

Republic of the Philippines
TARLAC STATE UNIVERSITY
Tarlac City



STUDENT MANUAL

2017



Republic of the Philippines
TARLAC STATE UNIVERSITY
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**EXCERPTS FROM THE MINUTES OF THE 108th REGULAR MEETING OF
THE BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY
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**APPROVING THE REVISIONS ON THE STUDENT
MANUAL OF THE TARLAC STATE UNIVERSITY**

Certified Correct:

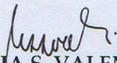

AURELIA S. VALENCIA
Board Secretary

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HISTORY OF THE TARLAC STATE UNIVERSITY

Like a child that grew according to his parents' expectations, the Tarlac State University, a mere trade school 100 years ago, is now a great source of pride for the Province of Tarlac. How this came to be is a story worth telling.

TSU was founded 1906 as a trade school offering industrial and vocational courses to boys and girls in selected areas in the country. This was in the pursuit of the American colonial government's policy of laying the groundwork for a system-oriented educational system in the country.

In 1909, the university, then Tarlac Trade School (TTS), began to open its doors to high school students, by 1921, it had evolved into a full-pledge high school. From 1931 up to start of World War II, it was annexed to the Tarlac High School.

After the war, TTS was weaned from the Tarlac High School and, in 1959, it was converted to the Tarlac School of Arts and Trades (TSAT). TSAT offered collegiate technical education courses.

Six years later, it was again converted into the Tarlac College of Technology (TCT), which offered teacher education and engineering courses. In 1974, TCT's Institute of Agriculture in Camiling, Tarlac was made into a separate state college to be known as Tarlac College of Agriculture. TCT also dramatically expanded curricular offerings, including a graduate school program leading to the degree Master of Arts in Education.

On October 13, 1989, by virtue of Republic Act 6764 signed into law by President Corazon C. Aquino, TCT was converted into a state university, the Tarlac State University.

Since 1989, improvements have been made not only in the area of physical development but also in the area of curricular development.

TSU now offers a total of 80 courses. Most of these courses are offered by colleges that have attained level two accreditation or higher. These Colleges are now gearing up towards level III accreditation.

The College of Engineering, aside from a level two accreditation, is producing graduates who have been topping their respective board examinations. TSU's passing rates in various board exams have been exceeding the national average consistently for a number of years now.

In terms of infrastructure, through the generosity of TSU's friends and supporters, as well as the university administration's sensible spending, the university has improved over the years. The Education and Nursing buildings are worth citing for their functional aesthetic appearance. Furthermore, the construction of the Alumni Building, TSU Hostel, new canteen at the Lucinda Campus and the College of Science/ University Registrar's Office at the Main Campus was also completed recently. Moreover, there is a massive improvisation and beautification of the campuses.

Today, with the new administration's vision of making the university excel not only in the academic but also in its other functions, several programs have been established to realize these goals.

The University researches have been fully supported and many faculty researches are published and presented before national and international conventions.

The Extension Service programs have place TSU at the center of livelihood, training, service and other activities aimed at addressing grassroots needs and development.

The list of how TSU has lived up to the Tarlaqueños expectations is endless. We are proud to say that we have been and continue to be the province's partner in progress.

PHILOSOPHY

In an environment valuing freedom, excellence and equity, TSU shall provide and maintain relevant instruction, research, extension and production programs efficiently and effectively to develop responsible members of society imbued with critical and creative thinking.

VISION

Tarlac State University is envisioned to be a premier University in the Asia Pacific Region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

1. Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
2. Be a premier research institution by enhancing research undertakings in the fields of technology and sciences and strengthening collaboration with local and international institutions.
3. Be a champion in community development by strengthening partnership with public and private organizations and individuals.

CORE VALUES

E – xcellence and Enhanced Competence

Q – uality

U – nity

I – ntegrity and Involvement

T – rust in God, Transparency and True Commitment

Y – earning for Global Competitiveness

PHILOSOPHY STATEMENT

Cognizant of the declared government policy to foster at all times a spirit of shared purposes and cooperation among the members of the education community and other sectors of society, and in the realization that only in such an atmosphere can the true goals and objectives of education be fulfilled, all educational institutions, including the Tarlac State University, recognized that the studentry is the central figure of all educational efforts and programs. Within the context of shared accountabilities, his active and cooperative involvement in all these development efforts is vital to this self-realization and in the attainment of institutional goals. Hence, the need to mobilize the TSU's collective efforts through a dynamic academic and administrative mechanism for developing the students into well-rounded and productive individuals of the region in particular and the nation in general. Concomitant to these educational efforts is his commitment to and acceptance of shared responsibilities of establishing a harmonious environment in which educational objectives can be effectively attained.

UNIVERSITY LOGO

The TSU Logo has the following features:

1. Shape

- The seal is concentric. A smaller circle is enclosed by a wider circle. A triangle is designed inside the narrower core circle.

2. Colors

- The seal has a golden – yellow background in the outer circle and maroon in the inner circle which represents the colors of the province of Tarlac. These two colors also represent Technological Education which was the original nature of TSU as a technological institution.

3. Designs Embossed on the Face

- 1906 – Foundation date of the University with the passage of Act 6764 converting TCT into TSU.
- The triangle stands for stability and represents the interdependent equal tri-functions of the University namely: Instruction, Research, and Extension.
- Inside the triangle are: Sun (similar to that found in the Philippine flag) which symbolizes the State and the two open human arms which remind us of a person ready to uphold and protect the State.

Outside the triangle are: A Gear which symbolizes Technology and Technological development. An Owl which signifies Knowledge and Education; and five V-shaped exhausts/pipes that stand for the University Resources. All these symbols represent the kind of curricular education, training and development offered by the Institution (Arts and Letters, Architecture and Fine Arts, Science and Technology, Business and Accountancy, Public Administration, Computer Studies, Education, Law, Human Kinetics, Engineering, Nursing and all other comprehensive services and programs it may offer in the future).

PART I

General Provisions



Chapter 1
PRELIMINARY MATTERS

Section 1. This document shall be called and known as the “Tarlac State University Student Manual.”

Section 2. Coverage – This Manual shall apply to and govern all bona fide students in all level and curricula of the Tarlac State University.

Section 3. Purpose – This Manual is intended mainly to serve as guide to student conduct and matters affecting student life.

Section 4. Interpretation – All provisions of this Manual shall, in case of conflict or ambiguity, be interpreted in favor of the students.

Section 5. Definitions - The terms as used in this Student Manual are defined as follows:

1. TSU refers to the **TARLAC STATE UNIVERSITY**
2. **President** refers to the highest official of TSU
3. **Dean of Student Affairs and Services** refers to the officer designated to oversee the operation of the different units in-charge of student personnel services in TSU.
4. **Recognition/Accreditation** means the authority to operate at TSU granted to student organizations by authority of the President.
5. **Student Organization** means a group of students bound by common organizational objectives through programs and activities. It includes any association, club, fraternity, sorority, society, order or any other form of organized groups whose members are students of TSU.
6. **Recognized/Accredited Student Organizations** refer to any student organization which after meeting all necessary requirements as prescribed under this Student Manual is granted the authority to operate by the President.
7. **Supreme Student Council** refers to the highest official body governing the student body politics.

Chapter 2 DECLARATION OF PRINCIPLES

Section 1. TSU recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual and social well-being.

Section 2. TSU shall respect the inherent individual and collective rights of students subject to limitations as provided by law, public policy and acceptable customs and traditions.

Section 3. TSU shall protect and promote the right to quality education of all students and to take appropriate measures to make such education accessible.

Section 4. No student shall be discriminated against by virtue of his birth, sex, religion, socio-economic status and political beliefs and aspirations.

Section 5. Students shall be guaranteed participation and initiative in matters affecting their well-being.

