service of his/her brethren. The standard set before each student presupposes maturity, responsibility, and judicious use of all the opportunities made available by the Loyola Schools.

4. Students are encouraged to use the library facilities and to consult regularly with their faculty advisers, and whenever necessary, with the Guidance Counselors and Campus Ministers.

5. A student whose parents do not reside in Manila should have a guardian in the city who is duly authorized by the parents to assume their responsibilities towards him/her.

6. Special University and School functions, being part of a student’s life, should be attended by all students.

7. The student is encouraged to develop a deep Christian piety by regular participation in the religious exercises and services of the Loyola Schools. Regular retreats are scheduled for student groups; at least two Masses are offered in the Loyola Schools Chapel daily and the Sacrament of Reconciliation (Confession) is available everyday at designated hours.

8. The Ateneo de Manila has always considered co-curricular activities and athletics essential to the balanced formation and development of the student. Activities and athletics are part of the community life of the Loyola Schools. Therefore, each student should participate in one or several activities to the extent that his/her studies will allow.
9. Co-curricular activities, however, are meant to supplement studies, not to interfere with them. Hence, the Loyola Schools reserves the right to advise against participation in activities, if the student needs to devote more time to studies.

10. A student-athlete who is not a full-time student of the Loyola Schools or whose QPI rating is below the published catalog norms may not represent the Ateneo in intercollegiate sports.

11. Students, as individuals or groups, may not use the name and/or seal of the University without authorization from the activity moderator and the approval of the Director of Student Activities. This applies to printed programs, invitations, announcements, tickets, and similar materials.

12. No college social function of the students should be held without the written approval of the Director of Student Activities. Appeals, however, may be made to the Associate Dean for Student Affairs.

13. Articles and news releases concerning the Ateneo de Manila should be cleared through the offices concerned.

14. The regulations governing the payment of tuition and other fees are issued from time to time by the Office of the Treasurer.

15. The Loyola Schools student, by joining this community of scholars, assumes the responsibilities, rights, and obligations of scholarship, which pertains to his/her status as a student. Because he/she is serving a period of intellectual apprenticeship, the student is expected by both his/her superiors and peers to perform his/her academic duties according to the proper standards. His/her status as a student commits him/her to a time of serious study, the results of which are gauged by the marks he/she secures.

**Academic Regulations**

16. The Faculty Committee on Academic Standards interprets the published undergraduate academic regulations of the Loyola Schools of Ateneo de Manila University comprising the School of Humanities, John Gokongwei School of Management, School of Science and Engineering, and the School of Social Sciences. This Committee reviews all cases of an academic nature, i.e., honors for graduation, departmental awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation and readmission, the exceptions to a given rule, change of grade, etc. All appeals must be made in writing through the Associate Dean for Academic Affairs (ADAA) within two weeks after the official day for distribution of grades by the Office of the Registrar.
17. A student’s list of officially registered courses on the Ateneo Integrated Student Information System (A.I.S.I.S.) is the official record of subjects in which the student is enrolled. Changes must be accomplished by the student on the official load revision forms available at the Office of the ADAA.

18. Students should complete the registration process to be considered officially enrolled. The complete registration process involves:
   1. Enlistment in advised classes
   2. Payment of the assessed fees
   3. ID validation

   A student must be officially enrolled to participate in classes, e.g., join groups, submit papers, or take exams. Only students who are officially enrolled are entitled to grades at the end of the semester or term. If there are any special circumstances that prevent a student from completing registration, he/she should immediately see the School Registrar.

19. Any change of concentration and/or course after the initial registration period is permitted only at the written request of the student with the recommendations of the Guidance Counselors and the approval of the respective concentration Chairperson or Program Director and the ADAA. The Guidance Office must issue an endorsement form for the change in concentration and/or course before the student can be issued a load revision form by the Office of the ADAA. The copies of the completed load revision form must be submitted by the student to the different offices concerned, and signed by the receiving offices.

20. Substitution of one subject for another shall not be allowed without the properly accomplished load revision form. No request to change a subject shall be entertained after the first week of instruction in the semester. The copies of the completed load revision form must be submitted by the student to the different offices concerned, and signed by the receiving offices.

   Students may only add subjects after the initial registration period by filling out the load revision form. No request to add a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar for such changes. The copies of the completed load revision form must be submitted by the student to the different offices concerned, and signed by the receiving offices.

   No student may drop a registered subject without the approval of the instructor, the home Department Chairperson/Program Director, the Department Chairperson/Program Director of the subject, and the ADAA; otherwise the student shall receive a grade of W (WITHDRAWAL) for the subject. However, while the request is pending, the student must continue to attend the class(es) that are to be dropped until the completed form has been submitted by the student to the offices concerned, and signed by the receiving offices. No request to withdraw from a subject shall be entertained after the deadline set by the Office of the ADAA or the Office of the Registrar. This request may be availed of only by students who have not exceeded the number of absences permitted by the Loyola Schools. (See Section 24.)
21. A student who withdraws voluntarily from the Loyola Schools is entitled to a transfer credential (HONORABLE DISMISSAL) under the following circumstances:
   a. dismissal is not due to disciplinary reasons
   b. clearance from all offices within the Loyola Schools must be secured.

Withdrawal shall be effective as of the date the completed clearance and load revision forms are filed with the Office of the Registrar.

22. A student who will not enroll from the Loyola Schools for non-academic or non-disciplinary reasons shall secure a LEAVE OF ABSENCE, which may be granted on the following conditions:
   a. the student is in good academic standing
   b. the student is in good disciplinary standing
   c. the student may not study or enroll in another school during the LEAVE OF ABSENCE
   d. the period of leave may not exceed one academic year
   e. the student may normally secure a LEAVE OF ABSENCE only once during his/her entire stay in the Loyola Schools.

23. The unit of instruction used for computing the amount of work required for graduation is the semester hour. One semester hour is equivalent to an hour’s lecture or recitation per week for one semester.

24. Regular attendance in all classes is one of the most important obligations of students. They are expected to attend all scheduled class exercises and activities. Honor students are allowed unlimited absences, unless specified otherwise by the instructor in the class syllabus. Students are held responsible for all matters taken and assignments given in their absence.

25. A limited number of absences is permitted, but these absences must not exceed three times the number of semester hours of the subject. Thus, for a three-unit subject, the maximum allowable absence is nine class hours. The maximum allowable absence in science laboratory classes is three laboratory sessions. The maximum allowable absence in psychology laboratory classes is two sessions. There is no distinction between excused and unexcused absences. There is no such thing as a free cut.

26. For absences beyond this norm, a student receives an automatic grade of W (WITHDRAWAL).

27. Class hours lost by late registration are considered as absences.

28. A student who is absent from class is responsible for all work given by the instructor on the day of his/her absence.
29. Class attendance should not only be regular; it should be punctual. Recording lateness as an absence shall be left to the instructor's discretion.

30. All subjects that form part of a student’s program in the Loyola Schools are graded on a CREDIT basis, i.e., a letter mark with a corresponding Quality Point Value. A student may register for a subject on an AUDIT basis with the permission of the class instructor. Students who take units beyond the total load required by their program are allowed to have these extra subjects graded on a Satisfactory/Unsatisfactory/Audit (S/U/A) basis.

No student may change the grading option of a subject after the deadline set by the Office of the ADAA or the Office of the Registrar. The change shall only be valid upon the submission of the completed load revision form by the student to the offices concerned, and signed by the receiving office(s).

31. Six units of FREE ELECTIVES are provided for students to pursue their own interests. They can choose these FREE ELECTIVES only from the outer core curriculum subjects and from subjects not required by their home department/program.

32. Students enrolled in less than twelve units are classified as part-time. Units in freshman basic and bridging subjects ((English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2)) are counted as part of the load. Cross-registrants (from other schools) and part-time students are subject to all the academic regulations of the Loyola Schools.

33. The student’s grade in any subject is computed at the end of each semester. A grade is based not only on formal examinations, but on every kind of academic evidence: recitation, term papers, book reports, written and oral tests, class participation, student’s conduct in class, field work, etc. Attendance does not form part of the student's grade for the subject.

34. A student who cheats in any test or examination receives a grade of F (FAILURE) for that test or examination.

35. The academic performance of students is expressed by the marks they receive in the subjects enrolled. These marks, their respective meanings, and corresponding quality point values, are as follows:

   A   Fulfillment of the requirements set for the subject to a high degree of academic performance as shown by both an intelligent grasp and superior critical appreciation of the course content. **Quality Point Value: 4**

   B   Fulfillment of the requirements set for the subject to a degree above satisfactory performance as shown by both an intelligent grasp and rudimentary critical appreciation of the course content. **Quality Point Value: 3**
Satisfactory fulfillment of the requirements set for the subject as shown by a fairly intelligent grasp of the course content. **Quality Point Value: 2**

The grades of **B+ (Quality Point Value: 3.5)** and **C+ (Quality Point Value: 2.5)** are given for those inevitable borderline cases which, in the professor's estimation, do not merit the higher grade and at the same time definitely deserve better than the lower grade or mark.

**D** Passing fulfillment of the minimum requirements for the subject. **Quality Point Value: 1**

**F** Failure: Non-fulfillment of minimum requirements for the subject. **Quality Point Value: 0**

**W** Withdrawal from a subject without permission. **Quality Point Value: 0**

Besides the marks indicated above, the following supplementary marks also appear on a student's report:

- **INC** (temporary grade)
- **NE** No final examination
- **WP** Withdrawal from a subject with permission. **No quality point**
- **AUD** Audit: **No quality point**
- **S** Satisfactory performance in a remedial, non-academic, or non-required subject
- **U** Unsatisfactory performance in a remedial, non-academic, or non-required subject

36. The **Quality Point Index (QPI)** or weighted average is the measure of the quality of a student's general academic performance for a regular academic term. As such, the student's promotion, graduation, honors, or separation from the Loyola Schools are determined by whether or not the QPI requirement for a given academic year, which consists of two semesters and the preceding summer, is satisfied.

The Quality Point Index is computed by:

a. Multiplying the quality point value of the letter grades in each subject by the number of units of credits in the subject, and

b. Adding these products and dividing the result by the total number of units taken during the academic term or year.

c. Grades in basic and bridging subjects (English 8, 9, and 10, Filipino 8, 9, and 10, and Math 1, 1.1, and 1.2), P.E. and N.S.T.P. are not included in the computation of the QPI.

37. The students are responsible for ascertaining their general academic performance periodically and especially at the end of each semester.
38. Students should ensure that they have taken and passed all required subjects/courses towards the completion of their degrees. Students should regularly review their Individual Programs of Study (IPS) on the Ateneo Integrated Student Information System (A.I.S.I.S.) to ensure that they do not lack any subjects to graduate on time. If subjects/courses are not yet listed as “passed” on AISIS but the student believes he/she has already passed the said subjects/courses, the student should report to the Office of the Registrar immediately.

39. Rules on promotion, graduation, and separation of a student from the Loyola Schools:
   a. The promotion, graduation or separation of a student from the Loyola Schools is determined by the QPI of the student.
   b. For unconditional promotion to sophomore year, a freshman should secure a year’s QPI of 1.80 or above at the end of the second semester of the academic year.
   c. The required year’s QPI at the end of the second semester of sophomore year for eligibility for junior year is 1.90.
   d. The required year’s QPI at the end of the second semester of junior year for eligibility for senior year is 2.00.
   e. The required year’s QPI for seniors for eligibility for graduation is 2.00.
   f. No student may repeat more than once any subject where a failure has been incurred. Exception to this rule shall be made upon recommendation of the Chairpersons of the departments concerned.
   g. No student who incurred a failure or deficiency in any subject during a semester shall be permitted a recovery overload during the following semesters.
   h. Upon approval of the Chairperson, graduating seniors may be allowed a 3-unit overload per semester.
   i. Students who do not meet the QPI requirement may be admitted on probation and allowed to continue their studies at the discretion of the Vice President for the Loyola Schools after consultation with the Standards Committee. Students must write a letter of appeal to the Standards Committee (through the Office of the Associate Dean for Academic Affairs) if they apply for probation.
   j. A student may be granted probation only once during his/her entire stay in the Loyola Schools upon the recommendation of the Standards Committee to the Vice President for the Loyola Schools. No second probation is given.

40. Freshman and sophomore students are required to register for all core curriculum subjects designated by their program. They shall not be allowed to withdraw from these subjects.

   Exceptions to this rule shall be made by the Associate Dean for Academic Affairs. Juniors and Seniors shall not be allowed to drop subjects so that their total load falls below twelve units.
41. In extraordinary circumstances, when some requirement of a subject (except the final examination) has not been met, the student shall be given the temporary grade of INC (Incomplete). A student with a grade of INC is ineligible to enroll for the following semester. No student on Probation shall be given the grade of INC or NE. The INC mark is changed to a letter grade following this procedure:
   a. submission of completed work to the instructor
   b. evaluation by the instructor and submission of letter grade to the Chairperson
   c. submission by the Chairperson of the grade to the Registrar.

The entire procedure must be completed within two weeks after the distribution of grades so that no marks remain INC after the two-week period. Any request for extension of the INC shall be subject to the approval of the Associate Dean for Academic Affairs.

42. The temporary grade of NE shall be reported to the Registrar for every subject in which a student is absent from the final examination. In case the absence is not approved by the ADAA, the grade for the examination shall be changed automatically to F. If the absence has been caused by some grave reason, the student should apply to the Office of the ADAA not later than the second day following the examination for approval for a deferred examination. When, in the judgment of ADAA, the reason for the absence has been sufficiently justified, the student shall be granted the privilege of a deferred examination.

43. Honors are awarded at the end of each semester on the basis of the QPI average. The QPI average is based on a semestral load of at least fifteen academic units with all the grades carrying the corresponding Quality Point Values.
   a. First Honors are awarded to students with a general average of 3.70 and above.
   b. Second Honors are awarded to students with a general average of 3.35 or above but lower than 3.70.

44. To be eligible for Graduation Distinction, students must have completed a minimum of 80 percent of the total number of units required for graduation in their program in the Loyola Schools and only resident credits shall be included in the computation. Latin honors and honorable mention are awarded on the basis of the following overall QPI at the time of graduation:
   a. Summa Cum Laude = 3.87 - 4.00
   b. Magna Cum Laude = 3.70 - 3.86
   c. Cum Laude = 3.50 - 3.69
   d. Honorable Mention = 3.35 - 3.49

Students who graduate from more than one program may receive Latin honors or honorable mentions only once.
45. A student may take a subject in another school with the approval of the Department Chairperson, the Associate Dean for Academic Affairs, and the Registrar, based on the following conditions:
   a. the subject is not a core curriculum subject
   b. the subject is not offered in the Loyola Schools for that particular term
   c. the subject is validated by the department concerned.

Forms are available at the Office of the ADAA.

46. All Filipino students, usually sophomores, are required to enroll in a National Service Training Program, which shall consist of the following service components:
   a. The Reserve Officers’ Training Corps (ROTC)
   b. The Literacy Training Service
   c. The Civic Welfare Training Service

   Students, male and female, shall be required to complete one of the above NSTP components for an academic period of two semesters (three units per semester) during their first two years of residence in the Loyola Schools unless official exemption is obtained.

   The ROTC option is jointly supervised by the Office of ADAA and the ADAST (Ateneo Department of Air Science and Tactics). The Literacy Training Service and the Civic Welfare Training Service components are jointly supervised by the Office of the Associate Dean for Student Affairs (ADSA) and the Office for Social Concern and Involvement (OSCI).

47. Physical Education Requirement: All regular students are required to complete eight units of Physical Education in the four semesters comprising their freshman and sophomore years. Students who fail any Physical Education subject must take it the following summer session so that prior to entering junior year, they shall have completed the required eight units. The Commission on Higher Education prohibits students from taking more than two units of P.E. in one semester or summer session.

   Physically challenged students are not exempted from the Physical Education requirement. They are given a special program upon examination by the Loyola Schools physician. While members of varsity teams are excused from the regular P.E. classes, they are, however, required to:
   a. sign up for an activity class
   b. take and pass the semestral physical fitness tests.

   Failure to comply with these requirements shall result in a grade of F.

48. No student may receive official school documents unless all financial obligations to the Loyola Schools are settled. Examples of official school documents are the following:
   a. Transcript of records
   b. All academic certifications
   c. Diploma
Code of Discipline for Students

Introduction

The Code of Discipline provides the basic framework of normative rules to facilitate the total formation of students of the Loyola Schools according to the Christian ideal of the human person, an individual imbued with dignity inherent in his/her being an image and likeness of God. The proceeding list of responsibilities, procedures, offenses and sanctions contains the modes of conduct conducive to the creation of an Ateneo academic community committed to and consistent with the fundamental values of honesty, fairness, integrity and justice.

I. Responsibilities

Students are expected to conduct themselves in a manner that promotes their continuing development as persons, as well as the continuing development of their peers. They have a responsibility to ensure that the academic environment of the Loyola Schools is wholesome and conducive to human formation.

A. Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university.

B. Students are required to wear their Identification (ID) Cards on campus and present the same whenever requested by university personnel.

C. Students are expected to follow classroom policies and procedures set by the school and their teachers. A teacher may send a student out of class for misbehavior. The student is then marked absent.

D. Students are to behave responsibly in the use of communication and information technology, especially when engaging in any action that may impact on the privacy, dignity, and/or rights of institutions, groups or individuals, including themselves.

E. Communication and information technology equipment cannot be used in the classroom without the explicit permission of the teacher.

F. Students are required to keep their contact and personal information on AISIS (Ateneo Integrated Student Information System) up-to-date. Students will be held responsible for instances where they cannot be contacted for this reason.

G. While students are encouraged to participate in off-campus activities, especially those that are cultural and educational in nature, students are expected to conduct themselves properly in such functions and to use the name of the University responsibly. Students should bear in mind that any of their off-campus activities should not directly or indirectly tarnish the name of the school, especially in reference to the values and the principles it stands for. Students officially representing the Loyola Schools or any of its recognized or official sectors or units in activities involving external groups must obtain official approval from a person of authority or from the concerned department or office.

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1 All students: graduate and undergraduate
H. Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification (ID) card issued by the ADSA. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Discipline is committed by such persons.

I. The university environment serves and supports the mission of the institution. It must be treated with proper care and respect to ensure the health and safety of members of the community.

1. It is the responsibility of students to take care of school property and to help keep the university clean. Students who use or access the property of the school or of others without proper authorization, shall be subjected to disciplinary measures. In case of damage to property, the student/s concerned must bear the cost of repair or replacement.

2. Students who bring vehicles into the campus should observe all campus traffic and parking regulations. This includes displaying the pass and ensuring that their vehicles do not contribute to environmental pollution.

3. Smoking is prohibited in the Loyola Schools.

4. Eating and drinking are not allowed in classrooms, laboratories, audio-visual rooms, and the Rizal Library.

J. Resident students, whether in on-campus Residence Halls or accredited off-campus student housing facilities, are expected to maintain an environment conducive to their total human formation.

K. All students should observe the Rizal Library regulations which are meant to give all users of the library facilities equal opportunity for study and research. Students who violate any library rule will be subjected to disciplinary action.

L. All students share responsibility for the creation and maintenance of a healthy, safe and drug-free campus. This includes compliance with policies and measures against the use of dangerous drugs.

II. Procedures

Procedures related to student discipline are meant to ensure rationality and order for the members of the Loyola Schools community. The University recognizes and protects the rights of students to due process, but student disciplinary proceedings are fact-finding and recommendatory in nature and are not criminal proceedings nor subject to the rules of court.  

A. Calling Students from Class. Students may be given a call slip during class time signed by the ADSA. Unless otherwise indicated on the call slip, the student leaves the room only at the end of the period.

B. **Inspection of Student Property.** The school has the right to inspect student property on campus in the presence of the student concerned, if the following conditions are met:

1. There is a signed testimony by a witness that a violation of school regulations has been committed.
2. The ADSA and the officially designated representative of the Sanggunian agree that there is sufficient reason to inspect the student property.

In cases considered as being in flagrante delicto, proper measures shall be taken to ensure the security of the student's property.

C. **Complaints and Incidents.** All matters pertaining to student discipline come under the jurisdiction of the ADSA. All cases must be filed at the Office of the ADSA.

1. **Filing a Complaint**
   a. Any member of the Loyola Schools community may directly file a formal written complaint against a student at the Office of the ADSA. The ADSA may also file a formal written complaint against a student on behalf of non-members of the Loyola Schools.
   b. The formal report shall be in writing and shall state the nature and the circumstances of the offense. Any evidence or other materials relevant to the case shall be included in the report.
   c. The ADSA reviews all reported cases and forwards cases possibly involving major infractions to the Committee on Discipline for hearing and deliberation.

2. **Due Process**
   a. The ADSA reviews all reported cases and
      (1) decides on all cases deemed as minor, and
      (2) forwards cases possibly involving major offenses to the Committee on Discipline for hearing and deliberation, except in the case of alleged Sexual Harassment where the summary procedure made explicit in RA 7877, The Anti-Sexual Harassment Act of 1995, and the Ateneo de Manila University's Implementing Rules and Regulations, shall be followed, as mandated by law.
   b. Notices and Hearings: The Code of Discipline ensures the rights of an accused student to be informed of the case against him/her, and to be heard.
      i. The ADSA shall inform students regarding a complaint or incident-report concerning them.
      ii. The student shall be required to submit his/her written statement regarding the complaint/incident, including relevant material to support the statement, within one (1) calendar week of being informed. Failure to do so shall be taken to mean that the student chooses to waive his/her rights to present his/her side of the case as requested.

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3 See also the Ateneo de Manila University "Magna Carta of Undergraduate Student Rights," Article VIII. Right to Due Process in Disciplinary Proceedings.
4 An appeal of the ADSA decision regarding minor violations may be filed before the Committee on Discipline.
5 Refer to Student Related Government and Administrative Acts & Implementing Guidelines.
iii. Once the ADSA deems that there is a basis for charging the student of a violation of the Code of Discipline, it serves the student a formal written Charge Notice stating:
  (1) the nature of the possible violation, including the specific section(s) of the Code of Discipline possibly violated,
  (2) the right of the student to due process as stated in the Code of Discipline, and
  (3) the right of the student to seek counsel.

- The accused student may ask a faculty member (except those serving as Associate Dean, Dean or Vice President), guidance counselor, or a fellow student from the Loyola Schools to serve as counsel at the hearing of the case.
- If the student has no counsel of his/her own choosing, a counsel will be assigned to the accused through the assistance of the Loyola Schools Guidance and Counseling Office.

iv. The date of the hearing shall not be earlier than one (1) calendar week from the student's receipt of the Charge Notice.

v. The ADSA shall notify the parents/guardian of undergraduate students charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/courier service, to the official mailing address entered in AISIS.

vi. The Committee on Discipline, through the ADSA, shall require the physical presence of the parties on the set date and time of the Discipline Committee hearing.

vii. The parent(s) may witness the presentation of the accused student's personal testimony during the hearing.

viii. After questioning the parties and their witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, if the student is found guilty.

c. The Committee shall thereafter submit its findings and recommendations in writing to the VP-LS.

d. The VP-LS thereafter notifies the student in writing of his or her decision on the case. The ADSA facilitates the implementation of the decision made by the VP-LS.

e. The VP-LS's decision on a student disciplinary case becomes final and executory unless otherwise modified or repealed by a subsequent decision emanating from the VP-LS or the University President upon consideration of an appeal filed by the accused. A student may appeal the verdict and/or the sanctions of his/her case to the University President in cases of dismissal or expulsion from the university, or to the VP-LS in cases of lesser sanctions.
III. Offenses

Students are expected to exercise freedom and maturity in the process of self-development. This entails the ability to distinguish between acts that shall promote their well being as a person and those that subvert this.

As a general principle, cases are considered major if any of the following conditions are present: against the laws of the land, endangering the life and safety of the members of the community, recidivistic, or against the core principles of the Ateneo de Manila University. Students can be suspended, dismissed or expelled for these reasons.

Following are considered inimical to the dignity of the members of the Loyola Schools community:

A. Offenses Against Security

1. Failing to wear the student identification card visibly on one's person
2. Bringing into and/or drinking alcoholic or any intoxicating beverages on campus
3. Coming into the campus under the influence of alcohol or prohibited substances, and/or acting in a disruptive way
4. Possession, use, or distribution of dangerous drugs (according to RA 9165) for something other than their intended medical purpose
5. Possession of deadly weapons
6. Computer hacking
7. Engaging in endangering behavior, defined as any action that might lead to loss of life or serious injury, whether intentionally or as a result of recklessness or gross negligence (as with removing fire alarms, tampering with fire extinguishers, sitting on ledges, dropping objects from buildings, refusing to conform to safety protocols, etc.)

B. Offenses Against Persons

1. Acts of disrespect or discourtesy
2. Proselytizing or promoting one's faith by attacking or denigrating others' religious beliefs
3. Acts of misconduct of a sexual nature
4. Physical assault
5. Threatening members of the University community

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6 The sub-section headings regarding categories of offenses are guides in organizing the proceeding list. They are not to be treated as restrictions to the interpretation of the spirit and nature of an actual offense.

7 Section 33-a of Republic Act No. 8792, otherwise known as the “Electronic Commerce Act of 2000” states: “…Hacking or cracking which refers to unauthorized access into or interference in a computer system/server or information and communication system; or any access in order to corrupt, alter, steal, or destroy using a computer or other similar information and communication devices, without the knowledge and consent of the owner of the computer or information and communications system, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document…”
6. Engaging in a pattern of conduct that vexes or compromises the physical/ psychological wellbeing of a person, as with acts of harassment, 8 stalking, coercion
7. Preventing members of the University community from discharging their duties, which include attending classes, submitting requirements or entering school premises
8. Instigating and/or engaging in activities resulting in injury or moral damage to persons
9. Any act by word or deed that degrades or debases the dignity of a person

C. Offenses Against Property
1. Disobeying school regulations on the care of the university environment (cf Section 1-I of the Code of Discipline)
2. Stealing and/or unauthorized possession of others’ property
3. Vandalizing personal and/or Ateneo property on campus
4. Instigating and/or engaging in activities resulting in damage to school property

D. Offenses Against Order
1. Wearing attire inappropriate to the academic nature of the University. Administrators and faculty members, acting individually or in groups (for instance, as a Department, or as a School) may stipulate more precisely the appropriate modes of attire in designated classrooms or other areas and for designated events or occasions
2. Disturbing or disrupting a class or a school function without just cause
3. Selling food inside the campus without proper permission
4. Preventing the circulation of a recognized student publication
5. Gambling on campus
6. Bribery, or acceptance of a bribe, or any act meant to give or obtain favor or advantage illegally or unfairly, whether attempted, frustrated, or consummated
7. Illegally obtaining or gaining access to and/or using restricted school documents, facilities or equipment
8. Organizing or being involved in groups or organizations which
   a. Use violence, or
   b. Require members/applicants to act in any manner that is personally degrading and not directly related to what the group or organization is aiming to accomplish, or
   c. Express their exclusion of others through disrespect for and disregard of the rights and dignity of members and/or non-members
9. Disregarding the Code of Discipline by repeatedly failing to perform, or acting in gross negligence of student responsibilities, and/or frequently committing offenses
10. Violating rules and regulations of the Residence Halls, the accredited off-campus student housing facilities, and the Rizal Library and their facilities
11. Repeatedly violating rules and regulations of the University or Auxiliary units

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8 Refer to Section II-C.2.a.(2) of the Code of Discipline for cases of sexual harassment
12. Deliberate disregard or defiance of a penalty or a sanction imposed by the
ADSA or by pertinent authority.
13. Committing, inside the campus and/or during a school function, any acts
considered crimes under the laws of the land
14. Committing acts outside the campus which affect the good name, order or
welfare of the school or have direct and immediate effect on the discipline,
morale, or general welfare of the school, especially acts considered crimes
under the laws of the land of which the person has been formally charged or
convicted
15. Gaining undue advantage over others for personal benefit by illegitimate means
16. Aiding in the violation of the Code of Discipline by another student or any
school rule or law of the land, whether wittingly or unwittingly (e.g. sharing
a copy of one's paper/exam which is then used for an act of academic
dishonesty; negligence in the treatment of one's ID which is then used for
misrepresentation)
17. Violation of official policies and measures implemented against the use of
dangerous drugs
18. Unreasonable repeated and/or willful failure to comply with official summonses
issued by administration offices and/or academic departments
19. Failure to perform responsibilities as students as listed in Section I
(Responsibilities)

E. Offenses Involving Dishonesty. Dishonesty runs counter to the very essence of the
Ateneo de Manila University as an educational institution. All cases involving dishonesty
will be treated as major cases.

1. Any form of dishonesty committed in the context of an academic exercise. ⁹
   This includes but is not limited to the following:
   a. Dishonest behavior during examinations or tests. Dishonest behavior is
      manifested by but not limited to:
      1. any form of unauthorized communication
      2. making unnecessary noise (e.g. talking to one's self)
      3. calling the attention of others; looking at the papers of others
      4. making one's test paper visible to others
      5. Possession, or presence attributed to the person, and/or use of
         unauthorized notes or of any materials or equipment that may have
         relevance or usefulness to the subject of an ongoing examination,
         or that may be used in a dishonest act related to the examination
   b. Plagiarism
   c. Fabrication or submission of falsified data, information, citation,
      source/s, or results in an academic exercise.

⁹ Cheating in any major course requirement will merit an academic penalty of F in the course and will be regarded as a major
disciplinary offense. Major course requirements would include mid-term or final examinations, or any other academic requirements
that constitute twenty (20) percent or more of the final grade in the course. Cheating in any other course requirement will merit a
minimum academic penalty of F in that academic requirement, and will be subjected to the usual review befitting a disciplinary case.
d. Deception or providing false information to the teacher regarding a formal academic activity or requirement, for example providing a false reason for failure to meet a deadline, or falsely claiming to have submitted work.

2. Tampering with and/or falsifying school or public documents and/or communication, whether physical or electronic, especially those that are part of, or affect, the official processes of the University

3. Committing any form of misrepresentation

F. Offenses Against Public Morals

1. Accessing, possessing or distributing pornographic materials on campus, whether in physical or electronic form

2. Engaging in, or provoking, scandalous behavior on campus or during a school-sanctioned function

3. Moral turpitude, defined as gross disregard of moral standards expected of a human being while engaging in some activity or in the commission of a violation

IV. Penalties

The penalties can be given by the ADSA or the Committee on Discipline after an evaluation not only of the nature of the act, but also of the circumstances surrounding it.

A. Penalties for Minor Offenses

1. For ID-wearing, Traffic/Parking, Smoking and Dress Code Violations
   a. For the first commission within one school year: A violation will be recorded in the student’s name
   b. For the second commission within the same school year: The student is required to submit a written apology to the ADSA within one week of the violation date
   c. For the third commission within the same school year: The student is required to render four hours of mandatory work, which may take the form of community service.
   d. For the fourth commission within the same school year: The student shall be charged with a major offense where the case shall be forwarded to the Committee on Discipline for hearing

10 Traffic violations also involve corresponding fines for specific violations (as per the Facilities Management Office) which need to be settled accordingly.

11 Smoking violations also involve fines per offense, as stipulated in the Implementing Rules and Regulations of RA 9211: The Tobacco Regulation Act of 2003, which need to be settled accordingly. A listing of the fines is available at p. 86 of this Handbook.

12 In the case of a third commission of a smoking violation within the same school year, the student will also be required to undergo mandatory assessment for Nicotine addiction and a seminar on smoking-cessation.
2. Other violations deemed minor may warrant one or a combination of any of the following, as assessed by the ADSA: 13
   a. Oral/written reprimand
   b. Personal/written apologies
   c. Mandatory work, which may take the form of community service.
   d. Formation sessions
   e. Loss of privileges related to the offense

B. **Penalties for Major Offenses**

   Major offenses shall warrant one or a combination of the following penalties:
   1. disciplinary probation, the duration and conditions of which shall be determined by the Committee on Discipline and recommended to the VP-LS, with automatic suspension for such time as the Committee may determine if any condition of the probation is violated
   2. mandatory work
   3. loss of privileges related to the offense
   4. formation sessions
   5. public reprimand through the posting of a memorandum/notice on the bulletin boards of the VP-LS, the ADSA, and all Loyola Schools departments and offices
   6. suspension, the period and condition of which shall be determined by the Committee on Discipline and recommended to the VP-LS
   7. dismissal (Exclusion) 14
   8. expulsion 15

C. **Clearance and Hold Orders**: Clearance to enroll every semester, or to leave the University at any time, requires satisfaction of pending academic and non-academic obligations. Students who have not resolved their disciplinary cases or have inadequately served their sanctions will not be allowed to proceed with enrollment, transfer or graduation. 16

13 Upon third and subsequent commission of violations of the same nature, the student shall be charged with a major offense, and the case shall be forwarded to the Committee on Discipline for hearing
15 Ibid., p. 390.
16 The signature of the ADSA is one of the requirements for clearance (Refer to Appendix, p. 231, Application of Graduate Students Clearance)
Specific Policies and Rules of the Loyola Schools

The ID-Wearing Rule

The Student Identification Card (ID) is non-transferable and is an important component in the Loyola Schools security system. Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo I.D visibly and clearly on his/her person at all times while inside the Loyola Schools premises.

A. The following practices are considered minor violations in the use of the ID:
   1. Wearing the I.D. underneath one's clothing (shirt, jacket, etc.)
   2. Carrying the I.D. inside a personal article, for example, a bag, notebook or wallet

B. The following are considered Major offenses in the use of the ID (meriting a major discipline case):
   1. Tampering with the I.D. Card (ie. defacing ID picture, putting stickers, changing info)
   2. Using another person's ID or allowing another person to use one's ID
   3. Make a fake LS Student ID card

C. For one's protection, the loss of the ID should immediately be reported to the ADSA Office.

D. Students who forget to bring their ID to school should immediately secure a temporary ID from the ADSA office before they engage in any school activity. Failure to do so will incur an irrevocable ID-wearing violation when apprehended by campus security personnel

E. Students who lose their ID should proceed to the ADSA office to check if their ID has been recovered. If not found after two (2) days, a replacement ID must be applied for. Follow the procedure in securing a new Ateneo ID card found in the Procedures Section of the handbook (p. 143)

ID Validation Rule

All Student IDs should have a validation sticker for it to be valid for the current semester. This should be stuck on the ID by designated ADSA personnel only. The sticker should be of the current semester for the ID to be considered valid. A minor violation is incurred when the ID is not validated after the specified deadline announced each semester for the registration procedure

Penalties for ID Related Violations

The following are the sanctions for each violation related to the student ID:

1. Late ID Application: 2 hours of community service ¹
2. Late ID Validation: 2 hours of community service ²
3. ID Wearing Violation Sanctions: Please refer to Section IV-A of the Code of Discipline

¹ The deadline for ID application is the last day of late registration
² The deadline of ID validation is the last day of late registration.
Penalties for Campus Traffic/Parking Violations

The University grounds are private property, giving the University the right to take action against violators of the traffic and parking regulations. Please remember that driving and parking of a motor vehicle on campus is a privilege, which may be withdrawn at any time by the Ateneo de Manila University. The Ateneo de Manila is a pedestrian-friendly campus. It is expected that everyone within the University premises abide by the traffic rules and regulations found in the primer distributed by the Facilities Management Office. The following are the sanctions for the corresponding violations:

### TRAFFIC

1. RECKLESS DRIVING  
   P 3,000
2. DRIVER’S LICENSE: Driving on campus without valid driver’s license.  
   P 2,000
3. OBSTRUCTING TRAFFIC: Driving against the traffic or blocking traffic.  
   P 1,000
4. FAILURE TO GIVE WAY TO PEDESTRIANS  
   P 1,000
5. SMOKE BELCHING  
   P 500
6. JAY-WALKING  
   P 500
7. DRIVING VEHICLES ON SIDEWALKS AND WALKWAYS  
   P 1,000
8. LOADING AND UNLOADING IN DESIGNATED NO LOADING AND UNLOADING ZONE  
   P 1,000

### PARKING

1. Unauthorized overnight parking on campus.  
   (Parking after 12:00 midnight without prior permission from Security)  
   P 3,000
2. Running the engine while parked.  
   P 2,000
3. Leaving vehicle unlocked while parked.  
   P 1,000
4. Parking in No Parking zone.  
   P 1,000
5. Parking on sidewalk and driveway.  
   P 1,000
6. Parked in reserved areas.  
   P 1,000
7. Improperly parked vehicle (vehicle occupying two parking slot).  
   P 1,000

### GATE PASS STICKER

1. FAKE/ALTERED GATE PASS STICKER  
   P 5,000
2. GATE PASS STICKER DISPLAYED not for vehicle for which it was issued.  
   P 3,000
3. GATE PASS STICKER not attached on the windshield  
   P 1,000
OTHERS

1. Discourtesy/verbal abuse towards other drivers, students, pedestrians, traffic enforcers  P 2,000
2. Vandalism, removal or defacement of street signs  P 1,000

The University’s traffic and parking rules are designed to create a safe environment for pedestrians, cyclists and motorists, and to provide for the community's daily transit needs. Please cooperate and help protect life and property.

Students whose names are registered upon application of the University gate pass are accountable for the violations imposed upon their registered vehicles notwithstanding who the driver of the vehicle may be. The penalty is the burden of the student, not of drivers or parents. Students should settle their traffic/parking violations at the ADSA office immediately after they receive the violation ticket. The process can be found in the Procedures Section of the handbook (p. 144)

Vehicle Gate Pass Applicant’s Pledge

In view of my application, I pledge to:

1. Ensure that my vehicle meets the exhaust emission standards certified by a government accredited exhaust emission test center and to comply with periodic exhaust emission tests as may be required on campus during the school year.
2. Ensure that a driver with a valid driver’s license operates my vehicle.
3. Instruct the driver to strictly observe Ateneo traffic/parking rules and regulations.
4. Instruct the driver not to drink intoxicating liquor or gamble or engage in inappropriate behavior while inside the campus. (Penalty P 2,000)
5. Attach the gate pass sticker to the driver’s side of the front windshield of my vehicle with the full knowledge that the gate pass sticker is non-transferable and specifically for the vehicle described above.
6. Promptly pay the P1000 Penalty if the gate pass is not attached to the windshield.
7. Pay the P3000 penalty if the gate pass sticker is used on another vehicle other than the one described above.
8. Promptly pay the fine for traffic and parking violations I or my authorized driver may commit.
9. Notify the Facilities Management Office of a) change of license plate number, b) change of vehicle ownership, and c) vehicle repair or alteration.
10. Face possible administrative or disciplinary sanctions in the unit concerned in the event of multiple offenses committed within the fiscal year.

I also acknowledge receipt of a copy of the Ateneo Traffic/Parking Rules and Regulations with the schedule of violation penalties.

3 This is found in the Ateneo Gatepass application form
Loyola Schools Dress Code

In accordance with the Implementing Guidelines of the Loyola Schools Dress Code, released by the Office of the Vice President for the Loyola Schools last 6 December 2007, students are expected to dress simply, appropriately, and decently at:

1. all official functions and events of and in the Ateneo de Manila University, including commencement exercises, convocations, conferences, receptions, and assemblies;
2. the offices of all Ateneo administrators (Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors), as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
3. all LS Administrative offices, including adjacent corridors and waiting areas;
4. the Rizal Library and the Ateneo Art Gallery;
5. the Registrar’s Office;
6. all events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. all functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

Schools or Departments may also come out with more specific guidelines for implementation in their respective areas of jurisdiction.

Sanctions for Violations of the LS Dress Code

Sanctions are specified in Section IV-A of the Code of Discipline

Loyola Schools No-Smoking Policy

The Loyola Schools is committed to provide a healthy learning and working environment for students, faculty, administrators and staff.

AIMS OF THE POLICY

The policy seeks to:

- Guarantee a healthy working environment and protect the current and future health of students, faculty, staff and visitors.
- Comply with the provisions of R.A. 9211 which prohibits smoking in public places including schools, colleges and universities.

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4 See Appendix: Implementing Guidelines on the Loyola Schools Dress Code p. 214
DEFINITION
The No Smoking Policy covers all types of burnt and smoked products including cigarettes, tobacco and non tobacco cigarette products.  

RESTRICTIONS ON SMOKING
Smoking is not permitted on any Loyola Schools premises* or grounds at any time, by any person regardless of their status or business** in the University.

*Vehicles
Smoking is not permitted in any vehicle when within Loyola Schools premises.

**Visitors
All visitors, contractors and delivery personnel are likewise required to abide by the no smoking policy. Security guards and Loyola Schools personnel are expected to inform visitors of the no smoking policy. However, they are not expected to enter into any confrontation with the smoker.

NOTIFICATION
Appropriate signages to indicate that the Loyola Schools has a no smoking policy are put up in conspicuous places so that everyone is duly informed.

DISCIPLINARY ACTION
- Students who disregard this policy will be disciplined according to school policy. (Sanctions specified in Section IV-A of the Code of Discipline)

- All violators are also subject to fines stipulated in the Guidelines on the Implementation of Republic act 9211 in the Loyola Schools as follows:
  a. For the first offense, a fine of five hundred pesos (Php500.00)
  b. For the second offense, a fine of one thousand pesos (Php1,000)
  c. For the third offense, and offenses thereafter, a fine of five thousand pesos (Php5,000)

- Visitors are not exempted from this rule. Repeated violations may cause the visitor to be banned from campus.

MONITORING AND REVIEW
Compliance with the no smoking policy will be monitored by the Office of the ADSA.

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5 See Appendix p. 216 Reminders regarding the Republic Act 9211 (Tobacco Regulation Act) in the Loyola Schools
The Collaborative Anti-Drug Abuse Program of the Loyola Schools

The Philippine government has authorized drug testing among tertiary students through RA 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”. Furthermore, the Commission on Higher Education (CHED) has also issued Memorandum Order (CMO) 19, Series of 2003, pertaining to “General Guidelines for the Conduct of Random Drug Testing for Tertiary Students”. 6

The Loyola Schools of the Ateneo de Manila University fully complies with the properly authorized Drug Testing procedure, as described in CMO 19, s.2003.

All members of the University share in the duty to create and maintain a healthy learning environment through a safe, drug-free campus. As part of our efforts towards this goal, the Loyola Schools developed the comprehensive, Collaborative Anti-Drug Program (CADAP) that includes the conduct of our own random drug testing covering a larger range of drugs than those specified in the government test.

The random drug testing is conducted throughout the school year. The selection process of students to be tested is done through a computer lottery before each testing period. All selected students are required to undergo the mandatory drug test on the same day that they are summoned to report for testing. Failure to do so is considered an offense under the Code of Discipline.

Along with that, are measures, programs and campaigns which are in continuous development, aimed at increasing awareness of the perils of dangerous drug use, towards the greater aim of encouraging our students to conscientiously opt for choices that contribute to their overall well-being and positive development. Furthermore, although accountability for one’s actions is always advocated, this is to be done within the context of a Caring (rather than punitive) Community. And in cases where students are indeed found positive for dangerous drugs through the random drug testing protocols, in consonance with the spirit of the CHED memo that veers away from a strictly criminal approach to the drug problem among students, the Loyola Schools contends that punishment alone is an insufficient response, and emphasizes the levels of intervention and rehabilitation that will best enable wellness.

Students caught in possession of or using illegal drugs outside of this random drug testing procedure have to face the consequences of their act through the disciplinary process.

For further information regarding the CADAP, you may inquire with the Loyola Schools Office for Health Services (LSOHS), under which the program is housed.

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6 See Appendix: Excerpt from CHED Memorandum Order (CMO) 19, Series of 2003, pertaining to “General Guidelines for the Conduct of Random Drug Testing for Tertiary Students” p. 217
Rizal Library Rules and Regulations for Students

1. The user community

Only students, faculty, staff, alumni, administrators, and officials of the Loyola Schools and the Ateneo de Manila University (ADMU) may use the library upon presentation of a valid identification card. Grade school and high school students, including those from the ADMU are not allowed to use the facilities except during pre-arranged visits. Researchers from other institutions may use the library for a nominal fee and upon presentation of a valid ID and/or a letter of introduction from the librarian of his/her institution.

2. Rules on entry and departure

Entry. Students are required to present their identification cards upon entry to the Library. The identification card is required to be worn within the library premises and presented for all transactions in the library. The Library Director or any member of the staff has the right to request any person within the premises of the Library to present his/her ID or to confiscate it for violation of library rules. The identification card is the document that allows users to enter the Library and use its resources and services. Anybody found without a valid ID may be requested to leave the Library premises and anybody caught using the ID of another person to gain entry into, borrow materials from, or avail of the services of the Library may be recommended for disciplinary action by the Librarian.

Departure. Students must present their bags for inspection to the guards when they leave the premises. Before leaving the library, students should make sure that they leave behind any material that has not been properly borrowed. Unauthorized taking out of the library materials is considered stealing and subject to disciplinary action.

3. Rules on borrowing

Only currently-enrolled students of the Loyola Schools and the Ateneo de Manila University (ADMU) may borrow materials from the library upon presentation of a valid identification card. Only books from the general circulation and the Reserved Section may be borrowed for home use. Other materials may only be used within the library. The number of books that may be borrowed and the duration of the loan depend on the classification of the user. The user is accountable for the materials he/she borrowed.
Number of Books, Loan Period, and Overdue Fines

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Number</th>
<th>Loan Period</th>
<th>Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation Books</td>
<td>15</td>
<td>2 weeks</td>
<td>P5.00/day</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
<td>1 day</td>
<td>P10.00/day</td>
</tr>
<tr>
<td>Reserved Books</td>
<td>1</td>
<td>overnight</td>
<td>P10.00/hr</td>
</tr>
</tbody>
</table>

4. **Rules on behavior that is subject to disciplinary action**

The Library is a study area. Concern for others is of utmost importance. Library users are periodically reminded to maintain silence at all times. The staff is authorized to impose the necessary penalty on erring students.

**Minor offenses** merit warning, fine, suspension of library privileges, and/or community service within the library. The library director or his/her representative is authorized to impose penalty and/or disciplinary action on erring students. Minor offenses include:

- a. Unnecessary talking and discussion
- b. Public display of affection, playing cards, lying down on the floor or the sofas, and other actions that may distract other library users from their studies.
- c. Improper throwing of trash and other actions that may cause litter in the library premises.

**Penalties/disciplinary action for minor offenses**

- a. First offense: The student will be warned not to commit the same offense again. His/her name and ID number will be recorded and filed for future use.
- b. Second offense: The offense will be referred to the Director of the Library for due process.
- c. Third offense: The offense will be referred to the Associate Dean for Student Affairs (ADSA) for due process and disciplinary action after thorough investigation by the library.

**Major offenses** merit immediate disciplinary action. When caught, the student is immediately referred to the Library Director and the Associate Dean for Student Affairs (ADSA) for due process and/or disciplinary action after thorough investigation by the library. Major offenses include:

- a. Dishonesty or cheating such as use of another student's ID and/or lending of your ID to another student, and taking out of library materials that are not properly borrowed
- b. Eating, drinking, and smoking in the restrooms, reading, shelving, and service areas
c. Marking and/or tearing pages from books and periodicals, and other actions that may cause damage to the library materials

d. Marking and other acts considered vandalism that deface the library and its furniture and equipment

e. Stealing cell phones, wallets, and other property of the library, library users, and staff.

Penalties/Disciplinary Action: The Major offense is immediately referred to the Associate Dean for Student Affairs (ADSA) for due process and disciplinary action after thorough investigation by the library.

5. Other Offenses and corresponding penalties

a. Loss of book—The student is required to pay the fines incurred before the book was reported lost, cost of the replacement copy, and processing charges. If a replacement copy is not yet purchased when the book is found and returned by the student, only the cost of the replacement copy is reimbursed to the student. If however, a replacement copy has been purchased, no amount is reimbursed to the student.

b. Other areas of the library have specific rules where students may incur either major or minor offenses. Appropriate penalties/disciplinary action will apply.
SECTION V
Academic Procedures and Services
Academic Procedures and Services

This section describes detailed conditions and procedures for academic processes and services that students might need to complete during their stay in the Loyola Schools. These are divided into three main categories: (1) General Academic Procedures and Services, (2) Procedures Involving Load Revision, and (3) Procedures Involving the Standards Committee.