Section 6. All students shall uphold the academic integrity of TSU and shall conduct themselves in accordance with established rules and regulations and acceptable mores of society.

Chapter 3 STUDENTS' RIGHTS AND OBLIGATIONS

Section 1. Rights – The following rights under the Philippine Constitution and the Education Act 1982 shall be guaranteed to every bonafide student of TSU:

1. Rights under the New Constitution:
 - a. The right to due process of law;
 - b. The right to equal protection of the laws;
 - c. The right against unreasonable search and seizure and illegal arrest;
 - d. The right to privacy of communication and correspondence;
 - e. The freedom of speech and of expression;

- f. The right to peaceably assemble and petition the lawful authorities for redress of grievances;
- g. The right to free exercise and enjoyment of religious profession and worship;
- h. The right to public information;
- i. The right to form organizations or associations;
- j. The right to effective and reasonable participation in matters affecting their welfare and student life;
- k. The right to academic freedom within the limitations as provided by laws;
- l. The right to suffrage;
- m. The right to health;
- n. The right to quality education;
- o. The right to select a profession or course of study subject to fair, reasonable and equitable admission and academic requirements;
- p. The right to a balance and healthful ecology in accordance with rhythm and harmony of nature;
- q. All other rights guaranteed under the Constitution not mentioned above.

2. Rights under the Education Act of 1982:

- a. The right to receive primarily through competent instruction, relevant quality education in line with national goals and conducive to their full development as persons with human dignity;
- b. The right to freely choose their field of study and to continue their course therein up to graduation, except in case of academic deficiency, or violation of disciplinary regulations;
- c. The right to school guidance and counseling services for making decisions and selecting the alternatives of work suited to his/her potentialities;
- d. The right to access to his/her own school records, the confidentiality of which the University shall maintain and preserve;
- e. The right to issuance of official certificates, diploma, tran-

- script of records, transfer credentials and other similar documents within thirty days from request;
- f. The right to publish a student newspaper and similar publications, as well as the right to invite resource persons during assemblies, symposia and other activities of similar nature;
 - g. The right to free expression of opinion and suggestions, and to effective channels of communication with appropriate academic and administrative bodies of the university;
 - h. The right to form, establish, join and participate in organizations and societies recognized by the school to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish join and maintain organizations and societies for purposes not contrary to law;
 - i. The right to participate in the formulation and development of policies affecting the schools in relation to the locality/region, and nation through representation in the appropriate body/bodies of the school to be determined by the Governing Board;
 - j. The right to be free from involuntary contributions, except those approved by their own organizations or societies.

Section 2. Obligations. A bonafide student of the University shall be covered by all obligations as a citizen mandated in the New Constitution and those stated under Education Act of 1982 as follows:

1. To render personal, military or civil service under conditions provided by law;
2. To develop patriotism and nationalism, love of humanity, respect for human rights and appreciation of the role of nation heroes in the historical development of the country;
3. To understand the rights and accept the duties of citizenship, strengthen his/her ethical and spiritual values, develop moral character and personal discipline, critical and creative thinking;
4. To exert his/her utmost to develop his/her potential for service, particularly, by undergoing an education suited to his/her abilities, in order that he/she may become an asset to his/her family and to society;
5. To uphold the academic integrity of the school, endeavor to

achieve academic excellence and abide by the rules and regulations governing his/her academic responsibilities and moral integrity;

6. To promote and maintain the peace and tranquility of the school by observing the rules of discipline, and by exerting effort to attain harmonious relationships with fellow students, the teaching and academic staff and other personnel;
7. To participate actively in civil affairs and in the promotion of the general welfare, particularly in the social, economic and cultural development of his/her community and in the attainment of a just, compassionate and orderly society;
8. To exercise his/her rights responsibly in the knowledge that he/she is answerable for any infringement or violation of the public welfare and the rights of others;
9. To strive to lead an upright, virtuous and useful life;
10. To love, respect, and obey his/her parents, and cooperate with them to maintain the family solidarity;
11. To respect the customs and traditions of our people, the duly constituted authorities, the aims of our country and the principles of democracy.
12. To help in the observance and exercise of individual and society rights, the strengthening of freedom everywhere, the fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.

PART II

Admission and Registration



Chapter 1 ADMISSION

Section 1. Students shall be accepted regardless of age, gender, nationality, religious beliefs, socio-economic status, political affiliations, or even those with disability.

Section 2. Every applicant for admission shall have a thorough health examination.

Section 3. Students must sign a pledge to abide by and comply with all the rules and regulations of the University.

Section 4. Students who have not duly matriculated are not admitted to classes and are not officially enrolled.

A. New Freshmen Students

Section 1. Students must meet all the prescribed admission requirements of the University.

1. Must have graduated from government and private recognized secondary schools/K12 Education Program.
2. Must qualify in the College Admission Test.
3. Must have complete and valid credentials (for undergraduate students: Form 138, Certificate of Good Character, Health Examination Certificate, and copy of PSA/NSO Birth Certificate, and for graduate students: Transfer Credentials/Honorable Dismissal, TOR, PSA/NSO Birth Certificate, and Marriage Certificate for married female students).
4. Must qualify in the average grade requirement (GWA) set by TSU or CHED.
5. Must qualify in the interview.

Section 2. New freshmen students are not accepted during the Second Semester or Summer Term.

Section 3. Students must not have enrolled in any academic or college subject/s prior to their enrolment as new freshmen; otherwise they shall be classified as transferees.

Section 4. Students enrolled in vocational courses or those not leading to a degree program are admitted as new freshmen.

Section 5. Students must pledge to abide by and comply with all the rules and regulations of TSU.

B. Transferees

Section 1. Students must meet all the prescribed admission requirements of the University.

1. College Admission Test/Psychological Test
2. Application for Admission to Transfer
3. Average grade requirement (GWA)
4. Interview
5. Must have complete and valid credentials (Transfer Credentials, Copy of Grades signed by the Registrar, Certificate of Good Character, Health Examination Certificate and copy of PSA/NSO Birth Certificate)

Section 2. Only students who have enrolled in any course leading to a degree program are admitted as transferees, otherwise, they shall be classified as new freshmen and required to take the College Admission Test.

Section 3. Admission shall be on probation basis during the first term of stay in the University or until such time as they shall have validated/repeated in accordance with University policies all the subjects taken outside the TSU which are required for their course.

Section 4. Admitted transfer students may not be allowed to enroll in a subject or subjects if the pre-requisites of which were taken elsewhere, and have not yet been validated or repeated in the University.

Section 5. If the number of units earned outside the university is less than the prescribed units of the course, the student shall enroll the course as offered in the university.

Section 6. Transfer students with failures can be accepted but the policy on scholastic delinquency will apply to them. They shall be placed on probation status and have to pass all the subjects enrolled as a pre-requisite for admission the following semester.

Section 7. Official transcript of Record (OTR) shall be submitted prior to admission for the following semester otherwise, enrolment will not be allowed.

Section 8. Transferees from State Universities and Colleges (SUC) institution shall be admitted and treated as regular students in accordance with the existing policies of the University.

Section 9. Admission of transferees is subject to availability of slot.

Section 10. Must pledge to abide by and comply with all the rules and regulations of TSU.

C. Foreign Students

Section 1. Must have complete and valid credentials.

Section 2. Must meet all the prescribed admission requirements of the University and the course applied for:

1. Foreign Student College Admission Test (FSCAT)
2. Certificate of Completion of a Secondary Curriculum with English Translation duly authenticated by the Philippine Foreign Service Post (PSFP) or Philippine Embassy
3. Original Transcript of Record with English Translation
4. Personal Data Sheet
5. Affidavit of Support
6. Alien Certificate of Registration (ACR)
7. Result of TOEFL
8. 9(f) Student Visa
9. Security Clearance from his/her embassy
10. Resident Guarantor of his/her character
11. Certificate of Temporary Residence for Students (CRTS)
12. Passport
13. NBI Clearance
14. NICA Clearance
15. Certificate of Medical Clearance
16. 2 x 2 Picture

Section 3. Must meet all the prescribed requirements of the Department of Foreign Affairs (DFA) and Bureau of Immigration (BI).

Section 4. Must submit Certification of Proficiency in English based on TOEFL score (for non-native speakers of English).

Section 5. A foreign student may be admitted based on availability of slot of the course applied for.

Section 6. Admission of foreign student should be limited to special courses.

D. Cross-enrollees

Section 1. Cross-enrollees from other institutions must present a cross-registration permit from mother institution.

E. Special/Audit Students/Refresher Course Students

Section 1. Sign an agreement that he/she waives the right to receive and to demand credit for the work done.

Section 2. Their admission shall be approved by the VP Academic Affairs and noted by University Registrar upon recommendation of the Dean of the College concerned.

Chapter 2 REGISTRATION

Section 1. Registration of students shall only be on the regular registration period indicated in the academic calendar. No student shall be registered in any subject after 12% of regular class meetings had been held.

Section 2. A student must be officially registered in order to receive credit for course work.

Section 3. A student is considered officially enrolled when he/she has paid his/her tuition and other fees duly validated by the Assessment and Billing Section.

Section 4. An admission slip/clearance or report of grades showing the scholastic standing of an old student is required as a credential for enrollment.

Section 5. A student is not allowed to enroll in more than one course during his stay in the University.

Section 6. Rules on sequencing of subjects (prerequisites) in a curriculum are observed and followed in enrollment.

Section 7. Registration of a returning student is dependent on his previous scholastic standing. All subjects taken from previous school where the same course description and units have are automatically credited.

Section 8. Special students are allowed to enroll only six (6) units per semester, hence twelve (12) units a year for a period of only one year.

Section 9. Late registration fee is charged to a student who enrolls after the regular registration period as provided for in the academic calendar.

A. Academic Load

Section 1. The total number of units for which a student may register shall be in accordance with the curricular programs the student is enrolled in.

Section 2. During Summer Term, a student may register only in nine (9) units, except for graduating students who shall be allowed a higher load not exceeding 12 units.

Section 3. Only graduating students are allowed to overload, subject to their academic standing.

Section 4. A graduating student may be permitted to carry a heavier load but not to exceed 28 units subject to approval by authorities concerned.

Section 5. Students who are scholastic delinquents are not allowed to have an overload.

Section 6. Teacher Education students taking up practice teaching are not allowed to overload or have other subjects taken alongside with practice teaching.

Section 7. Load of transfer students shall be limited only to those subjects without prerequisite, until such time this subject had already been validated/accredited.

Section 8. The Dean may limit the academic load of student who

are employed outside the institution whether full time or part time.

B. Cross-enrollment

Section 1. Cross-enrollment should be done within the period of registration.

Section 2. Cross-enrollment is allowed for graduating students for six (6) units only, provided these subjects are not offered in the institution, must have the same course description and number of units, and must not be a major subject.

Section 3. No student is allowed to cross-register in two or more schools outside the University.

Section 4. Cross-enrollment of students outside the University must have the approval of the Dean and authorized by the University Registrar for the subject/s to be given credit by the University.

Section 5. Cross-enrollment of students of common subjects within the University is allowed and does not require prior approval by the College/faculty concerned.

Section 6. Students coming from other institutions may be allowed to cross-register within the enrollment period only and with a permit to cross-enroll from his Registrar and subject to availability of slot.

C. Changing/Adding/Dropping of Subjects

Section 1. Changing/Adding/Dropping of subjects shall be made only for valid reasons within the prescribed period, and state in writing to be approved by the Dean and acknowledged by the University Registrar and subject to payment of corresponding fees.

Section 2. Subjects changed/added unofficially or without prior approval of the Dean shall not be given credit.

Section 3. Total load carried by a student including the additional subject/s must not exceed the maximum under the rule on academic load or that which is prescribed for his/her curriculum year during the term/semester.

Section 4. Dropping a subject shall be allowed before the mid-term.

After the mid-term, a student may be allowed to drop a subject only for a valid and justifiable reason.

Section 5. Unofficial dropping of subject after the mid-term shall earn the student a failing grade or 5.0.

D. Shifting from One Course to Another

Section 1. A student is allowed by the Dean to shift his/her course if in the opinion of the Dean, he/she is not academically suited to the course.

Section 2. A student should apply to the Dean of his/her College for a shift of course and said application is to be endorsed to the Dean of his/her new course for approval.

E. Withdrawal of Registration

Section 1. Withdrawal of registration shall be made and approved based on existing rules and regulations of the institution.

Section 2. A student who withdraws his/her registration shall be entitled to full refund of fees within the prescribed period.

Section 3. A student who withdraws his/her registration shall be entitled to withdraw his/her credentials submitted as requirement for enrollment.

Section 4. No withdrawal of registration shall be made after the specified period. The rules for dropping shall apply.

F. Prerequisite of Subject/s

Section 1. The rules on sequence of subjects in the curriculum of the course being taken must be followed.

Section 2. Enrolling in and attendance in a subject without passing its prerequisite shall earn the student no academic credit.

Section 3. Waiver of Prerequisite. Graduating student shall be allowed to take the prerequisite subject and higher subject simultaneously with the approval of the Dean and noted by the University Registrar. However, if the student failed the prerequisite subject, the higher subject shall not be given credit.

G. Substitution of Subjects

Section 1. Substitution of subjects is allowed when a student is pursuing a curriculum that has not been superseded by a new one and the substitution tends to bring the old curriculum in line with the new.

Section 2. Every petition for substitution must involve subjects allied to each other and with the same number of units or greater than the units of the required subject.

Section 3. No substitution shall be allowed for a subject prescribed in a curriculum in which a student has failed, except when the subject is no longer offered, provided, that the proposed substitution substantially covers the same subject matter as the required subject.

Section 4. All petitions for substitution must be submitted to the Dean before 12% of regular class meetings have been held for the term. Petition for substitution must be recommended by the head of the department, approved by the Dean and the VP Academic Affairs and noted by the University Registrar.

Chapter 3 VALIDATION/ACCREDITATION

Section 1. Accreditation. Transfer credits and subjects leading to a degree program may be accredited provided they are prescribed in the curriculum and have the same course content and number of units, and subject to residency requirement.

Section 2. All subjects and units taken from any SUC within the last five (5) years at the time of transfer may be accredited.

Section 3. All subjects and units taken from any private institutions within the last five (5) years at the time of transfer, with courses duly accredited by any accrediting agency under the Federation of Accrediting Agencies in the Philippines (FAAP) may be accredited.

Section 4. Subjects to be accredited must not exceed 50% of the total number of units prescribed in the curriculum.

Section 5. Only units earned by foreign students in the collegiate level shall be given credit. Units earned in technical/vocational courses and in

high school shall not be credited toward a degree program.

Section 6. Validation. Transferees from other private institutions with courses not yet accredited by any accrediting agency under the FAAP should undergo validation of subjects as prescribed in the accreditation process. The Dean shall have the authority to decide the subject to be credited together with the Program Chair. A validation fee for each subject has to be paid by the concerned students to the Cashier.

Section 7. Validation/Accreditation should be done within the period of three (3) semesters from the date of admission to the institution.

Section 8. Transfer student will not be allowed to enroll in a subject the prerequisite/s of which, taken elsewhere, have not yet been validated or repeated at TSU.