General Academic Procedures and Services

ACADEMIC CLEARANCE

a. Clearance is the process by which students are made to ensure that they have settled all hold orders, accountabilities, and/or financial liabilities. It is a process that a student must undergo if he/she intends to:
   i. Cease studies
   ii. Transfer to another school
   iii. Graduate

b. Students who decide to cease studying or who have not completed the academic requirements of his/her program and will transfer to another school will need to secure a clearance form from the Office of the Registrar, then, proceed to secure the signatures from authorized personnel of the different offices specified in the clearance form. Securing all the signatures in the clearance form will allow the student to be honorably dismissed and have his/her credentials transferred to another school. (Please see Exhibit II: Application for Transfer Credentials/Student's Clearance)

c. Graduating students whose graduation date will fall in March will be able to generate the clearance form from their respective AISIS accounts, then, proceed to secure the signatories from authorized personnel of the different offices specified in the clearance form. (Please see Exhibit III: Application for Graduating Student's Clearance)

d. Graduating students whose graduation date will fall in May and October will follow the same process stated in item b.

Note: Students who do not complete academic clearance may not be entitled to official transfer to another school and/or inclusion in the list of graduates. Graduating students who do not complete academic clearance will also not be allowed to receive official scholastic documents such as academic transcripts, certifications, and diploma
CROSS-ENROLLING

Conditions
i. The course to be taken in another school is not a core curriculum course.
ii. The course has an equivalent in Ateneo and can be validated for a specific Ateneo Course Catalogue Number.
iii. The course is not offered in the college during the particular semester.
iv. Approval of the Home Department Chairperson and approval of the chairperson who will validate the course to be cross-registered are required. They may require a minimum final grade or a validation exam before the course is validated as an Ateneo subject. It would help a student if these conditions for validation are determined before proceeding with cross-registration.
v. The grade for the validated course is not computed into the QPI.
vi. The grade for the course to be entered in the transcript is subject to validation by the Department Chairperson. Validation is usually done through tests.

Procedure
i. Accomplish three copies of the Cross Enrollment Form, which may be obtained from the Office of the Associate Dean for Academic Affairs.
ii. Obtain the signatures of the Department Chairperson, the Associate Dean for Academic Affairs, and the Registrar.
iii. One copy of the Cross Enrollment form is left at the Office of the Associate Dean for Academic Affairs.
iv. For the remaining copies of the form, secure the signatures of the Registrar and the Dean of the receiving school.
v. One copy each of the accomplished form is to be given to the Registrar and to the Associate Dean for Academic Affairs of Ateneo.

DOUBLE DEGREE

Procedure
i. The student informs the Chairperson of the first concentration of his/her decision.
ii. The student seeks the advice of the Chairperson of the department he/she wishes to take a double major in.
iii. Upon receiving a favorable advice, the student writes a letter of request for a double degree/ major to the Associate Dean for Academic Affairs. The student should have this letter endorsed by the two Department Chairpersons. Attach copies of the curricula of the two departments and a plan of study.
iv. The student submits the letter to the Associate Dean for Academic Affairs who will forward it to the Office of the Registrar.
Note: A double degree/majoring usually involves an AB concentration and a BS concentration. In general, the school does not encourage this practice of double majoring. However, it is allowed on a case-to-case basis if the Department Chairperson involved will endorse it. An AB student who wants to take subjects of another AB concentration is allowed to do so. The transcript will indicate the additional units.

HONORABLE DISMISSAL

Conditions
i. If a student withdraws voluntarily from the college, he/she is entitled to transfer his/her credentials (honorable dismissal) provided that the dismissal is not due to disciplinary reasons.

Procedure
i. Accomplish a clearance form obtained from the Office of the Registrar.
ii. Accomplish the Load Revision Form if student is currently enrolled.
iii. Obtain the Honorable Dismissal Card or Transfer Credentials from the Office of the Registrar.

INC OR NE GRADE

In extraordinary circumstances, when some requirements of a course (except the final examination) have not been met, the student will be given the temporary grade of INC (INCOMPLETE). If the requirement is not completed within two weeks after the distribution of grades, the grade will be changed automatically to F (FAILURE). A grade of INC means ineligibility to enroll for the following semester. If on probation, one should not get a grade of INC or NE (NO EXAM); if a grade of INC appears in the teacher’s grading sheet, the Registrar will record it as F.

Conditions
i. The request for the change of a grade of INC should be accomplished within two weeks after the distribution of grades.

Procedure
i. Submit the completed work to the teacher through the Department Chairperson.
ii. The teacher evaluates the work and submits the new grade to the Chairperson.
iii. The grade is submitted to the Registrar.
iv. The Associate Dean for Academic Affairs notes the change from INC to the final letter grade after two weeks or after the deadline of incomplete or completing grades.

Note: For the procedure for NE, refer to “Taking a Deferred Final Exam.”
LEAVE OF ABSENCE

A student may apply for leave of absence if he/she wishes to temporarily separate himself/herself from the university for non-academic and non-disciplinary reasons.

Conditions
i. The student should be in good academic and disciplinary standing at the time when the request is made.
ii. Enrolling or studying in another school during the leave of absence is prohibited.
iii. The leave of absence is normally secured only once during a student’s entire stay in college.
iv. The time of leave normally does not exceed one academic year.
v. If the student has not yet enrolled for a particular semester, and wishes to take a leave of absence (LOA) starting that semester, he/she should accomplish and submit his/her LOA paper work (letter of application and completed form) before the last day of registration.

Procedure
i. Submit a letter of request from parents. Attach other pertinent documents.
ii. Accomplish the LOA form.
iii. Accomplish the Load Revision form if student is currently enrolled.

Note: If a student is returning from an (official) Leave of Absence, it is best that the Office of the Associate Dean for Academic Affairs (ADAA) is informed through a letter that he/she is re-enrolling. The letter should be submitted to the Office of the ADAA before the registration period for the semester in which the student plans to re-enroll.

VALIDATION OF COURSES FOR TRANSFEREE STUDENTS

i. If a student is a transferee, he/she may have the subject(s) taken from his/her previous college validated by the Department Chairperson(s) of the subject(s) to be validated.

Conditions
i. The student must do this within the first semester of his/her stay in the Ateneo
ii. Not more than one third of the units earned from the previous college may be validated.

LOAD REVISION

The Load Revision Form (LRF)
The Load Revision Form is the official record that documents the changes requested by the student after he/she has been officially enrolled.
General Guidelines

i. Load Revision Forms are available from the Office of the ADAA, Kostka Hall. Fill this up stating the nature of the request.

ii. Obtain the signatures indicated in the form. Depending on the requests, they must STRICTLY obtain the signatures in proper sequence.

iii. After all the required signatures are secured, submit the corresponding copies to the following:

   White Copy - Registrar
   Pink Copy - ADAA
   Yellow Copy - Accounting Department
   Blue Copy - Student's Copy (c/o his/her home department)

iv. While the request is pending, all classes should be attended.

Different Uses of the Load Revision Form

Each academic procedure or request is discussed by first enumerating the conditions that allow it, and second, by noting the steps undertaken to effect such a request.

The following actions require the LRF:
1. Addition of course(s)
2. Change of course(s)
3. Change of concentration
4. Change of section(s)
5. Change of status from credit to audit
6. Change of status from audit to credit
7. Honorable dismissal
8. Leave of absence
9. Minoring
10. Overloading course(s) or the permission to do so
11. Taking an advanced/deferred final exam
12. Withdrawal of course(s)

ADDITION OF COURSE(S)

Conditions

i. Addition of course(s) must be done within the period prescribed by the Office of the ADAA or the Office of the Registrar. (The dates are also indicated in the Academic Calendar of the Loyola Schools.)

ii. For each concentration, there is an official CHED-approved curriculum for every semester, indicating the courses and the corresponding units. (Copies of the approved curriculum are available at the home departments.) The total units in the curriculum correspond to the maximum load for that semester. The student becomes irregular if he/she missed or has taken courses ahead of this schedule, allowing him/her to take courses other than the one(s) prescribed in the set program.
iii. Observe the maximum unit load assigned per concentration. The student may have less than maximum unit load assigned per concentration. The student may have less than the maximum unit load during registration and he/she can add a/other course(s) so long as his/her load remains within the maximum unit load required. Such addition(s) may be processed within the first week of classes.

iv. An honor student (one who got a QPI of at least 3.35 in the previous semester), or a graduating student, will be automatically granted the permission to carry an overload. (Please refer to the section on OVERLOADING.)

Note: If the student is enrolled for at least 12 units but no more than the maximum load, he/she is said to be carrying a “full load”. If he/she is carrying less than the maximum load, that is an “underload”. One who carries more than the maximum load is said to be carrying an “overload”.

**CHANGE OF COURSE(S)**

*Procedure*

i. Accomplish the Load Revision Form immediately and submit the completed form on or before the deadline prescribed by the Office of the ADAA or the Office of the Registrar

**CHANGE OF CONCENTRATION**

*Conditions*

i. A change of concentration that the department requested can be processed anytime. However, a voluntary change of concentration must be done within the period prescribe by the Office of the ADAA or the Office of the Registrar. The student should continue attending all his/her classes even if these are not requested in his/her new concentration. Should the student decide to withdraw from any class, he/she must first talk with his/her new Department Chairperson and accomplish the appropriate form.

ii. The student should also have the qualifications needed to fulfill the department requirements, such as QPI above the required college QPI and the minimum grades for specific major subjects that the department to be entered into may require.

iii. Since the student changed concentration, he/she will normally be on an irregular status, with some back subjects or some advanced ones. It will therefore be practical for him/her to draw up a program schedule based on that of his/her new concentration.

iv. This can be done at the time he/she is accepted into the program or shortly thereafter. In the following semesters, he/she will have to adhere to his/her own schedule as faithfully as possible if he/she wants to graduate as scheduled and to avoid unnecessary inconveniences.

In general, a student is advised to prepare a new schedule-till-graduation every time he/she alters his/her program.
Procedure
i. Consult the LS Office of Guidance and Counseling about the matter. A counselor will help the student arrive at a good decision based on his/her abilities and interests.
ii. The student should approach the Chairperson of the department he/she wishes to enter and tell him about his/her intention.
iii. Upon securing the accepting chairperson's approval, the student should notify the department he/she is leaving of his/her decision.
iv. Accomplish the Load Revision Form.

Note: There are two reasons for changing concentration:

a) The student voluntarily wants to change it.

b) The student is requested by his/her department to do so.

The Guidance Office requires students who are shifting to attend a seminar called the Career Exploration Workshop (CEW). Visit the LS Office of Guidance and Counseling to learn more about this.

CHANGE OF SECTION(S)

Procedure
i. Inquire from the Department Secretary concerned if the class to be entered is still open.
ii. Talk to the teacher of the class to be entered and to be changed before accomplishing the form.
iii. Accomplish and submit the completed Load Revision Form to the Registrar within the period prescribed by the Office of the ADAA or the Office of the Registrar.

CHANGE OF STATUS FROM CREDIT TO AUDIT OR AUDIT TO CREDIT

Conditions
i. The change of a credit course to an audit course or an audit course to a credit course should be done within the period prescribed by the Office of the ADAA or the Office of the Registrar. (Check with either offices regarding the actual deadline.)

Procedure
i. The student accomplishes the Load Revision Form.

Note: Audit courses do not have any bearing on the computation of the QPI.

HONORABLE DISMISSAL

Please refer to the entry on Honorable Dismissal under General Academic Procedures and Services in this section. A student applying for honorable dismissal, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.
LEAVE OF ABSENCE

Please refer to the entry on Leave of Absence under General Academic Procedures and Services in this section. A student applying for a Leave of Absence, and is currently enrolled, must accomplish a Load Revision Form to withdraw from all of his/her classes.

MINORING

Procedure
i. The student informs the Chairperson of the first concentration of his/her decision to complete a minor.
ii. The student seeks the advice of the department he/she wishes to take a minor in.
iii. The completion of a Load Revision Form will be required either when the student starts taking classes for the minor or when the student has completed all classes required for the minor.
iv. The approval of and signatures from the Chairpersons of the first concentration and the department offering the minor must be secured.

OVERLOADING

Conditions
i. Only graduating seniors and honor students are allowed to overload.

Procedure for Graduating Students
i. Secure a Request to Overload form from the Registrar's Office, 2/F Bellarmine Hall.
ii. Fill out this form. The subjects needed to be completed/enrolled in for two semesters and subjects wanted for overload should be properly indicated by checking and referring to the checklists given to the students by the Registrar's Office.
iii. Proceed to the home department for the Chairperson's endorsement.
iv. Return the overload form to the Registrar's Office. The Record Assistants will check and sign the form and ask for the final approval of the Registrar.
v. Go back to the Registrar's Office on the specified date to get the approved Request to Overload Form and proceed to the ADAA office to obtain a Load Revision Form (LRF) to officially add the subjects requested as overload.

Procedure for Honor Students
i. Students should obtain and accomplish a Load Revision Form within the period prescribed by the Office of the ADAA or the Office of the Registrar.

Note: Honor students are those who received a semestral QPI of at least 3.35 with at least 15 academic units. An additional amount will be requested depending on the number of additional units taken.
TAKING AN ADVANCED FINAL EXAM

Conditions

i. Taking an advanced final exam is a privilege that is NOT AUTOMATICALLY GRANTED TO STUDENTS. The conditions depend on the teacher concerned.

Procedure

i. Seek the permission of the teacher and the Associate Dean for Academic Affairs.
ii. Accomplish and submit copies of the Load Revision Form to the respective departments (see Section 3, guideline 3)
iii. The arrangement for the exam depends on the teacher concerned.

TAKING A DEFERRED FINAL EXAM

Procedure

i. If the absence from the final exam was caused by grave circumstances, the student should apply for a deferred exam not later than the second day following the examination.
ii. The student should write a letter to the Associate Dean for Academic Affairs for approval of his/her request. It is suggested that he/she bring along papers/documents that will support/testify to the validity of the reason for his/her failure to take the exam.
iii. If the reason for the request for deferment is medical in nature, submit a medical certificate stating the reason signed by his/her attending physician.
iv. When, in the judgment of the Associate Dean for Academic Affairs, the reason for the absence has been sufficiently justified, the student will be granted a deferred final exam.

Note:

1. The deferred final exam is a privilege that is not automatically granted to anyone who failed to take the Final Exam.
2. The grade “NE” (No Exam) is reported to the registrar for every subject in which a student was absent from the final exam.

WITHDRAWAL FROM A COURSE WITH PERMISSION

Conditions

i. Withdrawal from a course with permission should be completed with the period prescribed by the Office of the ADAA or the Office of the Registrar (Check with the ADAA or the Registrar’s Office for the actual deadline. The dates are also indicated in the Academic Calendar of the Loyola Schools).
ii. The student should not have exceeded the number of absences permitted by the school within the course.
Procedure

i. Accomplish the Load Revision Form and follow due dates stated in the Academic Calendar of the Loyola Schools or in the notices of the Office of the ADAA or the Office of the Registrar.

ii. At the end of the semester, the student will get a “WP” mark (WITHDRAWN WITH PERMISSION) for that particular course. This “WP” mark has no bearing on the QPI computation.

THE STANDARDS COMMITTEE

The Faculty Committee on Academic Standards interprets the published undergraduate academic regulations of the Loyola Schools of Ateneo de Manila. This Committee reviews all cases of an academic nature, i.e., honors for graduation, departmental awards, departmental QPI requirements beyond the minimum set by the Loyola Schools, status of deficient students, probation and readmission, the exceptions to a given rule, change of grade, etc.

The Standards Committee Form (SCF)

Standards Committee Forms are available at the Office of the Associate Dean for Academic Affairs. A student fills this out by stating the nature of the request. These forms are submitted to the Associate Dean for Academic Affairs together with pertinent documents.

Important: Deadlines for the different requests have been set and are strictly followed. Therefore complete the Standards Committee Form on or before these dates. (The specific deadlines may be obtained from the Office of the ADAA.) Each request or appeal is discussed; first, by enumerating the conditions that allow it and second, by noting the steps undertaken to effect such a request.

APPEAL FOR PROBATION

Conditions

i. An appeal for probation may be done when a student did not obtain the required QPI for his/her year.

ii. There is no such thing as a “right to probation.” The essence of probation is that since a student is having difficulty adjusting to the college, he/she is given a chance to do so. Hence, probation is seen primarily as an aid for freshmen.

iii. The Standards Committee, the body that deliberates on the requests, is stringent when it comes to sophomores and juniors who request for probation.

iv. If a student, after not having been granted probationary status, studies elsewhere and does well, he/she may apply for readmission to the college. A checklist on readmission is available at the ADAA.

v. Appeals for probation are done within two weeks from the official day of distribution of grades. (Check with the Office of the ADAA for actual deadlines.)
Procedure
i. Accomplish the Standards Committee Form appeal for Probation. This will be treated with strict confidentiality.
ii. Students granted probationary status have to obtain the required QPI, as indicated by the Standards Committee in the student's condition letter.

REQUEST FOR CHANGE OF GRADE
(STUDENT INITIATED)

This applies to students who think that there was a miscalculation of the final grade or typographical error in the transfer of grade to the official grade sheet by the teacher.

Conditions
i. Appeals for change of grade are done within the semester after the official day of distribution of grades. (Check with ADAA for actual deadlines.)
ii. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects.
iii. Opinions such as “I feel I deserve a better grade” are not valid as reasons in themselves. Even if the student succeeds in convincing his/her teacher of the opinion, but it is not supported by material evidence, the appeal is not endorsed.
iv. Having a perfect record attendance is not in itself a valid reason for a change of grade.

Procedure
i. Accomplish the Standards Committee Form - Appeal for Change of Grade (Student Initiated).
ii. Support the form by attaching test papers, reports, assignments, projects and other material evidence.
iii. The teacher concerned is notified of the request. If the teacher accedes, the documents are left with him/her. The teacher brings it to the Department Chairperson, who then will send it to the Office of the Associate Dean for Academic Affairs.
iv. Should the concerned teacher not accede, the documents should be directly forwarded to the Department Chairperson.
v. Wait for the outcome of the request.

REQUEST FOR CHANGE OF GRADE
(TEACHER INITIATED)

A request for a change of grade may also be teacher initiated if the teacher inadvertently makes a mistake in the calculation or recording of a student's grade.
Conditions

i. Appeals for change of grade are done within the semester after the official day of distribution of grades. (Check with ADAA for actual deadlines.)

ii. The appeal for change of grade should be substantiated with test papers, reports, assignments, and projects.

Procedure

i. Accomplish the Standards Committee Form - Appeal for Change of Grade (Teacher Initiated).

ii. Support the form by attaching test papers, reports, assignments, projects and other material evidence.

iii. The teacher brings it to the Department Chairperson, who then will send it to the Office of the Associate Dean for Academic Affairs.

v. Wait for the outcome of the request.
SECTION VI
Student Services
Student Services

The school has the responsibility to cooperate with the family and other social institutions to develop the total personality of the student. Thus, a program of student services, directed and coordinated by a professionally trained staff is an integral part of the Ateneo Loyola Schools’ operation. These services are designed to assist the individual student to attain maximum self-realization and become effective in his/her social environment.

STUDENT SERVICES refer to the services and programs that pertain to non-academic experiences of students to attain total student development. Non-academic services are two-pronged: those that relate to student welfare and those that relate to student development.

1. Student Welfare Services

Pertain to basic services and programs needed to ensure student well-being by providing quality, relevant, efficient and effective support and assistance.

2. Student Development

Services & programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student initiated activities.

Student services are provided to the students by the Student Affairs Team and its affiliate offices. The Student Affairs team is overseen by the Associate Dean for Student Affairs (ADSA).

The Office of the Associate Dean for Student Affairs provides the relevant support services (eg. ID production) and serves as liaison to more specialized offices (eg. the Loyola Schools Health Services) when necessary, and provides opportunities for formation outside the classroom by heading the Integrated Ateneo Formation (InAF) Program and supervising the Office of Student Activities. The ADSA Office also serves as the guardian of the Code of Discipline – seeing to it that students of the Loyola Schools stay true to the values of the Ateneo and grow in responsibility (both personal and social) and moral excellence.

The other offices of the Student Affairs team are the Loyola Schools Office of Guidance and Counseling (LSOGC), the Loyola Schools Office of Campus Ministry (LSOCM), the Loyola Schools Office of Health Services (LSOHS), the Loyola Schools Office of Placement and Career Services (LSOPCS), the Office of Student Activities (OSA), the Office of Social Concern and Involvement (OSCI), the Office of College Athletics and the Residence Halls.

The affiliate offices are the Office of the Associate Dean for Academic Affairs (ADAA), the Office of Admission and Aid (OAA), the Registrar’s Office, and the Office of Administrative Services (OAS).
I. STUDENT WELFARE SERVICES

A. REGISTRATION AND DOCUMENT SERVICES

The Office of the Registrar is the central repository of student and curricular information. It is composed of two units -- Records and Registration, and Liaison and Document Services -- that cohesively offer services related to enrollment and the academic/scholastic records of students. Our market is classified into three main categories – currently enrolled students, alumni and those who left the University without finishing a degree. Primary services are registration, record management, student evaluation, curricular maintenance, and document and liaison services.

1. Registration
   a. Registration is the process that provides the student with an official capacity in the university. The complete registration process involves:
      i. Enlistment in advised classes
      ii. Payment of assessed fees
      iii. ID validation

   Students may use services of the Loyola Schools only upon completion of registration. Otherwise they may not borrow books from the library, use parking and internet facilities, join student organizations, participate in graduation exercises, or avail themselves of any other facilities of the Loyola Schools. Most importantly, students may only participate in and receive grades for classes they have officially enrolled in.

   b. Before a student can enroll, he/she must activate his/her AISIS (Ateneo Integrated Student Information System) account by logging on to http://aisisonline.ateneo.edu. AISIS will guide the student in the steps for account activation.

   c. Registration/enlistment can be done online or manually.
      i. Online registration/enlistment is done through http://aisis.ateneo.edu. The student can enlist in classes, check class schedules, fix his/her schedules and print his/her assessment form via internet using AISIS.
      ii. Manual or Regular registration is performed if a student is unable to register online. In most instances, regular registration is done by students who:
         1. Have not activated their AISIS account before the set deadline
         2. Missed their online batching schedule and the free-for-all enlistment time
         3. Failed to enlist online because of technical difficulties
         4. Failed to enlist online because of an existing HOLD ORDER
iii. Late registration shall be performed if a student is unable to register during the designated schedule for regular registration.

1. The student shall proceed to the Office of the Registrar to secure his/her late registration form, then, proceed to the different departments to sign up and secure approval for the courses they intend to take during the semester. The student will return the late registration form to the Office of the Registrar for enlistment and secure an endorsement for assessment and payment of tuition fees and miscellaneous fees.

d. The following must be noted:

i. Random numbers are systems-generated to determine the order in which students will enlist online for their classes or line up during regular registration.

ii. Online enlistment is done by batching. Students may enlist only during their enlistment schedule determined by their specified random number.

iii. Regular registration is also done by batching. Students may enlist during their enlistment schedule determined by their specified random number and their school’s ETA. ETA stands for “Expected Time of Arrival” at the designated registration waiting areas. The ETA indicates the estimated earliest time that the random numbers will be served for registration. Students are expected to be at their waiting areas at the specified ETA, regardless of where their number falls in the interval.

iv. A Hold Order prohibits a student from enrolling/registering. If a student has a hold order, it will appear in his/her AISIS account. All hold orders must be settled before the designated schedule of online registration.

v. Registration by proxy or representative will be allowed during registration proper with the following requirements to be presented:

1. Ateneo ID or any ID with picture and signature of the student being proxied
2. Typewritten or Word-Processed Authorization Letter
3. Any ID with picture and signature of the Proxy
4. AISIS Account Password of the student being proxied

vi. To facilitate the completion of the entire registration process, online payment facilities with the Ateneo’s correspondent banks have been made available for tuition payments. The following bank websites can be logged on to for the enrollment of the student accounts and online payment:

1. www.bpiexpressonline.com
2. www.bdo.com.ph
2. Records Management

a. Records management is the efficient and timely implementation of a systematic process for recording, maintaining/updating, monitoring, distributing (when necessary and relevant), and safekeeping student records.

b. These include, among others and not limited to, personal records (i.e., birth certificate, Alien Certificate of Registration, study permits, visas), academic records (i.e., Form 137/Form 138, transcripts of records from previously enrolled schools, transfer credentials, clearance forms, grade reports, application for admission ), enrollment records (i.e., registration forms of late registrants). Students must ensure that their records are complete and deposited at the Office of the Registrar. Lacking documents will prevent official status in the Loyola Schools and graduation.

c. These also include records pertaining to various editions of curricula, course descriptions, commencement programs, government regulations such as CHED memoranda, and others.

d. The management of records also covers maintaining the integrity of the data contained in the AISIS and the ability to access relevant information when needed.

e. The information contained in the AISIS and/or in hard copies are the bases for screening the student’s eligibility to request for documents such as transcripts of records and certifications.