Section 9. Students undertaking their second baccalaureate degree will not have to undergo anymore the validation/accreditation process, provided, the first baccalaureate degree must be of the same or parallel level with the chosen second baccalaureate course, and provided further that, they are prescribed in the curriculum and have the same course content and number of units.

Chapter 4

ATTENDANCE AND RELATED MATTERS

A. Attendance

Section 1. Students are required to attend classes punctually and regularly because in this manner they benefit much from instruction. Prompt and regular attendance in all classes is required of all students from the first meeting of every course.

Section 2. Collegiate students, who incur absences of 20% of the required number of class and laboratory periods or any other scheduled work in a given term, shall be dropped from the subject.

Section 3. If for any unavoidable reason a student is absent, a certification from his/her attending physician or parent should be presented to the professor/section adviser concerned upon the student's return.

Section 4. Excuses are for time missed only. All works covered by the class during the absence shall be made up to satisfy the requirements of the course.

Section 5. If majority of the absences are excused, a student shall not be given a grade of "5.0" depending upon his academic standing in the class or classes where absences are incurred; but if majority of the absences are not excused, she/she shall be given a grade of "5.0" upon being dropped. A student who has not been dropped officially through his/her own fault shall be given a grade of "5.0".

Section 6. Time lost by late enrollment shall be considered as time lost by absence.

Section 7. A student who is late for not more than 5 minutes may be admitted to class. However, a student who has been tardy for 3 times of 5 or more minutes each shall be considered as having been absent once.

Section 8. In cases where instructors/professors are late for class, student should not leave the classroom until the first third fraction of the scheduled class time has passed. Professors arriving late within the time schedule may mark students absent if they leave their classes earlier than prescribed time.

B. Leave of Absence

Section 1. Prolonged leave of absence must be sought by a written petition to the Dean and recorded by the University Registrar. The petition must state the reason for which the leave is desired and must specify the period of the leave which shall not exceed one (1) academic year.

Section 2. Withdrawal from the University without formal leave of absence may cause the curtailment of entire withdrawal of the registration.

Chapter 5 EXAMINATIONS

Section 1. Final examinations are scheduled in the Academic Calendar. Students with examination conflicts must notify the Dean about this matter immediately.

Section 2. Students who are caught cheating or doing any similar acts in any examination test or quiz shall be punished in accordance with pertinent provisions of this Student Manual.

Section 3. A student who has received a passing grade in a given

course is not allowed reexamination for the purpose of improving his/her grades.

Chapter 6 GRADING SYSTEM

Section 1. The work of collegiate students shall be rated at the end of each term in accordance with the following system:

1.0	-	Excellent
1.25-1.5	-	Very Good
1.75-2.0	-	Good
2.25-2.5	-	Satisfactory
2.75-3.0	-	Passing
4.0	-	Conditional Failure
5.0	-	Failing
Inc.	-	Incomplete

The grade of "Inc." is given if a student, whose class standing for the semester is passing, fails to take the final examination or fails to complete other course requirements for valid reason. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of "5.0" shall be given.

Section 2. Removal of "Inc." grade must be done within the prescribed time of one (1) academic year by passing an examination or satisfying the requirements for the course, after which the student shall be given a final grade based on his/her overall performance.

Section 3. Removal of Conditional Failure. Students whose computed final grade in a subject at the end of the semester is 4.0 are required to take the removal examination as per the specified date in the said subject. Failure to take the removal examination shall earn the student a grade of 5.0.

Chapter 7 RETENTION POLICIES

Section 1. Evaluation of student records for purposes of retention is guided by the following standards:

% Failure	No. of units enrolled	Status	Allowable load for the ff. Semester
25% - 49%	Any number of academic units	Warning	Less 3 units from normal load
50% - 75%	6 academic units or more	Probation	15 units only
76% - 100%	9 academic units	Dismissal from the College	Not allowed to enroll
100%	-do-	Permanent Disqualification from the University	-do-

Section 2. Any student who has received two (2) successive warnings shall be placed on probation.

Section 3. Probation status of a student may be lifted upon passing all the subjects carried during the term he/she is on probation.

Section 4. Any student under probation who again fails in 50% or more of the total number of academic units enrolled will be dismissed from the College/University.

Chapter 8 ACADEMIC SCHOLARSHIP

Section 1. Entrance scholarship shall be enjoyed by Valedictorians and Salutatorians of recognized public and private secondary schools coming from graduating classes with an enrollment of at least 30 graduates, to be certified by the head of the institution concerned. The Valedictorian shall enjoy free tuition fee, whereas the Salutatorian shall enjoy 50% reduction in tuition fees.

Section 2. University scholarship shall be awarded to an undergraduate student who obtained a weighted average of 1.45 or better, and has no grade in any subject lower than 2.5 at the end of the semester, and shall en-

joy free tuition and miscellaneous fees for the following semester.

Section 3. College scholarship shall be awarded to an undergraduate student who obtained a weighted average of 1.75 or better, and has no grade below 3.0 at the end of the semester and shall enjoy 50% reduction in tuition and miscellaneous fees for the following semester.

Section 4. To qualify to any of the scholarships, the prescribed load of the student is at least 15 academic units or the normal load prescribed in his/her curriculum.

Section 5. The student must be up-to-date with all the academic and non-academic requirements, no grade of Inc. or below 3.0 in any academic and non-academic subject.

Section 6. The academic scholarship shall only be for a period of one semester and shall continue in succeeding semesters, provided, the student satisfies the prescribed general weighted average and other requirements.

Section 7. If a student is a recipient of 2 or more scholarships, he/she shall be required to choose only one (1).

Chapter 9 TRANSFER CREDENTIALS

Section 1. A student in good standing who desires to sever his/her connection with the University must present a written petition to this effect to the University Registrar. If the petition is granted, the student shall be given transfer credentials. Without such petition and favorable action, no records shall be issued.

Section 2. A transfer credential is issued only after the student has cleared himself/herself from all accountabilities in the University and is issued only once.

Chapter 10 GRADUATION

Section 1. Candidates for graduation must have satisfied all academic and non-academic requirements prior to graduation.

demical year. Those who had completed all the requirements of the curriculum but did not apply for graduation shall have their graduation approved as of the date they should have originally graduated upon complying with all the requirements (application for graduation, graduation fee, etc.).

Section 3. No student shall graduate from the University unless his/her name is approved as a candidate for graduation by the Academic Council and confirmed by the Board of Regents.

Section 4. All candidates for graduation must have their deficiencies made up and their records cleared with the exception of their current enrolled subjects not later than the date specified in the academic calendar.

Section 5. All graduating students shall attend the commencement exercises as scheduled.

Section 6. Graduation in absentia for just reason shall be allowed, but must be properly supported by valid certifications and presented at least 24 hours before the commencement program to the University Registrar.

Section 7. No student shall graduate unless he/she pays the required graduation fee.

Chapter 11 GRADUATION WITH HONORS

Section 1. Computation of the general weighted average of students, who shall graduate with honors especially Summa cum Laude, Magna cum Laude, and Cum Laude, shall be based on the following grade requirements:

Cum Laude	-	1.46 to 1.75
Magna Cum Laude	-	1.21 to 1.45
Summa Cum Laude	-	1.00 to 1.20

Section 2. In the final result of the computation of grade of candidates for honors, rounding off of final grades shall not be allowed.

Section 3. Only final grades shall be considered in the computation of the general weighted average.

Section 4. In the computation of the final general weighted average of students who are candidates for graduation with honors, only resident credits shall be included.

Section 5. The candidate for graduation with honors should not have any grade lower than 3.0 and/or unremoved "Incomplete" or "Inc." in any academic or non-academic subject, whether prescribed or not in his/her curriculum, taken in the University or in any other educational institution.

Section 6. Students who are candidates for graduation with honors must not have repeated a subject in any other educational institution.