3. Student Evaluation

a. Student evaluation is the process that determines and assesses the credentials and monitors the accomplishment of the academic requirements of a student to ensure eligibility to enroll in the next semester and to graduate. However, it must be noted that the student is primarily responsible for ensuring the timely completion of his/her degree. The student must be aware of all specific courses that need to be completed for graduation.

b. It involves the analysis of the educational history of students, especially those who attended several schools. It also covers the proper sequencing and transfer of credentials and the sufficiency and validity of credentials.

c. It also includes checking the validation of subjects taken by students in another school to ensure that they are credited for equivalent subjects in the Ateneo Loyola Schools.

d. It entails the correctness of the curricular versions applicable to each student and the consequent evaluation of the students’ Individual Program of Study. This includes the tracking of curricular requirements in the event the student shifts to another degree program, changes concentration, or adds a minor or specialization.
4. Curriculum Maintenance

a. Curriculum maintenance is the process that ensures the proper implementation of the students’ curricular requirements based on the applicable curricular version to each student.

b. In a larger spectrum, curricular maintenance also covers curriculum development and processing to ensure compliance to CHED’s requirements, i.e., completeness of curriculum documentation to be submitted to CHED.

c. The scope of curricular matters includes the introduction of new courses and degree programs, the revision of existing degree programs, and the introduction of minors and specializations.

5. Document Services

a. Document services cover the following areas:
   i. Receiving requests (Please see Request Form Appendixes p. 232);
   ii. Checking the student’s eligibility for the issuance of official documents in terms of status of students, their clearance, hold orders, tuition fee balance, other financial obligations, and other pre-requisite records;
   iii. The preparation and processing of the document/s requested; and
   iv. The release of the document/s requested.

b. Documents can be requested through over-the-counter, email or fax. For reference, our email address is registrar@admu.edu.ph and our fax number is (02) 423-6123.
   i. To facilitate the request, the requesting party must fill up all the necessary information in the request form, including the purpose of the request. The mailing address and contact number of the entity should also be specified if the document is to be mailed locally or overseas.

c. Standard document requests include the transcript of records, certifications (i.e., enrollment, graduation, English as a medium of instruction, course description, candidacy for graduation, etc.), English translation of diploma, etc. (Please see a copy of the Request Form.)

d. The following must be noted:
   i. Official documents will be processed/released to the student upon settlement of all financial, academic, and documentary liabilities with the school and upon full payment of the documents requested.
   ii. The claim stub and official receipt must be presented when claiming the requested document/s.
   iii. Representatives must present an authorization letter with a copy of the student’s valid ID with picture and signature and a copy of the representative’s valid ID with picture and signature.
   iv. Unclaimed documents beyond 90 days from due date will be destroyed and payments made will be forfeited.
6. Liaison Services

a. Liaison services include establishing and/or maintaining business relationships with specific government agencies (i.e., CHED, DFA, BI, etc.) to ensure curricular development and maintenance, certification and authentication of documents, and visa processing.

b. This specifically includes providing certification and authentication services of documents, particularly, the transcript of records and the certified true copy of the diploma of students/alumni by submitting these documents to CHED, who in turn will forward the same to the Department of Foreign Affairs. The student/alumni will be given a claim stub which will enable them to pick up the CHED/DFA-certified documents.

c. Liaison activities also cover providing visa and ICard processing services for international students.

   i. International students must submit all the student visa requirements, including visa fees, at least, 1 month before the expiry of their visas to avoid any penalties.

   ii. The processing of the ICards can be done after the student visas have been issued.

Contact Information

Registrar’s Office
G/F Social Sciences Building
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines

Telephone: 426-6001 loc 5130 (Secretary)
            5131 (Request for documents, Graduate)
            5132 (Request for documents, Undergraduate)
            5134 (Records & Registration)
            5139 (Liaison Officer)

Telefax: 426-6123
E-mail: Registrar.ls@ateneo.edu

Office hours:
8 am to 5 pm Monday to Friday
8 am to 12 nn Saturdays.
B. GUIDANCE AND COUNSELING SERVICES

The objectives of the Loyola Schools Guidance program are oriented towards student self-realization and total personality development.

The Loyola Schools Office of Guidance & Counseling (LSOGC) provides formation and psychological services geared towards the holistic development of the Loyola Schools community. The program aims to equip the students with the necessary tools for self-management in the context of personal, familial and societal realities. It assists in their formation through the developmental stages of self-awareness, self-exploration, self-enhancement, and self offering.

SERVICES

1. **Counseling** – Students, faculty, staff, professionals and alumni may schedule themselves individually or in groups. Counseling services cover academic, career, personal, social and emotional concerns.

2. **Psychological Testing** – Learning styles, social adjustment, decision-making, leadership skills and career-planning are assessed through the use of standardized and projective tests.

3. **Routine Interview** – Information about educational and familial background, psychological test results, and academic performance are updated through yearly interviews designed to help monitor the student's progress vis-à-vis their developmental needs.

4. **Enrichment activities** – A menu of seminar-workshops and group dynamics are readily available to address the common issues and concerns of the students. Among the topics to choose from are Time Management, Maintaining Healthy Relationships, Career Plotting, stress Management, and School Success. Organizations and offices can also request the LSOGC for custom-made modules for specific purposes (e.g. team-building, leadership, stress management)

5. **Integrated Ateneo Formation (InAF) Program** – In collaboration with the LS Offices, the LSOGC provides learning and interactive sessions to hone the students' personal development. The integration of psychological test results with InAF (InTACT, NSTP-PLUS, JEEP, SIP) enables the students to understand and manage their personal traits and tendencies as they hurdle the realities and challenges of life. Its purpose is for students to maximize their strengths and resources, work on their vulnerabilities, and make better life choices.

6. **Career Development Program** – This enables the students to have a better perspective about their chosen course and career, to clarify about their work values, and to formulate a plan of action to achieve their career goals. The LSOGC organizes Shifting Talks and Career Exploration Workshops to address students concern for shifting program concentration.
7. **Consultation and Referrals** – Students, faculty, professionals and staff can refer and consult about how to assist fellow members of the Ateneo community who may be facing difficulties at the present.

8. **Recommendations** - Students and alumni can request their counselors for recommendation letters for various purposes, such as graduate studies, study tours, scholarships, and employment.

**Contact Information**

The Loyola Schools Office of Guidance and Counseling (LSOGC)
2nd floor of the Social Sciences Building.
Telephone  426-6001 Local 5031/5032
Mobile  0920-9182582
E-mail  guidance.ls@ateneo.edu
Web  http://ls.ateneo.edu (Administrative Offices, Office of Guidance & Counseling)

**Office hours:**
8 am to 6 pm  Monday to Friday
8 am to 5 pm  Saturdays.
C. HEALTH SERVICES

The ADMU makes professionally trained personnel available to students for varied health care needs. Several facilities are available for student use around campus, such as the Health Development Institute at the Social Development Complex and the Moro Lorenzo Clinic at the Moro Lorenzo Gym.

The care of LS students however, is specifically charged to the LS Office of Health Services (LSOHS), the LS-based health center that attends to their comprehensive health and wellness through its partnership with students, and collaboration with other student-centered offices of the University.

SERVICES OF THE LSOHS

- **Acute Care Services**
  LSOHS provides infirmary services for common presenting health and medical problems (fever, headache, abdominal pain, including common emergencies) that students encounter while in school. Follow-up and referral services are made when necessary. Close coordination with the student’s family and their health care provider are also endeavored.

- **Immunization Services**
  LSOHS promotes the control and prevention of serious communicable diseases through active immunization. Vaccines for adolescents and young adults are available at affordable costs. The LSOHS health professionals can advise students on the recommended shots they need to receive.

- **Comprehensive Health Assessment**
  LSOHS uses the Guidelines for Adolescent Preventive Services (GAPS) during individual encounters with students to assist them in dealing with the critical health issues that concern adolescents and young adults.

- **Clinical Psychology Service**
  Trained professionals are available in the LSOHS to provide therapy for specific mental health problems. Case conferences, co-management and referrals are also carried out.

- **Education, Promotion and Advocacy on Health and Wellness**
  These activities and initiatives are carried out on every individual encounter in the clinic. LSOHS also conducts trainings and workshops on specific topics. Multi-media use is also maximized to communicate important health messages to students.

- **Collaborative Anti-Drug Abuse Program (CADAP)**
  LSOHS is the lead office in the implementation of the school’s collaborative anti-drug abuse program. The program includes the Random Drug Testing of students in the spirit of the mandate given to schools by RA 9165 (Comprehensive Dangerous Drugs Act of 2002) to employ every reasonable means to provide a healthy, drug-free environment.

Food Quality Assurance

LSOHS ensures that food establishments that operate within the Loyola Schools comply with mandated and generally accepted food safety and quality assurance standards. Together with the Office of Student Activities and the Office of Administrative Services, LSOHS also oversees the student-related activities that involve handling and serving of food.

Contact Information

The LS Office of Health Services (LSOHS) is located at Room 105 of the Social Science Building. During the regular semester, the LSOHS is open from 7 am to 7 pm, Monday to Friday, and 8 am to 4 pm on Saturdays. LSOHS has an extension office that is used for special activities at Room 276 of the same building.

Appointments and inquiries can be made through the contact numbers below.

- Telephone  426-6001 Local 5110 (Clinical Services)
- 426-6001 Local 5106 (Food Quality Assurance)
- Mobile   0918-944-5997
- Fax    (+632) 332-4434
- E-mail  lshealth@admu.edu.ph
- Web  http://ls.ateneo.edu/health

Auxiliary Health Unit

Health Alternatives for Total Human Development Institute, Inc. (HEALTHDEV Institute) is a non-stock, non-profit, non-governmental organization within the University premises that students can go to for additional medical treatments and facilities that may not be readily available at the LSOHS.

HEALTHDEV Institute
2/F CCS Building
Social Development Complex
Ateneo de Manila University
Telephones: Central Office  426-4325, 426-6001 Local 4630
Medical Clinic  426-6001 Local 4633
Dental Clinic  426-6001 Local 4631
Laboratory  426-6001 Local 4632
Fax and Mobile Number    426-4325, 0927-889-9026
E-mail Address:  healthdev@admu.edu.ph, healthdev@yahoo.com
Web Site:  www.healthdev-institute.org
environment. Under the CADAP, LSOHS works very closely with the LS Guidance and Counseling Office and the Office of the Associate Dean for Student Affairs to execute the three-pronged approach involving awareness, testing & intervention.

Food Quality Assurance

LSOHS ensures that food establishments that operate within the Loyola Schools comply with mandated and generally accepted food safety and quality assurance standards. Together with the Office of Student Activities and the Office of Administrative Services, LSOHS also oversees the student-related activities that involve handling and serving of food.

Contact Information

The LS Office of Health Services (LSOHS) is located at Room 105 of the Social Science Building. During the regular semester, the LSOHS is open from 7 am to 7 pm, Monday to Friday, and 8 am to 4 pm on Saturdays. LSOHS has an extension office that is used for special activities at Room 276 of the same building.

Appointments and inquiries can be made through the contact numbers below.

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Telephone</td>
<td>426-6001 Local 5110 (Clinical Services)</td>
</tr>
<tr>
<td>Mobile</td>
<td>0918-944-5997</td>
</tr>
<tr>
<td>Fax</td>
<td>(+632) 332-4434</td>
</tr>
<tr>
<td>E-mail</td>
<td><a href="mailto:healthservices.ls@ateneo.edu">healthservices.ls@ateneo.edu</a></td>
</tr>
<tr>
<td>Web</td>
<td><a href="http://ls.ateneo.edu/health">http://ls.ateneo.edu/health</a></td>
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</tbody>
</table>

Auxiliary Health Unit

Health Alternatives for Total Human Development Institute, Inc. (HEALTHDEV Institute) is a non-stock, non-profit, non-governmental organization within the University premises that students can go to for additional medical treatments and facilities that may not be readily available at the LSHS.

HEALTHDEV Institute

2/F CCS Building
Social Development Complex
Ateneo de Manila University

Telephones: Central Office 426-4325, 426-6001 Local 4630
Medical Clinic 426-6001 Local 4633
Dental Clinic 426-6001 Local 4631
Laboratory 426-6001 Local 4632

Fax and Mobile Number 426-4325, 0927-889-9026
E-mail Address: healthdev@admu.edu.ph, healthdev@yahoo.com
Web Site: www.healthdev-institute.org
**D. FOOD SERVICES**

The Loyola Schools makes available various options for food service on campus through a multitude of dining establishments. These local cafeterias, concessionaires, caterers and student-run operations are directed to provide nutritious, well-balanced, reasonably priced meals, which are subjected Food Quality Assurance procedures under the supervision of the LSHS.

The **Office of Administrative Services (OAS)** supervises food services in the Loyola Schools, while the Food Safety and Quality Assurance (FSQA) is supervised by the Vice President for Administration. Concessionaires operate the cafeterias. All the cafeterias also provide catering services. To ensure the health and safety of the members of the Loyola Schools community, all food sales on campus must have a clearance from the OAS and the FSQA.

The following are the food outlets located within the Loyola Schools:

<table>
<thead>
<tr>
<th>FOOD OUTLET</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Ateneo Multi-Purpose Cooperative (AMPC), Main Cafeteria</td>
<td>Gonzaga Hall, Ground Floor</td>
</tr>
<tr>
<td>Ateneo Multi-Purpose Cooperative (AMPC), Satellite</td>
<td>Ground Floor, Bellarmine Hall</td>
</tr>
<tr>
<td>Blue and Gold Catering Services</td>
<td>Gonzaga Hall, 2nd Floor</td>
</tr>
<tr>
<td>Heavenly Urban Chef</td>
<td>Cervini Residence Hall</td>
</tr>
<tr>
<td>JGSOM Student Enterprise Center</td>
<td>School of Management (SOM)</td>
</tr>
<tr>
<td>Zekaf</td>
<td>Jose Mari Chan Hall, Level 1, University Residence Halls</td>
</tr>
<tr>
<td>Manang’s Clubhouse</td>
<td>Physical Education (PE) Complex</td>
</tr>
</tbody>
</table>

The **Food Quality Assurance (FSQA)** Supervisor, who is under the immediate supervision of the Vice President for Administration, provides comprehensive food quality assurance procedures for the Loyola Schools.
SERVICES

- Conducts thorough and regular inspection of all Loyola Schools main cafeteria concessionaires and sub-concessionaires, food stalls, food vendors and student-sponsored/office-sponsored food sales.
- Provides the Loyola Schools Administration with periodic evaluation reports regarding results of inspection and drafts recommendations for improving quality systems and procedures in all food establishments inside the Loyola Schools premises.
- Recommends for actions/sanctions of all food-borne and food-related cases reported at the Loyola Schools Office of Health Services (Infirmary)
- Serves as a consultant to the JGSOM entrepreneurial activities

FOOD RELATED CONCERNS

If you have food related concerns in any of the Loyola Schools Food Outlets...
The Office of Food Safety and Quality Assurance (FSQA) under the University Vice President for Administration supervises the safety and quality assurance for food establishments that operate within the Loyola Schools. If you have experienced a problem with a food product, be sure to contact the Loyola Schools Food Quality Assurance.

If you think you are ill because of food consumed from the food outlets, see a physician.
It would also be helpful to have information on the type of injury or illness that resulted including a description, types of symptoms and time of onset, nature and location of any medical attention received, and any type of laboratory test taken with the results.

The Bottom Line:
If you sense there's a problem with any food product, don't consume it. “When in doubt, throw it out.”

Contact Information

Office: Faber Hall 208
Telephone Number: 426-6001 Local 4176
E. CAREER AND PLACEMENT SERVICES

The Loyola Schools provides career counseling to students in preparation for their entry into a career. The school maintains systematic contact with its graduates and involves its alumni in its programs for placement, continuing education and community involvement. Formal linkages are established with the employment sector for systematic recruitment and orientation of graduating students and studies are conducted to track their whereabouts, evaluate their preparedness for work, and gauge their actual work performance.

The Loyola Schools Office of Placement and Career Services (LSOPCS) is committed to assist in the formation of students as professionals-for-others who are globally competitive and Asian in perspective, by providing employment opportunities and career development services designed to help students make a smooth transition from the academe to the workplace.

SERVICES

- **Career Counseling**
  To facilitate students in their transition to work, the LSOP organizes year-long activities that address the needs of students at key stages / phases of their career decision-making process.

  During the “Information-Gathering Phase” in the first semester, juniors and seniors go through Resume-Writing-cum-Group-Career-Counseling Sessions. On the other hand, for orientation on various career fields, a 12-week networking series is likewise offered to all interested students.

  For the “Packaging-for-Employment Phase” during the second semester, students are given the chance to go through mock interviews and attend career fora to prepare themselves for the Job / Practicum Fair and various On-Campus Recruitment activities such as Pre-Employment Testing and Job Interviews.

- **Research**
  In aid of career counseling, the LSOP conducts research to trace the whereabouts of its recent graduates (1 year after graduation). Likewise, information on Ateneo alumni’s work performance is surveyed among LSOP’s partners in the employment sectors. Finally, graduating students’ perception of Ateneo education / formation is studied and made available to the LS community.

- **Networking**
  The LSOP stages the Annual Job / Practicum Fair to allow students to explore various career outlets suited to their individuality. Galas and industry-specific networking sessions also provide other avenues for students to interact with HR practitioners in the corporate field.
**Contact Information**

The LS Office of Placement (LSOP)
2/F Social Sciences Building.
Telephone  426-6077
          426-6001 Local 5040-5041
Fax      (+632) 426-6077
E-mail   placement.ls@ateneo.edu
Web      http://placement.ateneo.edu

**Office Hours:**

Monday to Friday  8 am to 5 pm,
Saturdays         8 am to 12 nn
F. STUDENT HOUSING SERVICES

The Loyola Schools provides comfortable and sanitary living quarters with adequate recreational facilities for students living away from home (or resident students). There are dormitories within campus premises and accredited off-campus housing facilities. On-campus resident students are supervised by professionally-trained resident managers and directors, and enjoy support services and programs organized and managed by the residents themselves through the Ateneo Resident Students Association (ARSA).

The Loyola Schools Residence Halls Office (RH) oversees the maintenance and upkeep of the dormitories and provides a living environment conducive to the total human formation of the resident students. The main residence halls are the Cervini Hall for 120 male freshmen students and the Eliazo Hall for 120 female freshmen students. Some remaining rooms are made available for exchange students, visitors and transients. The twin-tower University Dormitory is a 600-bed facility for the upperclassmen.

SERVICES

1. On-campus Resident Students are provided the following:
   a. Room amenities – four occupants in a room are provided individual bed and mattress, cabinet for clothes and shoes, study table with chair, lamp and bookshelves, and ceiling fan.
   b. Toilet and bath are common facilities located in every floor of the buildings.
   c. There is a local phone per room.
   d. Free direct line phones are available.
   e. Air-conditioned prayer rooms and study rooms are available in each building.
   f. In the common recreation room are the TV and video corners, billiards and ping-pong tables, dart board and a spacious open area for multi-purpose activities.
   g. Room-to-room internet access.
   h. The Cervini Cafeteria is open daily from 6:30 Am to 9:00 Pm. The Zekaf restaurant in the adjacent Jose Mari Chan Hall is also open Monday to Sunday from 7Am – 11Pm.
   i. 24-hour security assistance is provided by male and female guards.
   j. Accredited laundry firms pick up and deliver laundry every day, while accredited laundry women offer laundry service to dormers every Monday and Thursday. There are token-operated washing machines for those who wish to do their own laundry.
   k. ARSA activities include academic tutorials, group study and book lending. They also organize Sunday Masses, evening prayer, recollections, confessions and retreats, inter-dorm sports fests, inter-athletic competition, variety shows and open house, as well as opportunities for social awareness and involvement like disaster relief operations, socio political mobilizations and social education.
Contact Information

For On-campus Resident Students

Director of Residence Halls
Room 101, Cervini Hall
Ateneo de Manila University
Loyola Heights, 1108 Quezon city
P.O. Box 154, 1099 Manila, Philippines

(632) 426-6001 local 5904 or 5932
DL: (632) 426-6119
FAX: (632) 426-6118
e-mail: tgabuna@ateneo.edu

2. Off-campus Resident Students

a. A Directory of Accredited Off-Campus Student Housing Facilities is made available through the ADSA and lists housing facilities in the Loyola Heights area that have passed the criteria set by the Loyola Schools for student housing. A softcopy may also be requested by e-mailing adsa.ls@ateneo.edu

b. These off-campus dorms are inspected on a regular basis and assessed for continuing accreditation by a de-facto committee composed of members of the Student Affairs Team with student representatives and the an external group of dormitory owners, organized as the Association of Student Housing Facilities (ASHF).

Off-campus Resident Students who live in accredited student housing facilities may seek needed assistance directly from the ADSA office which maintains a 24-hour helpline that students may call or send messages to – ADSA Helpline: 0920-914-ADSA (0920-914-2372)
G. FINANCIAL AID SERVICES

For four decades now, the Ateneo College Scholarship Program for deserving but financially needy students continues to thrive -- thanks to the many generous benefactors who have extended much needed and appreciated help. The Ateneo College Scholarship Program is under the auspices of the Office of Admission and Aid (OAA).

Financial aid grantees are selected on the basis of:
   a. intellectual ability and excellent academic achievement
   b. financial need as clearly manifested in the Scholarship / Financial Aid Questionnaire
   c. demonstrated commitment to the service of the community and potential for greater service in the future

SERVICE

1. Financial Aid Grants
   a. Financial aid takes various forms:
      • 100% tuition and fee
      • 75% tuition and fees
      • 50% tuition and fees
      • 25% tuition and fees
      • book and/or transportation allowance
      • dormitory assistance
   b. Program of Study and Tenure of Award

Financial assistance is granted to students in all undergraduate programs of study in the Loyola Schools. The grant is given for a year only. It is renewed annually upon evaluation of the student's continued financial need and above satisfactory academic performance. The student must not have obtained any failing mark. Financial assistance includes Summers and Basic Courses if these are required.

Contact Information

Office of Admission and Aid
G/F Kostka Hall, Loyola Schools
Ateneo de Manila University
Loyola Heights, Quezon City
1108 Philippines

Office Hours:
Monday to Friday 8:00 am to 12:00 nn
1:00 pm to 5:00 pm
Saturday 8:00 am to 12:00 nn
Telephone Numbers: (632) 426-6001 loc. 5154 to 5155
Direct Line: (632) 426-6075
Fax Number: (632) 426-1214
Email: admissions.ls@ateneo.edu
H. INTERNATIONAL STUDENT ASSISTANCE

The Loyola Schools acknowledges the special needs of its foreign students. Orientation programs are offered to facilitate adjustment to the country and campus, with designated staff from the Registrar's Office and the Office of the Associate Dean for Student Affairs assigned to assist with the particular requirements for International Students. The Office of International Relations (OIR) is also dedicated to foreign student under non-degree exchange programs.

SERVICES

1. Prepares International Student's Data for Undergraduate and Graduate Levels for submission to Commission on Higher Education and Bureau of Immigration;
2. Prepares requests for student visa and other related concerns for endorsement to Bureau of Immigration and/Department of Foreign Affairs;
3. Checks completeness of requirements for International Students as may be required by CHED, DFA, and/or Bureau of Immigration
4. Monitors Foreign Students Documents such as validity of Visa, Passport, etc.
5. Controls and releases communication and documentation required for Undergraduate and Graduate International Students

The Office of International Relations (OIR) takes care of the welfare of non-degree exchange and visiting students and international graduate students.

SERVICES

1. Hosts visiting faculty and research fellows from institutions abroad.
2. Facilitates active student exchange programs being:
   a. The special Philippine Immersion Programs for a month or two for a small group of fifteen to eighteen students.
   b. The usual exchange program where international students enroll for regular courses during the semesters.

Contact Information

Registrar's Office
G/F Social Sciences Building
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines
Tel: 426-6001 loc. 5130-36
Fax: 426-6123 E-mail: registrar@admu.edu
Web: http://ls.ateneo.edu

Office of International Relations
Rm. 304, 3/F Faber Hall
Ateneo de Manila University
Loyola Heights 1108,
Quezon City, Philippines
Trunkline: (+632) 426-6001 local 4037, 4038
Tel/Fax: (+632) 426-5907, (+632) 927-4534
Email: oir@ateneo.edu
I. STUDENT EMERGENCY ASSISTANCE

In student emergency cases, the Office of the Associate Dean for Student Affairs (ADSA) may be contacted at local 5020 or 5021, or through its direct line (02-4266098) or the 24/7 ADSA HELPLINE (0920-914-ADSA or 0920-914-2372 – also printed at the back of the student ID). The ADSA will then see to it that immediate response is made by the appropriate office or agency. The offices handling the needed specific service may also be contacted directly:

- Medical Assistance: Loyola Schools Office of Health Services (local 5110)
- Security Assistance: Campus Security Office (Local 4111 or 4911 or 426-5930)
- Psycho-emotional Assistance: Loyola Schools Office of Guidance and Counseling (local 5030 or 5031).

The 117 government emergency line may also be contacted for emergency assistance (police, fire or medical).

ADSA Services

1. Handling of Medical Emergencies and Emergency Transport
   When needed, the ADSA oversees the handling of medical emergencies, in direct coordination with the Loyola Schools Office of Health Services (LSOHS).
   a. Necessary information such as name, year & course and contact numbers are obtained.
   b. Parents/Guardians are informed of the emergency and their authorization to act is also secured.
   c. Depending on the severity of the illness or injury, the student is brought to one of the following facilities:
      - College Infirmary/Loyola Schools Office of Health Services
      - Health Development Institute (HealthDev)
      - Quirino Memorial Medical Center
      - Medical City – Ortigas
      - Nearest preferred hospital

2. Processing of the Student Accident Insurance
   All undergraduate students of the Loyola Schools are covered by a Student Accident Insurance which is one of the annual Miscellaneous Fees. This allows students to reimburse accident-related medical expenses upon submission of proper documents and within the limits specified by the insurance provider.

3. Processing of the Letter of Endorsement to the Associate Dean for Academic Affairs for cases of prolonged absence from class
   If a student is absent from class for a long period of time due to illness or injury, the Office of the Associate Dean for Student Affairs forwards a letter of endorsement to the Office of the Associate Dean for Academic Affairs to facilitate dissemination of information to the affected student’s teachers.
Contact Information

Office of the Associate Dean for Student Affairs
G/F Xavier Hall, Loyola Schools
Ateneo de Manila University
Loyola Heights, Quezon City
Direct line: 02-4266098
Trunkline: 02-4266001 loc. 5020 to 21
Email: adsa.ls@ateneo.edu
ADSA HELPLINE: 0920-914-ADSA (0920-914-2372)
J. SAFETY AND SECURITY SERVICES

The Loyola Schools takes measures to provide a safe and secure environment for the members of its community. The University Security Office, under the auspices of the Facilities Management Office (FMO) ensures 24/7 security with its detail of uniformed and plain-clothes security personnel. Traffic and theft concerns are addressed to the Security Office through the Office of the Associate Dean of Student Affairs (ADSA).

SERVICES

1. Theft/Loss Report Processing and Investigation
   In cases where students lose their personal belongings, whether through theft or accidental loss, a theft/loss report may be filed at the ADSA Office. If the item is subsequently found, the owner is immediately contacted. In the cases of possible theft, the ADSA Office Staff for Security can assist the student in tracing possible leads and examining evidence.

2. Traffic and Parking Tickets and Complaints Processing
   The ADSA Office also handles cases of violations of University traffic and parking regulations by Loyola Schools students. After the security copy of the ticket is turned-over by the apprehending officer, the ADSA Office records and processes the violation, assists the student in settling the penalties, answers queries and entertains explanations. When necessary, reprimands may be issued, appeals referred to the corresponding persons, as well as recommendations made to the Facilities Management Office.

3. Requests for Temporary Gate pass/Parking pass
   In cases where a student is incapacitated and needs special assistance in terms of getting to and from his classes, a Temporary Gate/Parking pass may be applied for at the ADSA Office to enable his/her vehicle to bring him/her as close to the buildings as possible.

4. Driver/Bodyguard/Chaperone ID processing
   As part of the effort to secure the campus, drivers/bodyguards/chaperones who regularly enter the campus are required to secure IDs from the ADSA Office which are validated every semester.

Contact Information

University Security Office
G/F Blue Eagle Gym
Ateneo de Manila University
Katipunan Road, Loyola Hts., Q.C.
Tel No.: 4266001 loc. 4111/4115 or 426-5930

Office of the Associate Dean for Student Affairs
G/F Xavier Hall, Loyola Schools,
426-6001 loc. 5020 to 21
Direct Line: 426-6098
Email: adsa.ls@ateneo.edu
ADSA HELPLINE: 0920-914-2372


**K. LOGISTICS AND EQUIPMENT ASSISTANCE**

Different venues, facilities and equipment are available at the Loyola Schools for student use in the accomplishment of academic requirement and for non-academic formation. Upon request via the **Office of Administrative Services (OAS)**, effective technical support and assistance are also provided.

**SERVICES**

1. Facilitation of requests for venues (e.g. classrooms, meeting rooms, audio-visual rooms, auditoriums, roof decks, hallways and corridors)
2. Facilitation of requests for equipment (audio-visual equipment, tables and chairs, tents, rolling boards, etc.)
3. Provides Maintenance Personnel to attend to buildings and facilities repair and cleanliness
4. Provides duplication services around campus
5. Oversees food services in the Loyola Schools cafeterias

**Contact Information**

Office of Administrative Services  
2ND Floor Gonzaga Building  
Loyola Schools, Ateneo de Manila University  
Loyola Heights, Q.C.  
Tel : 426- 601 locals 5100-5103  
Fax : 426- 601 locals 5100-5103  
E-mail: oas.ls@ateneo.edu  
Web: http://ls.ateneo.edu
II. STUDENT DEVELOPMENT

L. THE LOYOLA SCHOOLS INTEGRATED ATENEO FORMATION (INAF) PROGRAM

The Loyola Schools’ InAF program is aimed towards the formation of persons-for-and-with-others who will contribute meaningfully to the transformation of Philippine society as servant-leaders engaged in various fields of endeavor.

In line with the formation of the whole person characteristic of Jesuit education, the InAF program seeks to provide students with opportunities that can help develop and integrate the personal, academic, socio-cultural, and spiritual dimensions that comprise each student’s person.

In forming students to be professionals-for-and-with-others, the InAF program seeks to develop graduates who are: able to apply their academic competence and training in the service of nation building; conscious of their responsibilities as global citizens; guided by Ignatian discernment and rooted in a personal relationship with God; strongly oriented to faith and justice; and critically rooted in their culture.

To achieve the abovementioned goals, all undergraduate students of the Loyola Schools undergo four programs as part of their holistic formation—the Introduction to Ateneo Culture and Traditions (InTACT), the National Service Training Program—Preparatory Leadership Undertaking for Sophomores (NSTP-PLUS), the Junior Engagement Program (JEEP), and the Senior Integration Program (SIP). These programs are supervised by the Office of the Associate Dean for Student Affairs and involve the following offices—the Office of Campus Ministry, the Office of Placement and Career Services, the Office of Guidance and Counseling, the Office for Social Concern and Involvement, and the Office of Student Activities.

Introduction to Ateneo Culture and Traditions (InTACT): First Year

a. The InTACT program aims to help first year students develop self-awareness and self-empowerment by providing them with opportunities to take a closer look at themselves and at how they relate to their family, friends, school, country, and God. As students are welcomed into the Ateneo community and introduced to the university’s culture and traditions—which are rooted in Filipino, Catholic and Jesuit values—they not only go through a journey of self-discovery but one of formative growth as well.

b. The InTACT program is designed to assist students in their academic adjustment to college life; raise their self-awareness; introduce them to the value of Ignatian Spirituality; and develop their sense of community and awareness of social realities.

- A faculty or professional homeroom adviser, partnered with a student facilitator, is assigned to handle each first year block.
- Through weekly homeroom sessions that span the entire school year, students are guided through modules that are meant to help them get to know themselves better as they undergo the Ateneo brand of holistic formation.
- The homeroom adviser and student facilitator likewise hold individual consultations with each student to continuously look out for their well-being and provide support when needed.
National Service Training Program – Preparatory Leadership Undertaking for Sophomores (NSTP-PLUS): Second Year

a. The NSTP-PLUS was conceived in response to the National Service Training Program (NSTP) Act of 2001 or Republic Act 9163, which seeks to “promote civic consciousness among the youth and … develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate in the youth patriotism, nationalism, and advance their involvement in public and civic affairs.” As such, the program seeks to develop the ethics of social involvement and patriotism among sophomores as they undergo training in any of the following components—Civic Welfare Training Service (CWTS), Literacy Training Service (LTS), or Reserved Officers Training Corps (ROTC).

b. The NSTP-PLUS aims to provide students with opportunities to deepen their knowledge of themselves through the continuous exploration of their gifts. Together with such self-exploration, students are likewise invited to get to know their neighbor from the marginalized sectors of society and, in the case of CWTS and LTS, to respond to the call of being a gift to others through their particular academic disciplines or fields of interest.

- Through the guidance of formators and faculty from their home departments, students render three hours of discipline-based or interest-related service each week to a particular community or partner institution for the entire school year.
- These weekly engagements are analyzed further via processing sessions and reflected upon more deeply through sessions for prayer and Ignatian discernment.

Junior Engagement Program (JEEP): Third Year

a. To enable third year students to further engage the world beyond the self, the JEEP aims to help juniors develop a deeper awareness of their responsibility towards the “other” and of their role as members of society.

b. The JEEP is designed to provide opportunities that will allow students to critically engage in the life experiences of people who experience, or work to address the reality of marginalization. Through these experiences, it is hoped that students will gain an understanding of the various contexts of the “other” in relation to economic, political, and socio-cultural realities as well as grow in social responsibility.

- Through the guidance of formators in consultation with faculty from the Philosophy department, students participate in the work and daily activities of people on the margins through a 12-16 hour experience with persons-with-disability, the elderly, environmental issues, labor issues, the government sector and institutions involved in volunteer work.
- Such an engagement is further analyzed and reflected upon from a variety of perspectives—philosophical, personal, social, and spiritual—thus providing students an opportunity to draw together the different dimensions of their lives.
Senior Integration Program (SIP): Fourth Year

a. The SIP aims to help graduating students reflect on and integrate their Ateneo college experience in light of their personal vocation and the call to help build the nation. By helping seniors discern how their respective disciplines and future career decisions can respond effectively to societal needs, the program seeks to form graduates who will be catalysts for change as professionals-for-and-with-others.

b. The SIP is designed to form leaders who possess competence in their respective fields of study, a strong sense of their personal giftedness, a genuine desire to be of service to the nation, and a capacity to ground their decisions in Ignatian discernment.

Several activities comprise the SIP:

- Through an opening ritual known as the “Paglunsad,” seniors are provided an opportunity to look back at their years in the Ateneo, to prepare to deepen their commitment and involvement during their senior year, and to reflect on their future with the help of Ignatian Discernment talks.
- Through the PRAXIS program—a two-and-a-half-day immersion experience with marginalized communities coursed through their Theology classes—students analyze Philippine social reality in light of the Church’s social teachings and the social dimension of Christian witness, and reflect on the demands such a reality makes on their lives.
- Through guidance testing, placement talks and a job fair, future graduates are provided an opportunity to meaningfully explore career options.
- Finally, through the culminating ritual known as the “Pabaon,” the graduating students are led through a prayerful reflection about the meaning of their Ateneo education and formation and receive an inspiring send-off as they venture forth from the Ateneo to be professionals-for-and-with-others.

Contact Information

Office of the Integrated Ateneo Formation Program  
Ground Floor, Xavier Hall  
426-6001 local 5008

Office for Social Concern and Involvement  
Tel : 426-6001 loc. 5090-91  
Fax : 426-1017  
E-mail: osci.ls@ateneo.edu  
Web: http://ls.ateneo.edu/osci
M. CAMPUS MINISTRY SERVICES

The Office of Campus Ministry (OCM) sees to the various faith services of all members of the LS, aiming at forming a community with a dynamic spirituality that is grounded on a deep, personal commitment to God. All members of the LS, especially students, are encouraged to participate in the services listed below:

SERVICES

1. Liturgy and Sacraments
   - Daily Masses and Regular Confessions in the College Chapel
   - Special Loyola Schools Community Liturgies (Holy Spirit, St. Ignatius, Immaculate Conception, Christmas, Ash Wednesday and Baccalaureate Masses)
   - Rite of Christian Initiation for Adults (Baptism, First Communion, Confirmation)

2. Spiritual Formation Programs
   - Recollections, processing and prayer sessions, and Day of Synthesis for the Integrated Ateneo Formation (InAF) programs from first year to fourth year
   - Silent Ignatian Retreats and Recollections for members of the Loyola Schools
   - Retreat in Daily Life
   - Spiritual Direction; Pastoral Counseling
   - Workshops on Prayer and Spirituality
   - Training of the Loyola Schools Ministers of the Altar: Eucharistic Ministers, Readers and Servers
   - Liturgical Guitar Program

3. Others
   - Library of Spiritual Formation Resources
   - Prayer Rooms; Multi-Faith Prayer Room
   - Mass Cards, Mass Intentions and Mass Sponsorship
   - Sale of religious items

Contact Information

Loyola Schools Office of Campus Ministry
Ground Floor, Manual V Pangilinan Center for Student Leadership
Tel. No.: 426-6001 loc. 5161
Fax No.: 426-6522
e-mail address: campusministry.ls@ateneo.edu
N. STUDENT ORGANIZATIONS AND ACTIVITIES

The Loyola Schools champions the Ateneo brand of “transformative leadership” for nation-building by offering students opportunities to sharpen existing skills, learn and develop new ones, and apply them as engaged leaders and members of organizations and activities.

Supervision, recognition and monitoring of student organizations and their activities such as leadership programs, student publications, student socio-civic involvement, culture and arts, sports development, per helper programs fall under the responsibility of the Office of Student Activities (OSA).

SERVICES

The Office of Student Activities (OSA):

1. Sees to the effective planning, implementation, and evaluation of activities within and among campus organizations.
2. Distributes and oversees Guidelines for student activities (ie. activity hour, moratorium period, activities inside the campus, activities outside the campus)
3. Provides a variety of co-curricular programs and activities that contribute to student development and support the school's objectives.
4. Guides and assists recognized and non-recognized organizations on campus and creates guidelines for student activities that insure loyalty to the vision of the Ateneo.
5. Supervises OSA Monitored Facilities
   - Kostka Extension
   - Doghouse / Quadstage
   - Facilities inside the MVP-CSL:
   - Organization Rooms
   - Publications Room
   - OSA Conference Room 2
   - Activity Rooms 1 – 6
   - LDP Seminar Room (LDPSR)
   - Music Rehearsal Room
   - Storage Room
   - Colayco Pavilion
   - Operations Room
6. Creates programs that attract more students and faculty members to extra and co-curricular activities of the Loyola Schools.

Contact Information

Office of Student Activities
First Floor, Manuel V. Pangilinan Center for Student Leadership
Loyola Schools, Ateneo de Manila University
Loyola Heights, Q.C.
Tel: 426 6001 local 5050-52
Fax: 426 0795
E-mail: osa.ls@ateneo.edu
Web: http://ls.ateneo.edu
O. STUDENT GOVERNMENT

The Sanggunian ng mga Mag-aaral ng mga Paaralang Loyola ng Ateneo de Manila (Sanggunian), is the sole autonomous government of the Loyola Schools Student Body, and all of its powers emanate immediately from and belong ultimately to the said body. The Sanggunian, joins the various administration offices in the challenge of forming the Ateneans towards the ideals of academic excellence, cultural-rootedness, social involvement and spiritual maturity. The Sanggunian aims to provide basic services, representation, and initiatives that will give opportunities to nurture any or a combination of the four ideals, while considering still the needs and aspirations of typical students in the Ateneo.

The Sanggunian is basically divided into two branches: the Central Board (CB) and the School Boards (SBs). The CB is composed of the President, the Vice President, the Secretary-General, the Finance Officer, the sixteen CB representatives from each year level of the four Loyola Schools, and the Sectors composed of representatives from the Ateneo Resident Students Association (ARSA) and the Council of Organizations of the Ateneo (COA).

The CB handles concerns encompassing the entire Loyola Schools. To help them do so, they are further divided into different committees, each assigned to work with a particular facet of Ateneo student life. The four standing committees of the CB are the following:

Committee on Academic Affairs
Committee on Extra-curricular Affairs
Committee on Formation Services
Committee on Administrative Services

The CB members also serve as liaisons to the different offices, administrative units, and school committees.

To help the Sanggunian perform its different tasks, different Departments have been established under the direct supervision and jurisdiction of the Sanggunian President and the Central Board. There are currently four auxiliary departments and two service departments.

AUXILIARY DEPARTMENTS are the primary units in charge of the different affairs of the Sanggunian in order for it to function properly and effectively. The four auxiliary departments are the following:

Department of Internal Affairs
Department of External Affairs
Department of Public Relations
Department of Research and Statistic
SERVICE DEPARTMENTS are more involved in providing Ateneans with basic services, as well as giving opportunities for leadership development. They also play a key role in the Sanggunian Ateneo Student Concern Center in coordination with the CB. The two service departments are the following:

Department of Student Welfare and Services
Department of Student Leadership and Development

Contact Information

SANGGUNIAN NG MGA MGA-AARAL NG MGA
PAARALANG LOYOLA NG ATENEO DE MANILA
Room 200, 2nd Floor Manny V. Pangilinan Center for Student Leadership
Telephone No: (632) 426-6001 loc. 5400 (632) 9291029
Sanggunian Hotline: 0928-3481686 (Smart)/0927-7777579 (Globe)
Email: info@ateneosanggu.com
P. LEADERSHIP DEVELOPMENT PROGRAMS

Answering to its desire to actively contribute to the imminent and urgent need for nation-building, the Loyola Schools under the supervision of the Office of Student Affairs (OSA) seeks to form students in organized groups to become leaders who will be key active citizens in the task of national development. This aim is made possible by making organized groups capable of formation and providing them a venue conducive for them to flourish.

SERVICES

1. Hasik-LDP
   • A leadership development program that is targeted at freshmen and sophomores who have yet been made aware of opportunities in student organizations or in the concept of personal leadership in general. The program is given as a whole-day workshop format.

2. Sibol-LDP
   • A program that caters to sophomore and junior organizations members who want or are discerning whether to take an active role in their respective organizations. Topics are determined based on the needs of the organization leaders during their tenure as officers. Mentoring and coaching for the participants are given to assist the participants in their current work.

3. Alpas-LDP
   • Alpas-LDP is a program that seeks to aid student leaders hurdle the stress and challenges of the leadership positions they hold, by giving them an outlet that is different from their daily leadership routines. Different topics are used to invite leaders to try out something new from their usual activities.

4. Ateneo Student Leadership Circles (ASLC)-LDP
   • ASLC-LDP seeks to provide a venue for current student leaders to develop their skills and themselves through dialogue and fellowship. The program gives an opportunity for these leaders to share with each other their current contexts and best practices. ASLC offers a community that will serve as a support system to student leaders, as they pursue their vision.

5. Others
   • Formation and Planning Seminars
   • Evaluation Seminars
   • Specific training programs to address local and individual needs of the student groups.

Contact Information

Office of Student Activities
Tel : 426 6001 local 5050-52
Fax : 426 0795 E-mail: osa@admu.edu.ph
Web: http://ls.ateneo.edu
**Q. STUDENT PUBLICATIONS**

As the official student news paper of the Ateneo, the **GUIDON** chronicles Ateneo history as it happens, delivering the burning issues and events that matter. Through fair, accurate and responsible campus journalism, the Guidon seeks to enlighten and inspire Ateneans to make a change. The organization molds its members into skilled and principle leaders, as the Guidon looks into the life inside Ateneo and beyond.

As the official Filipino magazine of the Loyola Schools, **MATANGLAWIN** seeks to be an eye that is critical of the issues of the society. In addition, the organization seeks to illuminate sectors that lie on the fringes by giving voice to them. Lastly, Matanglawin aims to expose the corruptions in prevailing systems and structures of the society.

As the official literary and artistic publication of the Ateneo, **HEIGHTS** aims to continue and contribute more to the Ateneo literary and artistic tradition of excellence through developing a community of readers, artists, and writers within and outside the University.

**SERVICES OF THE GUIDON**

1. Distributes school paper monthly with a circulation of 4,500 copies
2. Provides Feedback forum in the school paper
3. Provides Classified Ads section
4. Organizes seminars on Campus Journalism
5. Covers important Socio-political Events in and outside campus.

**SERVICES OF MATANGLAWIN**

1. Distributes school paper bi-monthly with a circulation of 4,500 copies
2. Organizes forums on pertinent local issues
3. Organizes seminars on Campus Journalism in Filipino
4. Organizes immersion of members to the masses

**SERVICES OF HEIGHTS**

1. Distributes literary magazine quarterly with a circulation of 3,000 copies
2. Organizes creative writing seminars and workshops
3. Organizes Art Talks
4. Organizes Book launches
5. Organizes immersion of members to the masses
R. SPORTS DEVELOPMENT PROGRAMS

The Ateneo de Manila University is a Filipino, Jesuit and Catholic educational institution. As such, its primary mission is the pursuit of truth and its transmission to and the holistic formation of the student under its care. Athletics is one the avenues for formation. It has been proven by generations of athletics as an effective tool not just for developing physical prowess but for developing leadership and character as well. University and College Athletics manage the competitive sports side of athletics.

The University recognizes different sports as legitimate venues for formation and supports the formation of varsity teams that are allowed to carry the University's official name and represent the institution in University-sanctioned athletics competitions. These competitions are mostly inter-school or inter-university. The University lends its good name to these teams because it extends its formative responsibility to the students who comprise the varsity teams.

The Office of College Athletics (OCA) is responsible for the effective and efficient implementation of all athletic activities and programs in the Loyola Schools. It represents the Loyola Schools in coordinating with the organizers of the leagues and tournaments for the different sports, and ensures the safety and well-being of student-athletes participating in these leagues. Above all, the College Athletics Office concerns itself with the total development of the student-athlete.

SERVICES

1. Assistance to college varsity teams (both UAAP and non-UAAP)
2. Issuance of certificate of competition participation
3. Early reservation for registration and/or realignment of block sections in certain subjects for student-athletes,
4. Accident insurance
5. PE and/or NSTP exemptions (except PE 101)
6. Reduction of academic loads and scholarships for student-athletes
7. Varsity team budget for transportation allowances and others
8. Special projects (such as Blue Eagle Cheer Rally and Sportsfests)
9. Internet-based, multimedia coverage for Team Ateneo

Contact Information

Office of College Athletics
PE Sports Complex
Loyola Schools, Ateneo de Manila University
Loyola Heights, Q.C.
Tel: 426-6001 loc. 5080
E-mail: athletic@admu.edu.ph
S. LEARNING SUPPORT RESOURCES

The Ateneo Loyola Schools Rizal Library (RL) is an academic library that supports the teaching, research and community service functions of the Ateneo de Manila Loyola Schools. The library oversees the operation of the following: New Rizal Library, Rizal Library-Special Collections, Matteo Ricci Study Hall, and CTC 101 Open Access Computer Laboratories. The Rizal Library acquires, organizes, and preserves, print and non-print library materials such as books, serials, VHS, DVD, microforms, as well as digital information sources.