Section 7. Students who are candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units for graduation and must have been in residence therein for at least 2 years immediately prior to graduation.

Section 8. Students who are candidates for graduation with honors must have taken during each semester not less than 15 units of credit or the normal/regular load prescribed in the curriculum. In case where such normal/regular load is less than 15 units but not lower than 12 units, it shall be the responsibility of the student to establish the reason for under loading within the semester in which it takes place, subject to the consideration and approval of the College Dean, University Registrar, and the VP for Academic Affairs.

Section 9. A candidate for graduation with honors must not have been charged and found guilty of any violation of existing university rule punishable by at least one-week suspension.

Chapter 12

RECOGNITION, BACCALAUREATE, AND GRADUATION PROGRAM

Section 1. The Recognition Program shall be the responsibility of the Office of Student Affairs and Services in coordination with the different Colleges. All honor students from first year to the senior years shall be given due recognition for their academic and non-academic achievement.

Section 2. Commencement and Baccalaureate Exercises

1. The Office of the University Registrar shall be responsible for the Commencement and Baccalaureate Exercises and may call upon the other offices for assistance in carrying out of said arrangements.
2. The Commencement Exercises for graduating students of the TSU shall be held on the dates fixed for graduation in the academic calendar.

3. Candidates for graduation with degrees of titles requiring no less than 4 years of collegiate instruction shall be required to wear academic costumes during the Baccalaureate and Commencement Exercises in accordance with the rules and regulations of the University.

Chapter 13

TRANSCRIPT OF RECORDS, FORM 137A, AND CERTIFICATIONS

Section 1. Official Transcript of Records and Form 137A issued for the purpose of transferring a student's or graduate's credits to another institution of learning, may not be hand carried, but must be sent directly from the Office of the University Registrar to the school where the student or graduate wishes the credits be transferred.

Section 2. Transcript of Records/Form 137A is issued only once to the requesting school for purposes of admission.

Section 3. For graduates applying for Transcript of Records (First Copy), a clearance is required.

Section 4. Students who want copies of their Transcript of Records/Form 137A Certifications for purposes, such as employment, records, evaluation, scholarship, promotion or examination may secure them upon application at the Office of the University Registrar and upon payment of a corresponding fee at the Cashier's Office.

Section 5. A notice of at least 2 weeks must be given by the student who desire to secure a copy of his/her transcript of records and at least 3 days for Form 137A and certifications.

Section 4. Students who drop the entire course within the first month of classes regardless of whether he/she has actually attended class or not are entitled to refund of tuition and miscellaneous fees .

PART III

Fees and Payments



Chapter 1
FEES AND PAYMENTS

Section 1. Tuition and other fees as well as deadline for payment are announced to the students prior to and during the enrollment period.

Section 2. The university may increase tuition and other fees or may change special fees, provided, however, that these fees are approved by the Board of Regents after consultation with the students and parent sectors.

Section 3. No refund shall be granted for dropping subjects.

Section 4. Students who drop the entire course within the first month of classes regardless of whether he/she has actually attended class or not are entitled to refund of tuition and miscellaneous fees (except business fees) as follows:

First Week	-	80%
Second Week	-	50%
Third Week	-	50%
Fourth Week	-	50%

Section 5. No refund shall be made after a month.

Section 6. Students with outstanding accounts warrant non-release of examination result/grades, diplomas, transcript of records and clearance.

Section 7. Foreign Students shall pay tuition and other fees in accordance with the rates prescribed by the University.

PART IV

Student Services and Facilities



Chapter 1 LIBRARY MANAGEMENT AND SERVICES

Section 1. The Library Management and Services, being a significant force in research, teaching and related fields, continuously provides support to the expanding instructional programs of the University. It provides library materials and services that are relevant to the needs of its clientele.

Section 2. Services. The Library Management Service Units are administered by qualified librarians. They are responsible for the management and implementation of the programs and services of the Library such as the reference/user assistance, circulation, computer and internet access, referrals and others. Online public access catalog is also available and can be accessed thru the TSU webpage. Current awareness service is provided thru posts on Library Bulletin Boards, TSU webpage and the library newsletter. In addition, linkages with nearby institutions and provinces are focused on sharing of sources for the convenient of the users.

Section 3. Borrowing Policy

A. For Students:

1. Patrons may borrow a maximum of three books at a time.
2. For undergraduate students, borrowing of books for home use starts at 12:00 PM and must be returned the following day not later than 12:00PM.
3. For Graduate Students, borrowing of book is allowed anytime and must be returned within 2 days.
4. One week before the final examinations, borrowing books for overnight is no longer allowed.
5. No book(s) will be loaned if there are unsettled accountabilities.

B. For Administration, Faculty and Personnel

1. A maximum of ten (10) books is allowed for a period of one week or 7 days.
2. No book(s) will be loaned if there are unsettled accountabilities.

C. For Alumni and Visiting Researcher;

1. Alumni user with proper identification card can avail of the library collection for rooms use only.

2. Visiting researchers can avail of the library collection for room use but are required to submit referral letter from their librarian.

Section 4. Reference, Reserved and Filipiniana books with single copies, theses and dissertations, and periodical collections shall be used within the Library only. Fiction books may be borrowed for a period of one week and can be renewed for another week.

Section 5. Collection. Approximately 30,000 volumes of various collections are available in the following different Campus/Unit Libraries:

Campus/ Unit Library	Location	Collections
Main Campus Library	3 rd Floor, CBA Building, Main Campus	Books and resources for the College of Business and Accountancy, College of Arts and Social Sciences, College of Public Administration, and Graduate School. Periodical and Filipiniana Collection Theses and dissertations
College of Engineering Unit Library	Ground Floor, Engineering Building, Main Campus	Books on engineering and technology, Periodical collection Theses
College of Law Unit Library	2 nd Floor, Gymnasium, Main Campus	Law-related books
San Isidro Campus Library	San Isidro Campus	Books on Applied Sciences, Fine Arts and Recreation, including books for the College of Computer Studies Periodical collection
Hon. Jose V. Yap Library	Lucinda Campus	Books and periodicals for the College of Education, College of Criminal Justice Education, College of Science and the Hotel & Restaurant Management program. Theses and dissertations Internet services Periodical, Filipiniana, and collections on International World Peace Audio Visual collection

Chapter 2 MEDICAL SERVICES UNIT

A. Health Examination

Health services are offered by the Medical Services Unit to serve the medical needs of the students.

Section 1. All enrolling students shall undergo annual physical examinations to determine their physical fitness.

Section 2. Those with active contagious diseases may not be admitted.

Section 3. The Medical Services Unit maintains and protects the general health of the students and gives first aid treatments.

B. Medical Services

Section 4. The Medical Services Unit provides free medical services to students as follows:

1. Consultation
2. Medical examinations (except laboratory examinations)
3. Attend to severe and emergency cases
4. Medical exam and consultation
5. Dispensary treatments; and
6. Medicines in accordance with the resource capability of the institution

Section 5. The Medical Services Unit takes care of the supervision of campus sanitation, prevention and control of communicable diseases and health education.

Section 6. In coordination with other agencies, the Medical Services Unit shall immediately render referral services to students in need of serious attention.

Chapter 3
DENTAL SERVICES UNIT

A. Dental Services Guidelines

Section 1. Student presents Certificate of Registration (COR) as a proof that the he/she is currently enrolled.

Section 2. New patient needs to fill up a personal information sheet for record purposes.

Section 3. Old patient needs to retrieve their personal record at the record section.

Section 4. For new patient: an oral examination or checkup will be conducted by the dentist to examine the severity of the case and discuss the treatment plan to the patient.

Section 5. Moderate to severe cases will be scheduled according to the urgency of the case.

Section 6. Mild cases will be considered as routine check-up.