LIBRARY HOURS:

<table>
<thead>
<tr>
<th>SECTION/OFFICES</th>
<th>LOCATION</th>
<th>LIBRARY HOURS</th>
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| Acquisitions                     | 5th floor, North wing, New Rizal Library           | 8:00 a.m.-12:00 p.m.  
|                                  |                                                    | 1:00 p.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m. |
| American Historical Collection   | 2nd floor, Rizal Library-Special Collections       | 8:00 a.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m. |
| (AHC)                            |                                                    |                           |                       |
| Ateneo Library of Women’s Writings| Ground floor, Rizal Library-Special Collections   | 8:00 a.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m.  |
| (ALIWW)                          |                                                    |                           |                       |
| Cataloguing                      | 5th floor, North wing, New Rizal Library           | 8:00 a.m.-12:00 p.m.  
|                                  |                                                    | 1:00 p.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m. |
| Circulation                      | 1st floor lobby, New Rizal Library                 | 7:30 a.m.-9:30 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Director’s Office                | 2nd floor, South wing, New Rizal Library           | 8:00 a.m.-12:00 p.m.  
|                                  |                                                    | 1:00 p.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m. |
| Filipiniana                      | 2nd floor, Rizal Library-Special Collections       | 7:30 a.m.-7:30 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Computer and Audiovisual Services| 3rd floor, North wing, New Rizal Library           | 7:30 a.m.-7:30 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Microform Reading Center         | Ground floor, Rizal Library-Special Collections    | 7:30 a.m.-6:00 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Pardo de Tavera Special Collections| 2nd floor, Rizal Library-Special Collections     | 8:00 a.m.-6:00 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Photoduplication                 | Ground floor, Rizal Library-Special Collections    | 8:00 a.m.-12:00 p.m.  
|                                  |                                                    | 1:00 p.m.-5:00 p.m.       | 8:00 a.m.-12:00 p.m. |
| Reference and Information Services| 1st floor, South wing, New Rizal Library          | 7:30 a.m.-9:30 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Reserve                          | 1st floor, North wing, New Rizal Library           | 7:30 a.m.-9:30 p.m.       | 8:00 a.m.-6:00 p.m.   |
| Serials                          | 2nd floor, South wing, New Rizal Library           | 7:30 a.m.-7:30 p.m.       | 8:00 a.m.-6:00 p.m.   |

ATENEO LS RIZAL LIBRARY SERVICES

1. Acquisitions
2. Cataloguing
3. Reader Services
   a. Circulation
   b. Computer open-access laboratory
c. Reference Services  
d. Documents delivery services  
e. Inter-library loan services  
f. Inter-library use services (with referral letter)  
g. Multi-media services  

4. Outreach services  
   a. Library orientation  
   b. Book donations  
   c. Database training  
   d. Readers’ advisory  

5. Other Services  
   a. photocopying  
   b. microfilms  
   c. digitizing  
   d. cd burning  
   e. printing  

**FACILITIES:**

Coffee shop  
Electronic Resources Terminals  
Group study area  
Information commons  
Multi-media Resources Center  
Open access computer terminals  

Open study area  
Pardo De Tavera Exhibit Area  
Quiet study area  
All reading areas  

**LOCATION:**

2nd floor balcony, Matteo Ricci Study Hall  
1st floor South wing, New Rizal Library  
2nd floor, Matteo Ricci Study Hall  
3rd and 4th floor, North wing, New Rizal Library  
2nd floor, North wing, New Rizal Library  
1st floor, Matteo Ricci Study Hall, CTC 101 3rd and 4th floor, North wing, New Rizal Library  
Roof deck, South wing, New Rizal Library  
2nd floor, Rizal Library-Special Collections  
1st floor, Matteo Ricci Study Hall

**Contact Information**

Rizal Library  
Ateneo de Manila Loyola Schools  
Loyola Heights, Q.C.

URL: [http://rizal.lib.admu.edu.ph](http://rizal.lib.admu.edu.ph)  
Facebook: Rizal Library (Be a Fan)  
Tel.no.: 426-6001 local 5550-5576  
Fax no.: 426-5961  
Email: rizal.library@admu.edu.ph  
Yahoo ID: rizallibrary.ls@ateneo.edu
ATENE'O ART GALLERY SERVICES

Located in the Second Level of the Rizal Library Special Collections Building, the university museum seeks to animate cultural life on campus and serve as an art resource for students as well as the general public.

The Ateneo Art Gallery- widely recognized today as the first museum of Philippine modern art- was established in 1960 through Fernando Zóbel’s bequest to the Ateneo of his collection of works by key Filipino post war artists. Through the years other philanthropists and artists followed Zobel’s initiative, filling in the gaps so that the collection now surveys every Philippine art movement in the post war era: from neo-realism and abstract expressionism to today’s post-modern hybrid tendencies. Artists represented in the collection include Fernando Zóbel, Vicente Manansala, David Cortez Medalla, H.R. Ocampo, GaiOcampo, Arturo Luz, Impy Pilapil and Jose Tence Ruiz.

The Ateneo Art Gallery hosts innovative exhibitions and public programs highlighting works from its permanent collection as well as works from other collections for special thematic shows. The Ateneo Art Gallery also spearheads an exciting overview of young Philippine contemporary art annually through the Ateneo Art Awards.

SERVICES

1. Exhibitions – Students and outsiders alike are welcome to tour the museum’s exhibitions. Tours are free.
2. Group Services - Group tours are available for free by appointment. As the museum can only accommodate a limited number, please call the Ateneo Art Gallery in advance to secure arrangements.
3. ArtSpeak –ArtSpeak features artists represented in the collection and faculty members of the Ateneo whose interests revolve around the fine arts. It also involves lectures from guest curators and artists, enhancing the educational experience of the Gallery.
4. Internships - Internships are available to interested students. Applications may be sent to ybuencamino@ateneo.edu and ijaucian@ateneo.edu.
5. Rizal Library Art Book Collection and Reading Area – Books on art from the Rizal Library as well as the Fr. Rene B. Javellana, S.J. and Teodoro Locsin, Jr. Collections, are now housed in the Ateneo Art Gallery office. Students may access them upon request and browse through them in the reading area.
6. Gallery Shop –Catalogues, books and other souvenirs in line with the permanent and temporary exhibitions are available for sale at the museum’s reception area.

MUSEUM RULES

When visiting the Ateneo Art Gallery please help the museum staff protect works of art on view by following the rules listed below. We appreciate your help keeping the art safe so that it may be enjoyed by many generations to come.
DO NOT TOUCH WORKS OF ART.
Your touch may not seem like much, but even the slightest contact can damage the surface of a painting, discolor stone, and even rust metal.

KEEP A SAFE DISTANCE BETWEEN YOU AND EACH WORK OF ART.
Backpacks, laptop bags and large bags must be checked in.
This helps to avoid accidental touching or bumping.
Photography is allowed only after you review and sign a photo release form at the gallery office. Only works of art owned by Ateneo Art Gallery may be photographed. No flash photography is allowed because the intensity of the light damages the art.

NO LEANING ON WALLS, PEDESTALS, OR CASES (EITHER TO WRITE OR FOR PHYSICAL SUPPORT). This helps keep works of art hung on the walls or displayed in cases safe.
Feel free to sit on the benches or the floor as you talk, write, or draw.

NO FOOD, DRINK, OR GUM IS ALLOWED IN THE GALLERIES.
The art in the museum will provide plenty of food for thought as well as a feast for the eyes!

RUNNING, PUSHING, AND ROUGH-HOUSING ARE NOT ALLOWED IN THE MUSEUM.
Appropriate museum behavior is necessary to avoid accidentally bumping into and damaging work of art.

Ateneo Art Gallery
Level 2 Rizal Library Special Collections Building
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
Quezon City, Manila, Philippines 1108
Telephone: (632) 426.6001 local 4160 or (632) 426.6488
Fax: (632) 426.6488
E-mail: ateneoartgallery@yahoo.com/ybuencamino@ateneo.edu/ijaucian@ateneo.edu
Website: www.ateneoartgallery.org
Twitter: @ateneoartgallery

Gallery Hours
Monday - Friday 8.00 AM - 7.00 PM
Saturday 8.00 AM - 6.00 PM
Closed on Sundays and Holidays
T. MERCHANDISING AND COMMERCIAL RESOURCES

The Loyola Schools Bookstore is the main commercial hub on campus which caters to the entire LS community – alumni, students, and employees. In this bookstore, shoppers are given access to a variety of products from the local and global academic market. Students enjoy lower prices, excellent service and convenience in the bookstore's textbook sales and complete backroom services. Decorated and talented alumni and faculty members showcase their works in the bookstores shelves. Books and publications from renowned universities here and abroad are made available to the wide customer base.

SERVICES

- One-stop shop for various publications and Ateneo memorabilia
  The store retails affordable apparel (eg. shirts, jackets) and other paraphernalia conceptualized and designed by current LS students. On sale in the different shelves of the LS bookstore are volumes published by the printing houses of Philippine universities UP, UST, DLSU and Ateneo, as well as works produced by Ivy League schools in the U.S. like Harvard and Duke.

- Reading Encouragement Program
  Prominent alumni are invited to talk about their favorite books to help bring back students to the art of reading.

- I-CampusStore
  Offers discounted Apple-branded items and an in-house Apple-trained technician just for the Ateneo Community.

Contact Information

The LS Bookstore
Lower Ground Level, Manny V. Pangilinan Center for Student Leadership, Ateneo de Manila Loyola Schools.

Business hours 8:00 Am to 5:00 Pm Mondays to Fridays
8:00 Am to 12:00 Noon Saturdays
Telephone (632) 426-6001 Local 5184 to 5186
E-mail lsbookstore@admu.edu.ph
SECTION VII
Procedures for Non-Academic Services
Procedures for Non-Academic Services

A. How do I secure a Certificate of Good Moral Character (CGMC)?

The ADSA Office issues the Certificate of Good Moral Character (CGMC) upon request for a variety of purposes – visa applications, application to medical or law school, or employment applications.

The following is the process for securing a Certificate of Good Moral Character:

1. Accomplish the CGMC Request Form from the Office of the Associate Dean for Student Affairs (ADSA)
   a. Print name, year & course and I.D. number legibly
   b. Indicate the purpose of the request
   c. Indicate number of copies requested
2. Proceed to the Cashier’s Office to pay the processing fee
3. Claim the CGMC from the ADSA Office after three working days by presenting the official receipt of payment.

Requests may be made by email. Send request containing the information in Item #1 above to adsa@admu.edu.ph and confirm the request by calling or sending a text message to the ADSA Helpline – 0920-914-2372. E-mailed requests still have to be claimed at the ADSA office.

B. How do I report theft or loss of personal belongings?

The Office of the Associate Dean for Student Affairs assists students in security-related incidents such as theft, losses, etc.

It works with the Facilities Management Office (FMO) and the Office of Administrative Services (OAS) in coordinating needed action such as an investigation or the apprehension of suspects. Security personnel in the Loyola Schools are under the supervision of the OAS while those operating outside the physical boundaries of the Loyola Schools are under the supervision of the FMO.

To report theft or lost personal belongings:
1. Secure and accomplish a Theft Report Form from the ADSA Office or photocopy the sample found as one of the forms in the Appendix Section of this Student Handbook.
2. Give all possible details related to the case (What, Who, When, Where, How)
3. Submit the accomplished form to the ADSA Office.
4. Wait for developments regarding the investigation. Or you may follow up on occasion from the ADSA Office.
C. What do I do when I lose or forget my ID?

Loss of ID should be reported immediately to the ADSA Office. The ADSA Office receives lost IDs regularly. Check if your ID has been turned over. If not, obtain a temporary ID. If after three (3) days your ID has not turned up, request for an ID replacement. If your ID is damaged, get an ID replacement immediately from the ADSA office.

Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost. In the event that the ID is damaged or lost, the following penalties apply:

A. Lost ID
   1. First instance: P 300.00
   2. Second instance: P 500.00
   3. Third instance: P1,000.00
   4. Aside from the fine, the student must also submit a letter of explanation addressed to the Associate Dean for Student Affairs, on how the ID was lost

B. Damaged ID
   1. A fine of P 100.00 will be charged for IDs that are damaged through the negligence of the student.
   2. IDs with damage brought about by normal wear and tear, e.g. fading ink, will be replaced without cost.
   3. IDs with defective barcodes will be replaced without cost.

Procedure in Applying for a Replacement ID due to Loss

1. Submit a formal letter to the ADSA Office explaining how the ID got lost. A Charge Slip will be issued to the requesting student.
2. Pay the necessary amount at the Cashier’s Office
3. Present official receipt of payment to the ADSA Office. A temporary ID will be issued to the student until the new ID is available.
4. Pick up the new ID after 1 to 2 work days.
   When an ID is forgotten, obtain a Temporary ID immediately from the ADSA office.

A Temporary ID/Certification may be obtained from the ADSA Office if one's ID is only temporarily unavailable, for example, if it was inadvertently left at home. A Temporary ID is valid only for one day, unless otherwise specified by the ADSA. A Temporary ID is issued after payment of a P30.00 fine.

Procedure in Applying for a Temporary ID

1. Request for a Temporary ID from the ADSA Office and present any other valid ID (with photo and signature, for example, a driver's license)
2. A Charge Slip will be given to the student to facilitate payment
3. Pay the necessary amount at the Cashier's Office
4. Present the Charge Slip and the official receipt of payment to the ADSA Office to claim the Temporary ID
D. How do I handle Traffic/Parking Concerns?

The Office of the Associate Dean for Student Affairs (ADSA) acts in cooperation with and in support of the offices directly concerned with student security and campus traffic, namely, the Office of Administrative Services of the Loyola Schools, the Facilities Management Office and ADMU Campus Security.

Campus Traffic Support

1. Handling Vehicular Accidents

   The members of the Ateneo community are encouraged to practice honesty, responsibility and care for the other in handling vehicular accidents.

   a) Vehicular accidents inside the campus involving Loyola Schools students and/or their vehicles must be reported to campus security personnel for processing, investigation and documentation. Campus security coordinates with the ADSA Office to ensure that the welfare and rights of all parties concerned are safeguarded and appropriate sanctions are imposed.

   b) In cases involving collision with another vehicle an amicable settlement, after proper and thorough documentation, is desired.

   c) If the accident results in injury to individuals, the responsible party is reminded to exert utmost effort to ensure first and foremost that the person/s receive/s immediate medical attention. Assistance may be sought from the Loyola Schools Health Services Office (infirmary) located at the Ground Floor of the Social Sciences Building.

2. Settling Traffic/Parking Violations

   a) To settle Traffic/Parking violations, the student first reports to the Office of the Associate Dean for Student Affairs. Each violation is assessed a fine.

      i. In case of protest, the student may submit a written appeal addressed to the ADSA and submits it within ten (10) calendar days of committing the violation.

      ii. An interview of concerned parties shall be conducted by authorized ADSA personnel. Ocular inspections are conducted as needed.

      iii. The Associate Dean for Student Affairs decides on all protested cases.

   b) The fourth violation, and subsequent violations, within a school year are automatically converted into a Major Offense and are forwarded to the Committee on Discipline for hearing and deliberation.

   Students must settle traffic/parking violation cases to avoid getting a “Hold Order”. A “hold order” will prevent a student from proceeding to needed processes, for example, enrolment or clearance for graduation.
3. **Securing Temporary Gate Pass/Parking Pass**
   Students may request the ADSA Office for Temporary Gate Passes or Parking Passes under extraordinary circumstances. Requests may be granted on a case-to-case basis after assessment by the Associate Dean for Student Affairs.

**Circumstances Accepted for the Issuance of a Temporary Gate Pass/Parking Pass**

**Temporary Gate Pass:**
- Vehicle with Ateneo gate pass needs repair
- Emergencies and other reasons assessed as valid by the ADSA

**Temporary Parking Pass**
- Student is injured or physically-challenged and requires parking near the classroom buildings
- Security and other reasons assessed as valid by the ADSA

**Procedure for Securing a Temporary Gate Pass**
Students are required to submit the following documents to the ADSA Office.

For a **Temporary Gate Pass:**
- Certification of vehicle repair (by a legitimate car repair shop)
- Letter of Request from the parent of the [requesting] student
- Other relevant documents in support of the request, for example, a Police Report

For a **Temporary Parking Pass:**
- Letter of Request from the parent of the requesting student
- Other relevant documents in support of the request, for example, doctor's certification

**E. What should I do in the case of an emergency?**

1. **Notification System**

   During or beyond office and class hours

   a. Emergency assistance can be requested by a student from a faculty, staff, maintenance personnel or security guard. The person/s at the scene of the incident assesses the nature of the injury and reports via telephone or radio transceiver to:

   **Emergency contacts**

   Assistant Dean for Student Affairs (ADSA) Helpline – 0920-9142372
   Ateneo University Campus Security – 426-6001 loc. 4111 / 4911 / 426-5930
   Mobile Emergency Hotline – 0999-9925715 (Smart) / 0917-5628641 (Globe)
b. The ADSA or Security officer ensures that the Campus Emergency Team and concerned parties are informed simultaneously:
   - LS Health Services Office
   - LS Guidance and Counseling (for emotional/psychological emergencies)
   - Campus Security ie. traffic assistance. Police assistance when directed by ADSA or FMO.
   - ADAA (for information dissemination to faculty)
   - Parents or guardian

2. Medical Assistance protocol

   a. In case of minor injury or illness, bring the patient/victim to the nearest Infirmary or Health Service. Inform the ADSA by local 5020/5021 or through the Helpline. ADSA will inform the class teacher/moderator, parents as soon as possible.
   b. If serious injury or illness occurs on campus, dial 4911 immediately. Give your name; describe the nature and severity of the medical problem and campus location of the victim/patient.
   c. In case of serious injury/sickness, quickly perform the following steps:
      i. Immediately report to nearest security personnel to report to ADSA and Loyola School Health Services.
      ii. Keep the victim still and comfortable. DO NOT MOVE THE VICTIM.
      iii. Ask the victim: “Are you ok?” “How do you feel?” and “What is wrong?”
      iv. Control serious bleeding by applying direct pressure on the wound.
      v. Continue to assist the victim until help/ambulance arrives.
   d. ONLY TRAINED PERSONNEL SHOULD PROVIDE TREATMENT (eg. artificial respiration, first aid, CPR)
   e. If patient/victim is stable but needs to be treated in a hospital, parents must be informed and asked for their hospital of choice. It is the on-campus doctor's judgment call if the patient needs subsequent treatment.
   f. A campus personnel should escort the victim/patient to an outside medical facility and stay with him/her until parents or guardian arrives.
   g. If patient is unstable, contact local 4911 (during office hours or beyond) and request for an ambulance for transport to Quirino Memorial Medical Center (QMMC) or the Medical City with a doctor or certified medical attendant.
   h. The Health Services Office should inform hospital for coordination.
   i. The onsite coordinator (ADSA / Campus Security) should inform the other concerned offices, faculty and parents or guardian.
F. How do I claim accident insurance?

All students enrolled with the Loyola Schools (except those enrolled in a non-degree course) pay a student accident insurance fee as part of the miscellaneous fees. Students are covered twenty-four hours a day, anywhere in the world. Students, or their representatives, can claim for reimbursement of accident-related medical and other expenses covered by the insurance policy.

Steps in Claiming Reimbursement

I. Regular Students

1. The student or his/her representative must secure and accomplish the Documentation Checklist Form, from the Office of the Associate Dean for Student Affairs (ADSA), for a personal accident claim. The general requirements include:
   a. Insurance Policy (available and provided by ADSA)
   b. Official Receipt of Premium Payment (available and provided by ADSA)
   c. Endorsements/Attachments (if any)
   d. Police Report/Accident Investigation Report/Affidavit of Loss of witness

2. The following documents are also required for:
   a. Bodily Injury Claims
      i. Medical Certificate
      ii. Official Receipts of Medicines/Hospital Bills
      iii. Hospital bills/statement of account
      iv. Medical prescriptions
   v. Student Accident Claim Form (to be availed at the ADSA)

   b. Death Claims
      i. Death Certificate
      ii. Funeral/Burial Receipts
      iii. Medical Certificate (if hospitalized)
      iv. Claim Form (filed by Guardian and to be availed at the ADSA)

3. The ADSA Office informs the student or his/her representative once the claim is approved and when the reimbursement is ready for pick up.

II. Student Athletes (UAAP and non-UAAP)

Members of athletic varsity teams are covered by a separate student accident insurance policy. Claims by student athletes or their Team Managers are submitted to and processed by the College Athletics Office. If the total amount to be reimbursed exceeds the amount covered by the accident insurance policy for athletes, a separate additional claim may be made at the ADSA Office utilizing the regular student accident insurance policy.
Section VI: Procedures for Non-Academic Services

G. How do I reserve rooms and facilities?

I. General Reservation Policies for all LS Facilities

1. Reservations will be entertained on a first-come, first-serve basis.

2. To avail of appropriate venues for your activities, you may submit requests as early as one (1) month before the day of the activity and at the latest, two (2) clear working days* before the day of the activity.

   *Example: If you wish to reserve a venue for Thursday, request should be made, at the latest, by Monday.

Important Note: LATE REQUESTS WILL NOT BE ENTERTAINED.

3. Please make sure that ALL necessary fields in the form have completely been filled out and all documents (i.e. layout, program flow, FQA approval, list of outsiders and vehicle plate numbers, list of additional equipment that will be brought in, etc.) if applicable, have been attached to the request form upon submission. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

4. No certificate, no reservation.

5. Only one reservation for facility and/or equipment is allowed per given timeslot for class, department or student organization activities except for class/ department/ organization-sponsored activities that will require multiple use of venues/equipment.

6. The Loyola Schools facilities are open for reservation of the Ateneo community [i.e. (1) LS Departments, Offices, Centers, Affiliated Offices, Student Organizations (2) Institutional partner/member organizations (3) Outreach Partners (4) Other University Units (4) Alumni and Other Units’ Parents’ Association/Group]. However, priority given to LS offices, departments and student organizations. All requestors should submit LS Facilities / Equipment Reservations Submission Form completely and within the prescribed submission period.

7. Requests over the telephone or email will not be entertained.

8. LS facilities may be reserved for a maximum of five (5) consecutive days subject to review.

9. Direct attachments/ mounting (i.e. use of any kind of adhesives, staple wires, thumbtacks and nails for posters, decors, props, etc., use of strings to tie streamers/ banners, etc.) to the ceilings, posts, walls, floors and any building structures are NOT allowed. Make use of stand-alone display stands.
10. No food and drinks are allowed inside the classrooms, lecture halls and audio-visual rooms. You may use nearby foyers for dining and are subject to availability and approval.

11. All activities with 50 or more participants that involve food serving is required to comply with the AEMC guidelines and should secure the required FQA approval. No approval slip is considered incomplete and will not be accepted.

**Important Note:** As a standard procedure, **FQA APPROVAL SHOULD BE SECURED PRIOR TO RESERVATION OF FACILITIES.**

12. The following are not allowed for outdoor use:
   a. Audio-visual equipment
   b. All wooden fixtures (i.e. tables, rolling boards, exhibit blocks, lectern, etc.)
   c. Iwata Fans

13. The allowed maximum sound output for all activities/ venues is 75 decibels only (not stronger than a “karaoke”).

14. All activities with outside guests (i.e. participants, speakers, suppliers, etc.) are required to submit a complete list of outsiders including vehicle plate numbers to OAS together with the request to ease up processing and approval. Those that may have difficulty getting the details of outsiders for early submission will be accommodated and allowed to submit 2 days before the event at the latest.

15. All passageways, doorways, walkways, driveways, PWD (Persons with Disabilities) ramps and Emergency Exits should be kept open / accessible at all times. Set-up / activities along these areas are strictly not allowed.

16. In reference to *Article II Section 2, item c.iii* of the Magna Carta of Undergraduate Student Rights:

   “Regular classes shall not be scheduled during co-curricular activity hours [Mondays and Fridays, 4:30-6:00PM] prescribed by the Office of the Associate Dean for Academic Affairs.”

Only during the Moratorium Period for Student Activities (within the 2 weeks prior to final exams) should requests for facilities during these schedules may be allowed.

17. All classes, exams or any academic activities during the co-curricular activity hours are required to seek approval from the Associate Dean for Academic Affairs (ADAA). The ADAA approval should be attached to the request form within the provided period.
18. All requests for use of the Loyola Schools’ facilities and equipment are subject for review. Approval of the Office of Administrative Services (OAS) are based on the guidelines set and will take into consideration the nature of the activity, the noise level, set-up and the number of attendees.

19. Please refer to the detailed policies / guidelines on the use of special venues in the Loyola Schools (i.e. Leong Hall Auditorium and Roofdeck, Escaler Hall, MVP-CSL Roofdeck and West Basement Lobby, Ching Tan Room, etc.) on the Loyola Schools Facilities and Equipment Guidebook from the Office of Administrative Services (OAS).

20. For cancellation of approved reservation, all Certificate of Reservation are to be returned with notation to cancel at least 2-days in advance. Failure to do so will be reported to the Office of the Vice President for the Loyola Schools (OVPLS) or Dean's Office or Office of Student Activities (OSA).

21. Applicable rates apply for the use of facilities / equipment / utilities for activities under Category B of the Categories of Charging.