Section 7. Emergency cases will be given immediate dental attention

Section 8. For old patient: Follow the treatment plan made by the dentist, and set an appointment with the dental clerk. If there are no treatment plans stated in his personal records, the patient will need to undergo oral examination.

Section 9. Students are entitled to a one procedure one dental appointment every three (3) months.

Section 10. Students below 18 years old need to secure a parental consent before having a tooth extraction.

Section 11. The following dental procedures are available:

- a. Oral prophylaxis
- b. Filling: Light Cure Composite
- c. Tooth extraction
- d. Oral diagnosis

Section 12. Rescheduling of your appointment will be allowed but you should inform our office a day prior to your scheduled date. Failure to notify us will automatically forfeit your slot without rescheduling.

Section 13. Postponement of your appointment date due to cancellation of classes, the TSU Dental Clinic will automatically reschedule your appointment on the same day the following week.

Section 14. Postponement may be done by the TSU Dental Clinic regarding your appointment date due to unforeseen circumstances. The TSU Dental Clinic will inform you thru text messaging and reset your appointment date.

Chapter 4 UNIVERSITY CANTEEN SERVICES

Section 1. The University shall maintain canteen services for students, faculty and personnel in all campuses.

Section 2. An office to be designated by the University President should supervise all canteens inside the campus.

Section 3. The operation of all canteens should be regularly monitored and evaluated by a committee which has a student representative as a member.

Chapter 5 SPORTS DEVELOPMENT AND MANAGEMENT UNIT

A. Sports Clinic

Section 1. Sports Clinic shall be conducted by Sports Development and Management Unit for the University Coaches, College Sports Coordinators, Student College Sports Coordinators and Varsity Athletes for the use of funding coming from Athletic Fee.

B. Recreation Services/Facilities

Section 2. The university shall provide and support the maintenance and creation of indoor and outdoor sports facilities.

Section 3. The Sports Development and Management Unit shall

facilitate all Sports Festivals/Competitions in the institution and oversee all its vitality for success of the Sports program.

Section 4. University Intramural shall be a collective effort to be undertaken by participating colleges of this university to produce and scout for the SCUAA and National SCUAA Olympics competition.

Section 5. Potential students are encouraged to attend and participate in training/tune-up games for their personal improvement and maximum attainment of competitiveness in the different field of sports.

C. The Varsity Program

Section 1. The Varsity Program covers the classification, recruitment, training, incentives, tournaments and academic concerns of varsity teams/athletes. The Varsity Program shall also include the composition of the coaching staff of varsity teams.

Section 2. Varsity Teams/Varsity Athletes. Varsity teams shall be classified as either Varsity Team "A" or Varsity Team "B". Varsity athletes shall likewise be classified as Varsity Athlete "A" or Varsity Athlete "B". The head coach shall recommend to the Committee on Sports Development the classification of the varsity team and the varsity athlete. The Committee on Sports Development shall then deliberate and approve the classification of the varsity team and varsity athlete.

1. As Varsity Team "A", it shall;
 - a. Represent the university in major tournaments
 - b. Conduct year-round training to ensure its level of competency
 - c. Participate in school-based and pocket tournaments to gauge their performance for higher levels of competition.
 - d. Play in exhibition and tune up games as requested
2. As Varsity Team "B", it shall;
 - a. Serve as farm team or training pool for Varsity team "A", if the team has one
 - b. Conduct year-round training to improve its level of competency

- c. Participate in school-based and pocket tournaments to gauge their level of competency, as long as funds are available and approved by the President.
 - d. Play in exhibition and tune up games as requested
3. As Varsity Athlete "A", he/she shall;
- a. Be part of Varsity Team "A", that shall represent the university in major tournaments
 - b. Attend classes and team practices regularly
 - c. Keep a healthy lifestyle
 - d. Observe proper decorum at all times
4. As Varsity Athlete "B", he/she shall;
- a. Be part of the farm team or training pool of Varsity team "A", if the team has one
 - b. Be a member of Varsity team "B", if the team has no Varsity team "A"
 - c. Attend classes and team practices regularly
 - d. Keep a healthy lifestyle
 - e. Observe proper decorum at all times

Section 3. Determination of Varsity Teams and Varsity Athletes. The following shall be the process in determining the classification of a varsity team and a varsity athlete;

1. For Varsity Team A;
- a. The varsity team should have placed first or second in a major tournament.
 - b. Third place teams of major tournaments that have the potential in gaining a higher place in the next edition of the major tournament, as assessed by the Committee on Sports Development.
 - c. None medal winning teams of a major tournament, which shall participate and perform exemplary in school-based or pocket tournaments prior to the next holding of the major

tournament. The Committee on Sports Development shall then recommend elevating the team to Varsity Team "A" to the President.

- d. A non-Varsity Team, in coordination with the SDMU and with available funds, shall participate and perform exemplarily in school-based and pocket tournaments prior to the holding of a major tournament. The Committee on Sports Development shall then recommend a Varsity Team "A" classification of the team to the President.

2. For Varsity Team B;

- a. Third place team in a major tournament that has little potential gaining a higher place in the next holding of the tournament, as assessed by the TSU Sports Committee
- b. None medal winning teams in a major tournament
- c. Not an existing Varsity Team "B", but has the potential in becoming a Varsity Team "A"

3. For Varsity Athlete A;

- a. For individual events, placed first or second in a major tournament
- b. For team events, a regular member of the first or second place varsity team in a major tournament
- c. For individual events, placed third in a major tournament and has the potential of gaining a higher place in the next holding of the major tournament, as assessed by the Committee on Sports Development
- d. For team events, a regular member of a varsity team that placed third in a major tournament. The said varsity team, as assessed by the Committee on Sports Development, has the potential of gaining a higher place in the next edition of the major tournament.
- e. For regular members of third place varsity teams that has little potential to gain a higher place in the next holding of the major tournament and none medal winning Varsity Athlete "A", upon recommendation of the head coach and assessed by the Committee on Sports Development. A Var-

sity Team "A" must be available to accommodate the varsity athlete.

- f. Varsity Athlete "B", upon recommendation of the head coach and assessed by the Committee on Sports Development. A Varsity Team "A" must be available to accommodate the varsity athlete.
- g. A new recruit, whether a new or old student of the university, upon recommendation of the head coach and assessed by the Committee on Sports Development. A Varsity Team "A" must be available to accommodate the varsity athlete.

4. For Varsity Athlete B;

- a. Varsity Athlete "A", upon recommendation of the head coach, is relegated to Varsity Athlete "B" status.
- b. A Varsity Athlete "B", that has no available Varsity Team "A" for him/her
- c. A new recruit, whether a new or old student of the university, upon recommendation of the head coach and assessed by the Committee on Sports Development. A Varsity Team must be available to accommodate the athlete.

Section 4. Recruitment of Varsity Athletes. The recruitment of athletes for Tarlac State University varsity teams shall be designed to maintain the competitive strength of the varsity teams with the academic standards of the University as the foremost concern, maximizing resources allocated for sports development. The recruitment of athletes for varsity teams shall be the responsibility of head coaches, assistant coaches and trainers.

Scouting of potential athletes for the varsity teams shall be from;

City Meets like TCPEIA

Provincial Meets

Regional Meets like CLRAA

National Meets like the Palarong Pambansa

Athletes from other Educational Institutions

Out-of-School Youth that have potential

*Tap alumni and friends for recommendations

*Announce try-outs by using various medium

Section 5. Varsity Athlete's Benefits/Incentives

- a. Full Athletic Scholarship shall be given to Varsity Athletes "A", provided they conform to the eligibility requirements set by SCUAA III Olympics.
- b. Training allowances shall be given to Varsity Athletes "A", based on the approved training program and budget allocation for the purpose.
- c. Varsity Athletes living far shall be housed in an Athlete's Dormitory.
- d. Monetary incentives shall be given to medal performances of varsity teams/athletes. The incentives shall be based on TSU Board Resolution No. 62, s. 2015.
- e. Flexible class schedules shall be arranged for Varsity Athletes to assure quality studies and training.
- f. Tutorial/Modular sessions shall be arranged for Varsity Athletes to cope up with their lessons. The tutorials shall be coordinated with their respective Deans.
- g. An express lane during enrollment shall be created for Varsity Athletes.
- h. Regular counseling sessions for Varsity Athletes in coordination with the Counseling, Testing, and Career Center of the university. These sessions shall look into the emotional and spiritual wellbeing of varsity athletes.
- i. Exemplary performances of varsity athletes shall be given certificates by the SDMU.
- j. Expanded insurance coverage.

Section 6. Varsity Team Training. The training programs shall be designed within the framework of the university with the concept of sportsmanship and healthy competition as the main consideration. Head coaches shall be responsible in developing year-round training programs for their teams. The said program shall include two segments;

- a. The Individual skills segment. This segment shall focus on the strength and conditioning of varsity athletes. It shall likewise develop the individual skills of varsity athletes.

- b. The Team segment. This segment shall focus on the conceptualization of master strategies for their respective teams. This segment shall also familiarize varsity athletes on the rules and regulations of the game.

The head coach shall submit a hardcopy and softcopy of the training program to the SDMU for approval. Head coaches shall recommend training venues and training schedules for their varsity team. The SDMU and the TSU office/unit concerned shall then assess the availability and safeness of the venues and schedule.

Section 7. Sanctions. Violations committed by Varsity Athletes shall be meted with penalties stated in Part VI, Chapter 3 of this Student Manual.

Section 8. Coaching Staff. Varsity teams are to be coached or trained by knowledgeable permanent teaching or non-teaching personnel of the university about the game. The head coach shall assess if an assistant coach is needed by a varsity team. Should one is needed; the assistant coach must be a permanent teaching or non-teaching personnel of the university. If no permanent or non-teaching personnel are available to train varsity teams, an outsider could be hired as one. The trainer must possess the necessary skills and expertise for the task. The trainer shall have the status of a job order or part-time personnel.

Section 9. Duties and Responsibilities of Head Coaches, Assistant Coaches and Trainers.

1. The Head Coach shall;
 - a. scout potential athletes during University Intramural Games, school-based tournaments and scheduled try-outs.
 - b. recommend enhancements of the TSU Varsity Program to the SDMU.
 - c. update and submit an annual training program of his team to the SDMU.
 - d. submit to the SDMU the training schedules of the varsity team as well as the training venue.
 - e. conceptualize strategies for the varsity teams
 - f. monitor the academic standing of varsity athletes
 - g. recommend tune-up games and pocket tournaments to the SDMU.

the Sports Development and Management Unit.

- h. attend meetings regularly

2. The Assistant Coach shall;

- a. supervise training of varsity teams
- b. assist the head coach in the formulation of training programs and team strategies
- c. give expert pieces of advice to the head coach (e.g. adjustment in offense or defense)
- d. conduct scouting reports on opponents
- e. act as statistician during tournaments
- f. perform duties and responsibilities to be given by the head coach relevant to the position

3. The Trainer shall;

- a. implement the training program of the head coach for the varsity team
- b. ensure safety of every varsity athletes during trainings.
- c. monitor and updates the training progress of the varsity team
- d. establish good relationship among the members of the varsity team.

Section 10. Incentives for Head Coaches, Assistant Coaches and Trainers:

- a. For Permanent teaching and non-teaching personnel acting as Head Coach, Assistant Coach or Trainer;
 - For teaching personnel, he/she shall be deloaded three (3) units per semester. It shall be called the Sports Work Load Credit (SWLC).
 - Non-teaching personnel shall report to work lesser hours based on the training schedules and tournaments of their varsity teams. Teaching and non-

Teaching personnel shall attend seminars, clinics, and trainings on Official Business to enhance their knowledge on the game; provided these activities have official communication approved by the President.

Section 11. Hired Trainers. Hired trainers shall be paid on a per session basis. The number of sessions shall be based on the approved training program per event. The training rates per session shall be determined on their qualifications and expertise. Allowances shall be given to the hired trainers during competition proper.

Section 12. Tournaments. Varsity Teams shall be participating in two tournament categories, Major tournaments and Pocket tournaments. Major tournaments to be participated in by TSU Varsity teams shall include;

- a. SCUAA III Olympics
- b. PASUC National Games (for qualified TSU Varsity Team/Athletes)
- c. Philippine National Games
- d. School based tournaments, accredited by Philippine Sports Commission or Philippine Olympic Committee, leading to National Competitions
- e. Pocket Tournaments (UCLAA, WNCAA, MNCAA, Tournament sponsored by LGUs or NGOs)

Section 13. Requirements for the Approval of Tournaments:

- a. An official invitation from the organizers addressed to the University President
- b. Pertinent details regarding the tournament such as fees to be paid and schedules must be attached to the invitation.
- c. A waiver signed by a parent or a guardian for each participating varsity athlete
- d. A budget proposal for the tournament

Section 14. Sports Equipment and Athletic Uniforms. The following shall be observed in the purchase of maintenance of sports equipment and athletic uniforms;

1. Procurement of sports equipment and athletic uniforms

- a. The procurement of sports equipment and athletic uniforms shall conform to the provisions of the implementing rules and regulations of R.A. 9184 or the Government Procurement Reform Act.
- b. A Project Procurement Management Plan (PPMP) for the preceding year shall be accomplished by the Sports Development and Management Unit before the end of the second quarter of the current year
- c. The accomplished PPMP shall be the basis of the evaluating committee for consolidation to the Annual Procurement Plan which shall serve as the basis for the procurement of sports equipment and athletic uniforms to be used the following year.

2. Quality of sports equipment and athletic uniforms

- a. The SDMU Head shall coordinate with head coaches regarding the specification and quantity of sports equipment and athletic uniforms needed by a varsity team.
- b. Head Coaches shall inspect the purchased sports equipment and athletic uniforms before having the supply office accept the said goods.

3. Maintenance of Sports Equipment and Athletic Uniforms

- a. Head Coaches shall have the primary responsibility of ensuring that the sports equipment and athletic uniforms are used to their optimum capacity.
- b. A sport equipment monitoring system will be adopted for the sport equipment.
- c. Varsity athletes must not give away their athletic uniforms to give due respect to the university.

Section 15. Sources of Funds. Funds for the Varsity Program shall come from the following;

- a. SCUAA Fee
- b. Athletic Fee
- c. Income Generating Projects approved by the President, such as;

- Benefit Games
 - Fund Raising Activities (e.g. Fun Run, Concerts, Bingo Social)
- d. Sponsorships with the approval of the President
 - e. Summer sports clinics

Sections 16. University Intramurals Games. The games shall be held annually after the midterm examination of the second semester. The SDMU shall have the responsibility of scheduling the date and time for each event and shall look for tournament standard venues for the university intramural games. Utilization of the university gymnasium and similar infrastructure for college practices for the intramural games shall also be identified during the initial intramural meeting.

The ground rules for the university intramural games shall be stated in the TSU Intramural Guidelines. The TSU Intramural Guidelines shall be reviewed yearly by the Sports Development and Management Office together with the different College Sports Coordinators and Tournament Supervisors for enhancements or updates. Meetings shall be conducted by the Sports Development and Management Office with the different College Sports Coordinators regarding pertinent matters of the university intramural games.

Section 17. College Sports Fest and other Student Sports Activities.