22. Requests will be entertained during:

   Mondays to Fridays  9:00AM to 11:00AM
   1:30PM to 4:00PM
   Saturdays   9:00AM to 11:00AM

II. Students’ Reservation Procedures

You can view facilities and equipment’s availability online via Internet by logging-in at www.ateneo.edu/oas.

Procedure:

a. Check availability of the facility or equipment on-line.

b. Once a suitable/ available facility/equipment is found, fill out the necessary form i.e. LS Facility and Equipment Request Form (short form/ request slip) or LS Facilities / Equipment Reservations Submission Form (long form/ checklist) complete with all necessary documents (i.e. program flow, layout, etc.)

   c. Secure the necessary endorsements / signatures as follows prior to submission of request:

      • For classes: Faculty or Department Secretary (in the absence of Faculty)
      • For organizations: Office of Student Activities (OSA) Professional, Ground Floor, MVP-CSL Building
Other endorsements / signatures are required (aside from the abovementioned) from the respective office in charge of the following facilities:

- For Gonzaga Facilities: Fine Arts Program, 2nd Floor, Gonzaga Hall
- For De la Costa Consultation Rooms 1-3, 5 & 6: SOH Dean’s Office, Ground Floor, De la Costa Hall
- SS280: Communications Department, 3rd Floor, Social Sciences Building
- Bellarmine 210: Office of International Relations (OIR), 2nd Floor, Bellarmine Hall
- For MVP Basement: Loyola Schools Bookstore, Lower Ground Floor, MVP-CSL Building
- For activities with food that will be consumed during the activity / event within Loyola Schools with at least fifty (50) participants should go to the Food Quality and Assurance (FQA) Supervisor (at the Office of Health Services, Ground Floor, Social Sciences Building) for approval of the food / menu. An approval slip will be given and should be attached to the request form upon submission to OAS. **FQA approval should be secured prior to reservation of facilities.**

**d.** Once endorsed by necessary signatories, return to OAS for online encoding of request. For successful online request, you will be given a Request Number. Write the Request Number/s on the space provided on the request form.

**NOTE:** This is **ONLY** a Request Number. **It does NOT guarantee approval.** Your request will be processed as soon as you submit your properly filled-out Reservation Form to the Reservations Coordinator at the OAS Reservations window.

**e.** Submit your request form to the Reservations Coordinator for screening. All incomplete forms will be returned.

**Important Note:** Please make sure that all necessary fields have been completely filled out and all necessary documents have been attached. **Incomplete request will not be accepted.** Indicate N/A for item/s that is/are not applicable to your request.

**f.** Over the window approval/disapproval may be issued right after review for those requests with simple requirement. Those with complex requirements and considered major/ big events may require longer processing time at least 2 clear working days.

**Important Note:** **REQUESTS MADE ARE NOT GUARANTEED UNLESS ISSUED A CERTIFICATION OF RESERVATION.** You will need the Certification of Reservation to ensure that there are no conflicts for your reservation and / or to claim the equipment you requested. For requestors who submitted the long form, you will be given an approved copy (photocopy) of your request. This certificate must be presented to the maintenance personnel or the AV technician for validation in the use of venue/ release of equipment.
GUIDELINES ON THE USE OF LCD PROJECTOR

The following venues / classrooms have been provided with its own LCD projector with built-in cable and remote and pull-down projection screen:

- B102
- B103
- B104
- B105
- B106
- B205
- B206
- B207
- B208
- B209
- B305
- B306
- B307
- B308
- B309
- BEL205
- BEL206
- BEL207
- BEL208
- BEL209
- BEL212
- BEL306
- BEL307
- BEL308
- BEL309
- BEL310
- BEL311
- BEL312
- C109
- C114
- CTC102
- CTC103
- CTC104
- CTC105
- CTC106
- CTC107
- CTC118
- CTC202
- CTC203
- CTC204
- CTC205
- CTC206
- CTC301
- CTC302
- CTC303
- CTC304
- CTC305
- CTC306
- CTC307
- CTC308
- Escaler Hall
- Faura AVR
- F113
- F114
- F115
- F116
- F304
- K201
- K202
- K203
- K204
- K301
- K302
- K303
- K304
- Leong Auditorium
- SECA112A
- SECA116A
- SECA117A
- SECA123A
- SECA124A
- SECA202A
- SECA203A
- SECA204A
- SECA205A
- SECA208A
- SECA209A
- SECA210A
- SECA214A
- SECA215A
- SECB201A
- SECC201A
- SOM102
- SOM103
- SOM105
- SOM106
- SOM111
- SOM202
- SOM203
- SOM210
- SOM211
- SS CSR
- SS Conf. Rm. 3/4
- SS280
- SS284

STUDENTS’ RESERVATION PROCEDURES DIAGRAM

1. **Check for the availability of the facility/equipment online**
2. **Fill up the Request Form**
3. **Do the online request and get the Request Number**
4. **Secure necessary endorsement/s (Faculty/OSA, FQA, FA, SOH, Comm., etc)**
5. **Submit your request to the Coordinator for**
6. **Approval / Disapproval of request**
**GUIDELINES ON THE USE OF LCD PROJECTOR**

The following venues / classrooms have been provided with its own LCD projector with built-in cable and remote and pull-down projection screen:

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In order to ensure the security of the equipment, certain guidelines must be followed:

1. LCD projectors’ usage is primarily for academic purposes.

2. Only one LCD projector is allowed per given timeslot for class, department or student organization activities. This is waived for class/department/organization-sponsored activities that will require multiple use of venues/equipment.

3. LCD projectors are not allowed for outdoor use.

4. LCD projectors are not allowed for outside Loyola Schools’ use.

5. Please be reminded of the following in using the LCD projectors:
   a. Kindly turn off the projector and keep the projection screen rolled up when not in use.
   b. After using, disconnect the power cord of the projector at the end of his/her class period and return to its proper place.
   NOTE: Please allow at least two (2) minutes after the projector has been turned off before disconnecting the power cord of the LCD projector.
   c. For tracking purposes, report to Escaler Hall or Faura AVR Technicians or OAS any malfunction or problem encountered on the projector and its accessories during class/request period.

6. If the student assigned by the faculty/requestor loses, damages or is unable to return roving LCD unit and its accessories after the reserved time, faculty will take responsibility and will be reported to his/her Dean's Office.

**ROVING LCD RESERVATION PROCEDURES**

Aside from the built-in LCD units in the classrooms, there are roving LCD units that may be borrowed for venues that do not have LCD projectors yet or for activities and functions at Leong Hall and MVP-CSL Roofdecks, Colayco Pavilion, CTC201 and Conference Rooms.

To reserve a roving LCD projector, the following procedure should be followed:

a. View the availability of roving LCD projectors by logging in at www.ateneo.edu/oas.
b. Fill out the Request Form and secure the necessary signature/s as follows:
   i. For classes: Faculty or department secretary.
   ii. For organizations: Office of Student Activities (OSA)
c. Go to OAS and request it online.

d. Submit your Request Form to the Coordinator for approval and wait for your Certification of Reservation. Incomplete Request Forms will not be processed. Request should be submitted in the Office of Administrative Services (OAS) at least two (2) clear working days before the use of the equipment.

**Important Note:** You will need the Certification of Reservation to claim the equipment you requested. This Certificate is also presented to the AV technician when needed.

e. No certificate, no reservation.

f. You may get the roving LCD Projector at Escaler Hall upon presentation of the Certificate of Reservation and **leaving a valid school ID**. A Temporary ID will not be accepted.

g. Fill-out the AV Equipment Borrower’s Slip. This will serve as your temporary ID during your class / activity while the equipment is being used.

h. Return the roving LCD unit after the class / request period. The ID will be returned only after the proper turnover of the equipment.

**H. What do I do if and when I have a complaint?**

There are several avenues available for the filing of student complaints depending on the nature of the complaint:

1. Complaints regarding class matters may be filed with respective chairs, deans or at the Office of the ADAA
2. Non-academic concerns are coursed through the Office of the ADSA.
3. The LS Sanggunian also has an established Ateneo Student Concern Center (ASCC)

**Ateneo Student Concern Center (ASCC)**
The Ateneo Student Concern Center (ASSC) is a unit under the Sanggunian Central Board which handles the concerns, inquiries and complaints of LS students, whether it be academically or non-academically related.

**Acquiring an ASCC (Ateneo Student Concern Center) form**
The ASSC form is available at the Department of Student Welfare and Services (DSWS Room MVP 101, Ground Floor, MVP Center for Student Leadership), or online at bit.ly/ASCCForm

**Informal Complaint**
The student is encouraged to solve the situation on their own by initiating a dialogue directly with the personnel/faculty involved or through a dialogue facilitated by the department chair or the director of the office involved.
 Formal Complaint
If the student and the personnel/office involved failed to resolve the issue through the dialogue or if the matter cannot be discussed in a dialogue the student has the option to file a formal complaint.

Procedure for filing a Formal Complaint
1) There are three ways of filing a formal complaint:
   a. Accomplish an ASCC form at the DSWS Room (MVP 101)
   b. Accomplish an online complaint form at bit.ly/ASCCForm
   c. Send an SMS to the ASCC hotline (09283481686 for Smart, 09277777579 for Globe) with the following format: <Name>, <Yr. & Course>, <Date & Time of Incident>, <Nature of Incident>
2) The Complaint will then be forwarded to the respective ASCC unit depending on the nature of the complaint. A Concern Response Form (CRF) can then be obtained by the complainant from the DSWS Room (even those who submitted online or through SMS) 3-7 working days after submitting the form in order to see the action/s taken by the Sanggunian regarding the concern.

Complaint Procedure against Faculty Member
1) Accomplished form is forwarded by DSWS to the ASCC unit assigned to the CB Committee which can handle the complaint best.
2) A letter is sent by the ASCC unit to the department of the faculty concerned and are given 2 working days not including Saturdays, Sundays and holidays to reply.
3) After two working days without a reply the department is sent a follow up letter and is given another 2 working days to reply.
4) If the department concerned still does not reply. A letter will be sent to the dean's office where the faculty concerned is under.

Complaint Procedure against an office and school services
Accomplished form is reviewed by the committee
1) Accomplished form is forwarded by DSWS to the ASCC unit assigned to the CB Committee which can handle the complaint best.
2) A letter is sent by the ASCC unit to the director of office concerned and are given 2 working days not including Saturdays, Sundays and holidays to reply.
3) After two working days without a reply the office is sent a follow up letter and is given another 2 working days to reply.
4) If the office concerned still does not reply. A letter will be sent to the Vice Presidents office.
SECTION VIII
APPENDICES
IMPLEMENTING GUIDELINES ON THE LOYOLA SCHOOLS DRESS CODE

In the Implementing Guidelines of the Loyola Schools Dress Code, released by the Office of the Vice President for the Loyola Schools last 6 December 2007, it is explained:

Although no uniform is prescribed in the Loyola Schools, it is the responsibility of the students to dress in a manner that is modest and appropriate to the academic nature of the university. (The Code of Discipline Sec. I. A)

While the way we dress is a form of self-expression, it also reflects our values and attitudes.

1. Dressing simply puts focus on the substance, rather than the form, of the person. In a Filipino, Catholic, and Jesuit University, simple dress acknowledges the social responsibility of every member of the community to address the problem of the socio-economic gap between the privileged and the underprivileged. It means avoiding extravagance or the ostentatious use of luxury items.

2. Dressing appropriately means clothes that reflect the purpose of the activity.... Thus, clothes or footwear for places like the beach, bedroom, or gym (e.g., slippers, lounging/gym/athletic shorts and tops, cycling shorts, short shorts, sleeveless shirts for men), when worn during academic activities, do not reflect the respect for the institutional culture and persons of the university.

3. Dressing decently is a sign of respect for the human body. In the culture of a Catholic university, revealing and sloppy clothes do not reflect this respect. These include, among others, low-cut/backless/strapless blouses, very low-rise jeans, bare midriff, short shorts, soiled clothes, and lounging shorts/tops.

These guidelines are to be strictly observed by all members of the Loyola Schools community at:

1. All official functions and events of and in the Ateneo de Manila University, including commencement, convocations, conferences, receptions, and assemblies;
2. The offices of all Ateneo administrators, as well as any meetings, appointments, or transactions with Ateneo administrators outside of their offices;
3. All Xavier Hall offices, including corridors and waiting areas;
4. The Rizal Library;
5. The Registrar's Office;
6. All events and activities in major Audio-Visual Rooms, such as the Irwin Theater, Faura AVR, Escaler Hall, and Leong Hall Auditorium;
7. All functions, events, and activities where the Ateneo de Manila University is represented, except those that clearly require other attire, such as in sports tournaments.

The Schools or Departments may also issue more specific guidelines to be enforced within their area of jurisdiction, as stated in Article IV, Section 6 of the Magna Carta of Undergraduate Student Rights. Violations of these guidelines are considered Offenses against Order under Sec III.D.1 of the Code of Discipline

1 Heads of offices of Central Administration and the school units; Heads of auxiliary units, affiliated units, and centers; Department Chairs and Program Directors
LOYOLA SCHOOL DRESS CODE

NOT ALLOWED:

1. Soiled clothing
2. Lounging / gym / athletic / cycling shorts
3. Short shorts
4. Lounging / gym / athletic tops
5. Sleeveless shirts (for men)
6. Low-cut / backless / strapless-tops
7. Bare midriff
8. Very short skirts / dresses
9. Very low-rise jeans
10. Slippers
11. Other kinds of clothing that run counter to the guidelines in the memo on the Dress Code.
MEMO TO: THE LOYOLA SCHOOLS COMMUNITY

FROM: Ma. Assunta C. Cuyegkeng, Vice-President

DATE: February 25, 2010

RE: Reminders regarding the Tobacco Regulation Act of 2003 (RA 9211)

The Loyola Schools is committed to provide a healthy learning and working environment for students, faculty, administrators and staff. This policy seeks to guarantee a healthy working environment and protect the current and future health of students, faculty, staff and visitors.

Specifically, the Loyola Schools aims to comply with the provisions of R.A. 9211 which prohibits smoking in public places including schools, colleges and universities. The policy covers the use of all types of burnt and smoked products including cigarettes, tobacco, and non-tobacco cigarette products, as well as other nicotine-containing products.

Please reminded of the following guidelines:

• Smoking is not permitted in the Loyola Schools premises or grounds at any time. This applies to all persons regardless of their status or business in the University.
  o Smoking is not permitted in any vehicle when within Loyola Schools premises.
  o All visitors, contractors and delivery personnel are likewise required to abide by the no-smoking policy. Security guards and Loyola Schools personnel are expected to inform visitors of the no-smoking policy. However, they are not expected to enter into any confrontation with the smoker.

• Appropriate signs/posters indicating that the Loyola Schools has a no-smoking policy shall be put up in conspicuous places so that everyone is duly informed.

• Appropriate disciplinary action will be applied.
  o Students who disregard this policy will be disciplined according to school policy.
  o Employees who disregard the policy may be subject to disciplinary action in accordance with Loyola Schools procedures.
  o Visitors who disregard this policy will be fined. Repeated violations may cause the erring visitor to be banned from campus.

Compliance to the policy and its guidelines will be monitored by the Office of the Associate Dean for Student Affairs, effective immediately.

Thank you very much.
SECTION D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

1. Notification
   a. The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all schools under its supervision about the government's actions against illegal drugs. The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include these in the schools' handbook or listing of procedures.
   b. All students and their parents shall be notified in writing on the process and manner by which the random drug testing shall be conducted. Such notification may be sent at any time during the school term. Failure to return the acknowledgment receipt shall not be a bar to the conduct of the drug testing.

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

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

h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.

i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing.

j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and personnel of the school. It is strongly recommended that the drug testing for students, the teachers, administration and personnel be done simultaneously.

4. Treatment of Random Drug Test Results

a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.

b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.

c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.

d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to inform his/her parents of the scheduled conference with the Drug Testing Coordinator. The student shall be advised to refrain from revealing the test results to other persons.

e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.

f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.

g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.

h. The Drug Testing Coordinator shall inform both the parents and the student of the results of the test.

i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.

j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the student.
k. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expense.
m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to re-enroll.
n. The student shall then undergo a three (3) month observation and counseling period under the supervision of the DOH-accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.
o. At the end of the three months, it is hoped that with the counseling done, the student will be properly rehabilitated.

If student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician, may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, R.A. 9165.

The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility.

If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.
MEMO TO: ALL INCOMING LOYOLA SCHOOLS SOPHOMORES

FROM: Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE: May 24, 2010

RE: New Loyola Schools Policy on the National Service Training Program - Preparatory Undertaking for Sophomores (NSTP-PLUS)

During its February 10, 2010 meeting, the School Council, the policy-making body of the Loyola Schools, approved the proposal to modify the policy covering the National Service Training Program (NSTP).

The new policy states:

All students, regardless of citizenship, are required to take the NSTP-PLUS of the Ateneo de Manila University, as part of the Integrated Non-Academic Formation (INAF) program.

Implementing Guidelines:

1. The new policy shall take effect on the First Semester of School Year 2010-2011.
2. The new policy shall cover all incoming Sophomores of School Year 2010-2011 and all Sophomores hence.
3. The new policy also applies to all transferees entering the Loyola Schools unless they have completed the NSTP requirement elsewhere.
4. Students retain the option to choose between Literacy Training Service (LTS), Civic Welfare Training Service (CWTS), and Military Training Service (MTS).
5. The NSTP-PLUS, as part of the Integrated Non-Academic Formation (INAF) Program, is a prerequisite for graduation.

The NSTP-PLUS in the Loyola Schools is the sophomore year component of the Integrated Non-Academic Formation (INAF) Program, a formation program that supplements the Atenean's academic formation. The program is designed to run developmentally from a student's freshman year all the way to senior year. It provides modules on leadership formation, personal development, social responsibility, cultural development, and spiritual formation. The INAF runs alongside the Ateneo’s unique academic Core Curriculum and provides a systematic approach for the students to be formed according to the school's vision, mission and values, on top of the technical training found in one’s chosen academic discipline. The Core Curriculum and the INAF are Loyola Schools requirements that provide the Ateneo student with the unique holistic Ateneo formation.
MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE: April 11, 2012

RE: Guidelines on Student IDs for Summer Semester SY 2012-2013

The 2010 Loyola Schools Undergraduate Student Handbook (p. 96) states:

The Student Identification Card (ID) is non-transferable and is an important component in the Loyola Schools security system. Every student must help in the effort to keep the campus safe for everyone by displaying his/her Ateneo ID visibly and clearly on his/her person at all times while inside the Loyola Schools premises.

A. The following practices are not allowed in the use of the ID:
   a. Wearing the ID underneath one's clothing (shirt, jacket, etc.)
   b. Carrying the ID attached to a personal article, for example, a bag
   c. Tampering with the ID card (major discipline case)
   d. Using another person's ID or allowing another person to use one's ID (major discipline case)

B. For one's protection, the loss of the ID should immediately be reported to the ADSA Office.

Procedures and Penalties for Damaged and Lost IDs
Students are advised to take good care of their Ateneo ID and ensure that it is not used by others, damaged or lost. In the event that the ID is damaged or lost, the following penalties apply:

1. Lost ID
   a. First instance: P 300.00 fine
   b. Second instance: P500.00 fine
   c. Third and succeeding losses: P 1,000.00 fine
*Aside from the fine, the student must also present a formal letter explaining reason for loss of ID

2. Damaged ID
   a. A fine of P 100.00 will be charged for IDs that are damaged through the negligence of the student.
   b. IDs with damage brought about by normal wear and tear, e.g. fading ink, will be replaced without cost.

3. Students applying for a new ID (due to loss or damage) who have complied with all the requirements of the application process will be issued temporary IDs, without charge, until the new ID is available.
A **Temporary ID**, valid for one (1) school day, may be obtained from the ADSA Office after paying a fine of P 30.00. Students who lose or misplace their IDs are encouraged to get a temporary ID for the meantime so that they do not incur an ID violation.

**Sanctions for ID Related Violations**
The following are the sanctions for each violation related to the student ID:

1. **Late ID Application: 2 hours of mandatory work**
   a. **The deadline for ID application is the last day of late registration (April 14, 2012).**

2. **ID Wearing Violation Sanctions:**
   b. For the first commission within one school year: A violation will be recorded in the student’s name
   c. For the second commission within the same school year: The student is required to submit a written apology to the ADSA within one week of the violation date
   d. For the third commission within the same school year: The student is required to render four (4) hours of mandatory work, which may take the form of community service.
   e. For the fourth commission within the same school year: The student shall be charged with a major offense where the case shall be forwarded to the Committee on Discipline for hearing

**Strict implementation of the LS ID-Wearing Rule for the Summer Semester 2012 begins April 20, 2012.**
MEMO TO: ALL LOYOLA SCHOOLS STUDENTS

FROM: Mr. Rene Salvador R. San Andres
Associate Dean for Student Affairs

DATE: 13 November 2009

RE: NEW TRAFFIC & PARKING PROCEDURES FOR 2ND SEMESTER 2009-2010

As part of continuing efforts to improve and maintain the balance of safety, security and the convenience of the members of the Ateneo community, please be advised that starting this 2nd semester of SY 2009-2010 the following traffic and parking procedures will be implemented and strictly enforced for the Loyola Schools:

1. NO ISSUANCE OF VISITOR'S PASS FOR STUDENT-DRIVEN CARS

All students who avail of student parking privileges should enter the campus using vehicles with the official University gate pass sticker. All students are enjoined to get gate passes for the extra vehicles that are used during number coding days. Using a vehicle once a week is considered regular usage, hence requires a gate pass sticker for the vehicle. Students who enter the campus using a vehicle with no sticker will be requested to present their student ID, log on a violation sheet and park in the student parking at their own risk of being ticketed for an offense. Parked vehicles with no gate pass stickers are ticketed for illegal parking within campus and offenders are fined P1,000.

Students have the option to be driven to school, park outside the campus or take public transportation during their coding day so as not to incur violations. They may also opt to avail of gate passes for extra cars. These can be obtained from the University Physical Plant Office at no penalty cost until the end of November. PARKING INSIDE THE UNIVERSITY IS A PRIVILEGE AND NOT A RIGHT. This privilege may be withdrawn by the University given the grounds for such a sanction.

2. STRICT ENFORCEMENT OF ANTI-JAY-WALKING RULE

As per the ADMU Traffic Rules and Regulation Primer 2009 (p.6), pedestrians should cross only on pedestrian lanes, marked noticeably as zebra lines across major intersections and high foot traffic areas. As a pedestrian, you must look to your RIGHT and to your LEFT before crossing the street. Pedestrians have the right-of-way AT ALL TIMES on these designated lanes. Crossing on areas with no pedestrian lanes is a violation and offenders shall be accosted and fined P500.
Revised LS Guidelines for Packaging Materials used in Food Products Distributed on Campus
School Year 2009 – 2010

Last year, we managed to substantially reduce the amount of disposed packaging materials used in food products here in the Loyola Schools. We removed disposable Styrofoam and plastic containers that made up a huge volume of our solid waste and instead used reusable tableware or brought our own baunan. We put up a composting facility for foliage and food waste. We recovered recyclables such as bottles and aluminum cans. This year, we hope to reduce the amount of solid waste even more while remaining conscious of other environmentally sound measures.

We're reinforcing guidelines modified from those tried out last semester, in order to help us both manage our waste and preserve a healthy environment.

<table>
<thead>
<tr>
<th>Specific Packaging Guidelines</th>
</tr>
</thead>
</table>

1. The most eco-friendly food containers are those that are reusable. Thus, we encourage everyone to use reusable table ware when serving food or to bring their own reusable baunans for take-out.

2. Materials used for food packaging or which come into contact with food must be of food-grade quality.

3. Food products should use packaging materials that are environmentally sustainable. This means that the packaging material should:
   - be manufactured with minimum demand on energy and natural resources
   - use processes and have products/by-products that generate minimum waste and have minimum impact on the environment.

4. Disposable food packaging materials should generally be avoided unless they can be degraded and renewed naturally, because they promote a lifestyle that involves high consumption of resources and waste generation.

5. Whenever possible, individual packaging should be avoided. For example, dispensed drinks (i.e. water pitcher and reusable glasses, cups or tumblers) are preferred over single-serving water PET bottles.

6. All reusable materials must be washed and sanitized immediately after use and must be kept in a clean storage area. Please refer to the procedures on dishwashing of utensils (FQA Guidelines from the Loyola Schools Office of Health Services).
7. The following are acceptable forms of packaging:
   a. All natural forms of packaging (those that did not go through mechanical or chemical
      processing, such as banana leaves or bowls from coconut shell)
   b. All naturally degradable and renewable packaging (those that are partly processed but can be
      degraded by nature and can easily be grown and harvested, such as wooden chopsticks, bilaos
      or biodegradable plates from corn)
   c. All engineered forms of packaging that are designed to be reusable (those that went through
      mechanical or chemical processing and are washable and durable, such as ceramic ware,
      melamine ware, metal cutlery, durable plastic tumblers, food baskets)
   d. Disposable packaging materials that can be applied to the present waste management practices
      of the LS community (those that can undergo vermicomposting like banana or coconut leaves; those
      that can be collected under the materials recovery facility like aluminum cans, glass
      bottles, and plastic bottles)

8. The following are not acceptable forms of packaging:
   a. All disposable polystyrene and similar plastic packaging (such as Styrofoam food containers,
      plastic cups, plastic spoons and forks) that do not fall under 7a and 7b
   b. All disposable composite packaging (materials that are made of two or more different materials
      laminated or fused together to form a single entity or material, such as tetra packs, foil packs,
      laminated plastic/paper cups used in vending drinks and beverages)

9. For all plastic disposable packaging, the preference as to the choice of the material is determined by
   the resin identification code/plastics recycling code, set by the Society of the Plastics Industry, Inc.
   (SPI). It determines the ease of recycling of the plastic product labeled, 1 being the easiest to recycle
   and 7 being the hardest to recycle. Please refer to the table 1 below.

<table>
<thead>
<tr>
<th>Code</th>
<th>Polymer</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETE or PET</td>
<td>Polyethylene terephthalate</td>
<td>Plastic bottles for water and softdrinks</td>
</tr>
<tr>
<td>HDPE</td>
<td>High density polyethylene</td>
<td>Plastic bottles for milk, shampoo, medicine</td>
</tr>
<tr>
<td>PVC or V</td>
<td>Polyvinyl chloride</td>
<td>Blister packs, water pipes, tubing</td>
</tr>
<tr>
<td>LDPE</td>
<td>Low density polyethylene</td>
<td>Plastic bags</td>
</tr>
<tr>
<td>PP</td>
<td>Polypropylene</td>
<td>Containers for ice cream, yogurt, margarine</td>
</tr>
<tr>
<td>PS</td>
<td>Polystyrene</td>
<td>Foamed: food trays/containers; Non-foamed: spoons/forks, clear plastic cups</td>
</tr>
<tr>
<td>OTHER</td>
<td>Other plastics such as acrylic, fiberglass, nylon, polycarbonate, and polylactic acid</td>
<td>Reusable water bottles</td>
</tr>
</tbody>
</table>
Please note that not all plastic products are suitable for food applications. For example, PVC (polyvinyl chloride, index 3), is not suitable for food packaging applications.

10. Current corporate franchises for School Year 2009 – 2010 may use packaging sourced from their commissaries, but they should be choose those that closely meet the guidelines of the Loyola Schools.

11. **Initial approval** of all packaging materials for use within the Loyola Schools shall be given by the following:

<table>
<thead>
<tr>
<th>Sector</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeterias (including sub-</td>
<td>AMPC or Blue &amp; Gold Management</td>
</tr>
<tr>
<td>concessionaires)</td>
<td></td>
</tr>
<tr>
<td>JSEC</td>
<td>Mr. William Mallari</td>
</tr>
<tr>
<td>Manang’s Clubhouse</td>
<td>Food Quality Assurance (FQA) Supervisor</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Director of the Office of Student Activities</td>
</tr>
</tbody>
</table>

**Final approval**, however, rests on the FQA Supervisor from the Loyola Schools Office of Health Services.

We hope that these guidelines serve as reminders to all of us in the Loyola Schools so that we may continue to take care of our campus.
MEMO TO:  ALL LOYOLA SCHOOLS STUDENTS

FROM:  Rene Salvador R. San Andres, Associate Dean for Student Affairs

DATE:  June 13, 2011

RE:  Registration of Bodyguards, Drivers and Chaperones

Please be reminded of Section I-H of the Code of Discipline of the Loyola Schools Student Handbook (2010 Edition) which states:

_Students are held responsible for the behavior of persons or outsiders who come into the campus on their behalf. Bodyguards or chaperones of students are not allowed inside the campus without the proper identification card (ID) issued by the ADSA. Even with proper identification, bodyguards or chaperones (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when a violation of the Code of Discipline is committed by such persons._

In this regard, all drivers and chaperones are required to register with the ADSA office to be issued an official Identification (ID) Card that will allow them temporary stay in designated waiting areas within the school premises.

Bodyguards, chaperones, drivers or other outsiders who have no official school-related business are not allowed to loiter around the college complex. Those waiting for students must remain in the designated waiting area at the Northwest Car Park. Waiting for students is not considered official school-related business.

Security personnel will conduct regular spot checks of non-students around campus. Those who cannot present an official Ateneo-issued ID or show proof of official school-related business in the Loyola Schools will be assumed to be trespassing and will be brought to the Ateneo Security Office for processing.

Parking for chauffeur-driven cars is confined to the Northwest Car Park located at the area bounded by C5-Katipunan Road, the Miriam College fence and Fr. Arrupe Road. Drivers and chaperones are also reminded that gambling of any kind is prohibited on campus and violators will be penalized according to University policy.

Application forms are available at the ADSA Office, G/F Xavier Hall. The ID application/validation period for bodyguards, drivers and chaperones is from **June 27 – July 2, 2011**.

Strict implementation of the LS Bodyguard/Driver/Chaperone ID-Wearing Rule begins **July 4, 2011**.
MECHANICS OF FOOD QUALITY ASSURANCE
Parameters for Assessment of Loyola Schools Food Sales Events
(Food Sales, Sponsored and Catered Events)

For Commercial Establishments: (DTI Registered Businesses – Please submit updated Sanitary Permits )

<table>
<thead>
<tr>
<th>Name of Food Establishment</th>
<th>Product Specifications (List of Menu and/or Beverage)</th>
<th>Equipment (Refrigerators, Freezers, Chafing Dishes)</th>
<th>Food &amp; Beverage Packaging Materials</th>
<th>Food Handlers and Managers Name to be assigned in Food Stalls</th>
<th>Commissary or Production Location where Food Supplies will come from</th>
<th>List of Clients</th>
</tr>
</thead>
</table>

For Food Establishment whose Business is not DTI Registered

<table>
<thead>
<tr>
<th>Name of Food Provider</th>
<th>Product Specifications (List of Menu and/or Beverage)</th>
<th>Composition (indicate the ingredients and the suppliers)</th>
<th>Equipment (Refrigerators, Freezers, Chafing Dishes)</th>
<th>Food &amp; Beverage Packaging Materials</th>
<th>Food Handlers and Managers Name to be assigned in Food Stalls</th>
<th>List of Clients</th>
</tr>
</thead>
</table>

Table 3: Food Safety and Sanitation Questionnaires (Please put a check (√) on the column to indicate response)

<table>
<thead>
<tr>
<th>#</th>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
<th>PARTICULARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Product Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Does the product include pasta?</td>
<td>If yes, please be advised that Tomato based pasta is not allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Does the product include ice or water?</td>
<td>If yes, please indicate the name of Ice &amp; Water Suppliers, Contact Numbers &amp; Locations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Will you hire Food Service personnel for your event?</td>
<td>If yes, please indicate number of employees.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>QUESTIONS</th>
<th>YES</th>
<th>NO</th>
<th>PARTICULARS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Will the utensils include any of the following?</td>
<td>If yes, all utensils that are washable should be washed immediately after use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Tupperware's, Melawares, Banana Leaves, Bilao lined with Banana leaves, Ceramic plates, Glasses, tumblers, Thermos, Mugs, Stainless Silverwares, Chopsticks, Grease proof paper, Bowls made of coconut shells</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Does the utensil or food packaging material include disposables?</td>
<td>If yes, please be advised that disposables are NOT allowed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Styrofoam’s, Plastic spoon &amp; fork, Microwaveable Plastic containers, Plastic cups, Paper cups, Boxes, Tetra Packs, Retort Pouch &amp; Wax papers</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IMPORTANT REMINDERS:
(b) The Food Quality Assurance Assessment and Approval is 3 - 6 working days (Monday-Friday, Cut off time: 4:00 P.M.)
(c) Any changes/ additional information in the Menu proposal should be done at least 4 days before the Event/Activity.
(d) Failure to submit the required documents will not be accepted.
| Name of Organization:           ___________________________ | Control No. _________ |
| Project Title:             ___________________________                     | Target Date & Time: ______________________ |
| Name of Person-in-Charge:    ___________________________ | Student ID No. ___________ | Target Venue: ______________________ |

(PLEASE DO NOT WRITE BELOW THIS LINE)

**For OSA Professional use only:**

<table>
<thead>
<tr>
<th>The Project Proposal is:</th>
<th>Endorsed to FQA:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name and Signature of the OSA Professional</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

**For FQA Professional use only:**

<table>
<thead>
<tr>
<th>The Menu Proposal is:</th>
<th>Endorsed to OAS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Name and Signature of the FQA Professional</td>
</tr>
<tr>
<td></td>
<td>Date:</td>
</tr>
</tbody>
</table>

**REMARKS:**
______________________________________________________________________________________________________________________________________________________

PARAMETERS FOR ASSESSMENT OF LS ACTIVITIES
FOOD CONCESSIONAIRES CONFORME TO FQA AND AEMC GUIDELINES

Name of Activity: ________________________________
Inclusive Dates: ________________________________
Name of Food Establishment: ________________________________
Contact Person: ________________________________
Contact Number: ________________________________

Documents Received: Please check the documents received from your Contact Person
☐ AEMC Guidelines for Food Packaging Materials
☐ Food Establishment Operator's Guideline for Student Organization Event: Food Handling and Serving Practices

CONFORME

I, ___________________________________________, (Name of Concessionaire/Food Booth Owner/ Sponsor) representative of the ________________________________ (Name of Company Sponsor/Booth/ Caterer), with business address at ________________________________
________________________ herein after referred to as the FOOD ESTABLISHMENT OPERATOR, acknowledge our compliance to the Food Establishment Operator Guidelines: Food Handling and Serving Practices and accept full responsibility to ensure the safety of our customers at all times. We also recognize the solid waste management efforts of the Loyola Schools and acknowledge full compliance to the Revised LS Guidelines for Food Packaging Materials used in Food Products Distributed in Campus by the Ateneo Environment Management Coalition (AEMC).

We are aware that the Loyola Schools Food Quality Assurance may at all reasonable times enter our food establishment premises for the purpose of inspection or any other action necessary for administration of the Food Establishment Operator's Guidelines. We acknowledge that the University has the right to stop a selling activity due to unsanitary practices and poor management of stalls.

We understand the repercussions should we fail to fulfill the said rules and regulations and we shall take full accountability for it.

__________________________________
REPRESENTATIVE
(Signature over printed name)

__________________________________
DATE

Noted by:

__________________________________
EVENT OFFICER IN CHARGE
**APPLICATION FOR GRADUATING STUDENT’S CLEARANCE**
(This form is generated online upon completion of all academic requirements at the end of the School Year)

Date/time of printing ____________________________

<table>
<thead>
<tr>
<th>ID No.</th>
<th>Name of Student</th>
<th>Degree &amp; Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>000555</td>
<td>DELA CRUZ</td>
<td>BACHELOR OF SCIENCE IN MANAGEMENT</td>
</tr>
<tr>
<td></td>
<td>JUAN</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AQUINO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Last)</td>
<td>(First)</td>
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<td></td>
<td></td>
<td>(Middle)</td>
</tr>
</tbody>
</table>

This form is for the student whose name appears above and is non-transferrable.

Any unauthorized photocopying of this form or misrepresentation of data shall be subject to disciplinary action and exclusion from the graduation list.

**Offenses/violations/liabilities committed after submission of clearance form will also prevent graduation.**

Signature of Student ____________________________

**ENDORSEMENTS:** Secure signatures in any order and submit completed form to the Registrar’s Office

<table>
<thead>
<tr>
<th>1. Department Chair</th>
<th>Name in Print &amp; Signature</th>
<th>6. *Residence Halls</th>
<th>Name in Print &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Rizal Library</td>
<td>Name in Print &amp; Signature</td>
<td>7. Cashier</td>
<td>Name in Print &amp; Signature</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Associate Dean for Student Affairs</td>
<td>Name in Print &amp; Signature</td>
<td>8. Central Accounting Office</td>
<td>[CLEARED; NO SIGNATURE/APPROVAL REQUIRED]</td>
</tr>
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<tr>
<td>4. * Director for Student Activities</td>
<td>Name in Print &amp; Signature</td>
<td>9. **Associate Dean for Graduate Programs</td>
<td>Name in Print &amp; Signature</td>
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<td>5. **Office of Guidance and Counseling</td>
<td>Name in Print &amp; Signature</td>
<td>10. School Registrar</td>
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*For undergraduate students only
**For graduate students only

Date: ____________________________
REQUEST FOR OFFICIAL DOCUMENTS

Date Requested:  
Date Due:  

ID No. 000555 Name of Student DELA CRUZ JUAN AQUINO
      (Last)     (First)     (Middle)
Degree & Concentration  BACHELOR OF SCIENCE IN MANAGEMENT

☐ Two (2) Paid Transcripts  ☐ For Evaluation
☐ For Employment

☐ Additional Transcripts  P180.00/copy  Fee/Amount Paid: __________
☐ For Evaluation  O.R. No.: __________
☐ For Employment  Cashier: __________

☐ Certificate of Graduation:  P 85.00/copy  __________
☐ English Translation of Diploma:  P 85.00/copy  __________
☐ Mailing Fee (local only)  P55.00 (DCB-LBC 105-078-002)  __________

Address and Contact No.:  _________________________________________________________________

Transcript Clerk: ________________  Total P __________

NOTES:
- Two (2) copies of Transcripts of Records have been paid with tuition payment. Please indicate any request for additional copies of transcripts and/or certifications.
- Students who wish to have their documents sent to them via courier (local only) must pay P55.00. The mailing address and contact number must be indicated above.
- Representatives must present an AUTHORIZATION LETTER, I.D. cards (of owner & representative) to claim documents.
- Document/s not claimed after 90 DAYS from due date will be DESTROYED and payments made FORFEITED.
- Pay only at the CASHIER; Cashier office hours: Monday-Friday: 8AM-12NN, 1PM-4 PM, Saturday: 8AM-12NN
ATENEO DE MANILA UNIVERSITY
Loyola Schools
Office of the Associate Dean for Student Affairs

COMPLAINT FORM

I regret to inform you that the following incident/s happened:

a) What: __________________________________________________________

b) Who: __________________________________________________________

c) When (date and time): ____________________

d) Where: _______________________________________________________

e) How (Give a chronological narration, please use another sheet if necessary):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

f) Other details (if any):
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

____________________________
Signature over Printed Name

Name/Year/Course: ____________________________________________________
Student ID No.: ______________________________________________________
Address: ____________________________________________________________
Residence Telephone No.: ___________________________ Cellphone # ____________
Date Reported: _______________________________________________________
I wish to inform you that:

1) I lost the following things in school:
   - [ ] Bag
   - [ ] Cellphone
   - [ ] Wallet
   - [ ] Ateneo ID/other Cards (pls. specify)
   - [ ] Others: ___________________________

2) I lost them on (date) ___________________________________________________________
at (specific place) _______________________________________________________________
at around (time) _______________________________________________________________

3) I have a suspicion that the person who stole my things is
   - [ ] non-Ateneo personnel
   - [ ] an Employee
   - [ ] a Student
   - [ ] No idea

Identification or description (if any): ________________________________________________
Narrate the chronology of events: ________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

________________________________________
Signature over Printed Name

Name/Year/Course: _________________________________________________________________
Student ID No.: _________________________________________________________________
Address: __________________________________________________________________________
Residence Telephone No.: _________________________ Cellphone No.: _______________________
Date Reported: _________________________________________________________________
TEMPORARY GATE / PARKING PASS APPLICATION FORM

Date of application: ________________________

Name of Applicant: ________________________________________________________________

Student ID Number: ________________________ Year/Course: ______________________________

Residence telephone No.: _________________________ Cellphone No.: ________________________

Address: __________________________________________________________________________

Reason for request: __________________________________________________________________

Documents submitted: __________________________________________________________________

Duration (date): from _______________________ to ________________________________

Car Plate #: ___________________ Gate pass/sticker #: ___________________________

Car Make/Model and Color: __________________________________________________________________

Approved: ______________________________________ Date of approval: _______________________

Approved by: ____________________________________

Associate Dean for Student Affairs
PARENTAL NOTIFICATION LETTER (TEMPLATE)

Date: __________________________

Dear Mr. and Mrs. _______________________________,

Greetings!

I would like to inform you that your son/daughter, as a member of _______(organization)______, will be participating in ___________(activity) ___________.
This activity seeks to _____________(reason for activity)____________________.

The details of the activity are listed below:

Venue: ____________________________

Dates:   ____________________________

(If applicable:)

Date and time of departure from AdMU: _________________________________

Date and estimated time of return to AdMU: ______________________________

We hope that you will allow your child the opportunity to take part in this event. Rest assured, their safety and well-being will be sought after.

For any concerns, you may contact the following numbers: (contact information of teacher or school official accompanying the students).

Thank you very much for your support and cooperation.

Sincerely,

Name

Designation
GATE PASS FORM: This form is given along with the application for Ateneo Gate Pass Sticker

\[ \begin{array}{|c|c|c|} \hline 
\text{Plate number} & \text{Make / Year} & \text{Color} \\
\hline 
\hline 
\hline 
\end{array} \]

DATE TODAY

RE: ACKNOWLEDGEMENT OF MY APPLICATION FOR ADMU GATE PASS AS A STUDENT OF THE LOYOLA SCHOOLS

This to acknowledge that I am applying for the gate pass stickers for the following vehicles in order to allow them to regularly enter the campus on my behalf and park in properly designated areas.

I am aware of the following regulation my responsibilities relative thereto:

Students are held responsible for the behavior of persons or outsiders who come into the campus of their behalf. Bodyguards or chaperons students are not allowed inside the campus without the proper identification card (ID) issued by the ADSA. Even with proper identification, bodyguards or chaperons (including drivers) are not allowed to loiter around the campus. The student is charged with an offense when violation of the Code of Discipline is committed by such person.


I further attest to the truth and accuracy of the information contained herein and in the Ateneo Gate Pass Sticker form, especially given that any form of misrepresentation is considered a major violation of the Code of Discipline (as per Section III E.4).

I also pledge to inform the ADSA office and the UPPA immediately should there be any charges to the aforementioned list, as in the case of changes of ownership and/or additional vehicles applied for.

\[ \begin{array}{|c|c|} \hline 
\text{Signature over printed name of Student} & \text{ID # and Year/Course} \\
\hline 
\end{array} \]

FOR OFFICIAL USE ONLY:

\[ \begin{array}{|c|} \hline 
\text{Assigned Sticker Number/s} \\
\hline 
\text{Receipt of UPPA & Date} \\
\hline 
\end{array} \]

RECEIVED BY:

SIGNATURE of ADSA personnel & Date of Receipt
## Central Administration
- Office of the President: 4000/4002
- Academic Vice President: 4030/4032
- VP, Finance and Treasurer: 4060/4061
- Art Gallery: 4160
- Campus Network Group: 4185
- Central Accounting: 4141
- Central Purchasing: 4130
- University Dev’t./Alumni Relations: 4080/4081
- OMIOD: 4011
- Personnel HRMO: 4120/4123
- Physical Plant FMO: 4100/4101
- University Archives: 4191
- University Press: 4613

## Loyola Schools Administrations
- VP For the Loyola School: 5000
- Associate Dean for Academic Affairs: 5011
- Associate Dean for Graduate Programs: 5140
- Associate Dean for Student Affairs: 5020
- Administrative Services: 5101
- Admission and Aid: 5131
- Campus Ministry Office: 5160
- College Athletics: 5080
- College Infirmary: 5110
- LS Guidance: 5030/5031
- LS Bookstore: 5185
- Management Info Systems: 5170
- Physical Education Program: 5016
- Placement: 5040
- Registrar: 5130
- Residence Halls: 5901
- Rizal Library: 5551
  - ALIWW: 5561
  - Circulation: 5561
  - Computer Lab: 5568
  - Filipiniana: 5558
  - Matteo Ricci: 5571
  - Reference: 5559
  - Reserve: 5557
- Social concerns and Involvement: 5090
- Student Activities: 5050

## School of Humanities
- Office of the Dean: 5303
- English: 5310
- Filipino: 5321
- Fine Arts: 5331
- Interdisciplinary Studies: 5340
- Modern Languages: 5350
- Philosophy: 5360
- Theology: 5370
- Theology FIRE: 5372

## John Gokongwei School of Management
- Office Of The Dean: 5504
- Finance and Accounting: 5511
- Leadership & Strategy: 5521
- Marketing & Law: 5531
- QMIT: 5541

## School of Science and Engineering
- Office of the Dean: 5602
- Biology: 5610
- Chemistry: 5620
- ECCE: 5641
- Environmental Science: 5650
- DISCS: 5660
- Mathematics: 5683
- Physics: 5691

## School of Social Sciences
- Office of the Dean: 5202
- Chinese Studies: 5280
- Communication: 5210
- Development Studies: 5238
- Economics: 5221
- Education: 5230
- European Studies: 5238
- History: 5241
- Japanese Studies: 5248
- Political Science: 5250
- Psychology: 5260
- Sociology & Anthropology: 5271

### ADSA HELP LINE (available 24 hours a day)
(+639) 9209142372

### Ateneo Security office
(632) 4266001 ext. 4111
EMERGENCY NUMBERS

ADSA (24–hour) HELPLINE 0920-914-ADSA (2372)
Office of the Associate Dean for Student Affairs (ADSA) 426-6001 loc 5020 / 5021
Loyola Schools Health Services (Infirmary) 426-6001 loc 5110 / 5106 / 5180-81
ATENEO SECURITY 426-6001 loc 4111 / 4911 / 426-5930

ADMU Ambulance Service
426-6001 local 4911 / 0999-9925715 (Smart) / 0917-5628641 (Globe)

BARANGAY CENTER
Loyola Heights Q.C.
466-1180 / 425-1434

POLICE
Quirino Police Station (PS-9)
Anonas Rd., Project 2, Quezon City
434-3687 / 434-3942 (fax)
www.qcpd.pnp.gov.ph

FIRE DEPARTMENT
Agham Road, Brgy. Bagong Pag-Asa, Q.C.
928-8363 / 924-1922

Medical City
Ortigas Avenue, Pasig City
631-8626 / 635-6789

Quirino Memorial Medical Center (QMMC)
Katipunan Road, Q.C.
721-3089 / 913-4759

World City Medical Center
Aurora Boulevard, Q.C.
913-8380 / 438-4580

U.P Infirmary
U.P Campus, Diliman, Q.C.
920-5301 local 2848 / 981-8500 loc 2702 / 928-3608

Living Church of Sta. Maria Dela Strada
Katipunan Avenue, Q.C.
929-7790 / 426-9143
CONTRACT

Date: _____________________________

To: The Ateneo de Manila University Loyola Schools

I have read, studied and understood the contents of the Ateneo de Manila Loyola Schools Student Handbook 2012 and will abide by the school policies.

Signature of the Student: ____________________________

Printed Name of the Student: ____________________________

Year and Course: ____________________________

ID#: ____________________________
OFFICE OF THE VICE PRESIDENT
G/F Xavier Hall, Loyola Heights Campus
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
Quezon City 1108, Philippines
PHONE (+63 2) 426-6001 local 5000
FAX (+63 2) 426-6131

OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AFFAIRS (ADAA)
G/F Kostka Hall, Loyola Heights Campus
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
Quezon City 1108, Philippines
PHONE (+63 2) 426-6001 locals 5011-5012
E-MAIL adaa.ls@ateneo.edu

OFFICE OF THE ASSOCIATE DEAN FOR
STUDENT AFFAIRS (ADSA)
G/F Xavier Hall, Loyola Heights Campus
Ateneo de Manila University
Katipunan Avenue, Loyola Heights
Quezon City 1108, Philippines
PHONE (+63 2) 426-6001 locals 5020-5021
E-MAIL adsa.ls@ateneo.edu