- a. College Sports Fests shall be held after the second semester or integrated in the college days of the colleges concerned with minimal class disruptions.
- b. College Sports Fests and other students' sports activities shall be properly coordinated with the Sports Development and Management Office.
- c. The College Sports Fests and other students' sports activities shall adhere to the main purpose of such activities.
- d. Other students' sports activities shall be school-based and shall not affect the academic schedule of students.
- e. Varsity athletes shall not play in the college sports fest but shall act as facilitators for the games. As facilitators, they shall act as organizers, trainers or officiating officials.

- f. Colleges have the prerogative to identify the events that they shall participate in the college sports fest.
- g. Big colleges shall hold their respective college sports fest (e.g. inter department) while small colleges have the option to have their own or cluster with other colleges.
- h. Sports equipment shall be provided by the SDMU and/or their respective colleges.

Chapter 6 CULTURAL SERVICES UNIT

Section 1. The institution shall provide cultural activities that will elevate cultural appreciation and cultural awareness of the academic community.

Section 2. Workshops in dancing, singing, and acting shall be conducted for enthusiasts in these fields of arts upon the sponsorship of any TSU Performing Arts group concerned who may or may not collect from participants a registration fee.

Section 3. Facilities for cultural presentations/activities shall be made available upon request subject to approval of authorities concerned.

Section 4. Students with cultural talents are enjoined to apply for membership in the different cultural groups. The University provides scholarship grants to all qualified members of the Cultural Performing Arts.

Chapter 7 SCHOLARSHIP UNIT

Section 1. The Scholarship Unit is a service unit under the Office of the Vice President for Academic Affairs.

Section 2. The office is mandated to provide services related to the student scholarships awarded either by the university or other government and private agencies as well as individual philanthropists.

Section 3. Functions and Services of Scholarship Unit:

- a. Solicits scholarships or grants from public and private agencies, philanthropic individuals and civic organizations.

- b. Develops criteria and procedures for the selection of scholars/grantee and assists the funding agencies pre-screen applicants and/or monitor the academic and billing status of qualified applicants.
- c. Coordinates with the Office of the University Registrar in the preparation of enrolment and grade reports of grantees and with the Accounting Office in the preparation of accounting/billing reports of the TSU funded and external funded scholars.
- d. Coordinates with the Guidance and Counseling Office in providing counseling to the scholars on their problems that might affect their studies.
- e. Monitors scholars' academic performance to ensure that the scholarship or assistance is given to appropriate and deserving recipients.
- f. Facilitates enrolment of scholars from various grants and assists the scholars/grantees in processing of relevant documents.
- g. Orients first year students and transferees regarding scholarship and publishes information on various scholarship grants available for students.
- h. Caters the needs of students that excel academically who are financially and socially deprived.

Section 4. Scholarship Unit offers the following Scholarship Program and Services:

1. Honorific/Entrance Scholarship
 - a. Valedictorian – full cost of tuition fee
 - b. Salutatorian – half cost of tuition fee
2. Academic Scholarship
 - a. University Scholarship – (full cost of tuition and miscellaneous fee) – given to students with grade point average of 1.45 or better with no failing grade, no incomplete in any subject with full academic load as prescribed by the course curriculum and of good moral character.
 - b. College Scholarship – (half cost of tuition and miscellaneous

fees) – given to students with grade point average of 1.46 to 1.75 with no failing grade, no incomplete in any subject with full academic load as prescribed by the course and of good moral character.

3. TSU Funded Scholarship and Educational Assistance

- a. Members of the National Commission on Indigenous People
- b. Student Leaders such as SSC Officers and Governors in each college
- c. TSU Board of Regents
- d. Dependent Children of TSU Faculty and Personnel
- e. Barangay Officials and Qualified Dependents pursuant to RA 7160
- f. University Student Publication – Editor in Chief
- g. Investment Scholarship Fund
- h. Athletics
 - Gold Medalist – full cost tuition and miscellaneous
 - Silver Medalist – full cost tuition and 75% miscellaneous fees
 - Bronze Medalist – full cost tuition and 50% miscellaneous fees
 - Incoming Athletic Freshmen – full cost of tuition fee only
- i. ROTC Cadette Officers – full cost of tuition fee
- j. TSU Performing Arts – full cost of tuition and miscellaneous fees

4. External Funded Scholarship and Educational Assistance

Government Funded

- a. DND-CHED PASUC Study Grant Program
- b. One Town-One Scholar
- c. Student Assistance for Education (SAFE) Scholarship
- d. CHED Congressional District Scholarship Programs

- 1st District, Cong. Enrique “Henry” Cojuangco
 - 3rd District, Cong. Noel L. Villanueva
 - 1 Sagip Party List
- a. CHED Senate Scholarship Program
 - b. DOST – SEI Scholarship
 - c. GSIS Scholarship Program
 - d. Enhanced Scholarship Program of the City Government of Tarlac
 - e. Local Government Unit of Camiling Scholarship Program
 - f. Local Government Unit of Sta. Ignacia Scholarship Program
 - g. CHED AFP Educational Benefit System
 - h. ESGP- PA/4P’s Scholarship Program
 - i. Iskolar ng Bayan – RA 10648
 - j. CHED Tulong Dunong Program
 - k. Philippine Veterans Affairs Office (PVAO)
 - l. OWWA-EDSP
 - m. Board Member Harmes Sembrano

Private Institutions/agencies and Civic Organization Funded

- a. SM Foundation, Inc.
- b. Unison Co. Memorial Scholarship Foundation
- c. D’ Luxe Scholarship Program
- d. Yokohama Tire Phils. Inc. Scholarship Program
- e. Jose Lorenzo T. Honrado Scholarship Program
- f. SPQ Scholarship Program
- g. THS Batch 60
- h. Gelio Scholarship Program
- i. Gabay Guro Scholarship Program (PLDT – SMART Foundation, Inc.)
- j. Engr. Eddie and Nina David Scholarship Program
- k. Dr. Kim Seong Yong
- l. Aguman Capampangan Australia

Section 5. Condition for Academic Scholarship. In addition to the general weighted average, a student to be eligible for scholarship (except the entrance scholarship) must satisfy the following:

1. Must have taken during the previous semester not let less than 18 units of academic load.
2. Must have no grade below "2.50" in any academic or non-academic subjects.

Section 6. Duration of Academic Scholarship. An academic scholarship shall last only for one (1) semester but shall be renewable for the succeeding semester if the students meet the conditions prescribed in academic scholarship.

Section 7. Choice of Scholarship. If a student is entitled to two or more scholarships, he/she shall be required to choose only one.

Chapter 8 COUNSELING, TESTING AND CAREER CENTER

Section 1. The Counseling, Testing, and Career Center is committed to assist students through the guidance and career services offered by well-trained and professional guidance counselors and staff to serve the students' interests; to provide substantial and meaningful activities to promote students' well-being and empowerment; to ignite students' enthusiasm to understand reality; gain knowledge and enlance themselves the good, beautiful and worthy; and to inculcate the values of love, peace, and unity to themselves and the world through individual and group activities.

Section 2. The Counseling, Testing, and Career Center provides services and programs which help students to achieve intrapersonal, interpersonal, academic, and spiritual growth. To meet the students' growing needs and support their continuous development and growth the Counseling, Testing, and Career Center conducts different activities pertinent to the holistic development of the clientele.

Section 3. In general, the Counseling, Testing, and Career Center provides advocacies and functions aimed to enhance the students' fullest potentials and to assist them in actualizing themselves as individuals contributing to the welfare of the community, and promotion of the common good.

Chapter 9
STUDENT DEVELOPMENT UNIT

A. Recognition/Accreditation of Student Organizations

Section 1. Any group of twenty five (25) students desirous to form a student organization may apply for recognition of such organization to the Dean of Student Affairs and Services.

1. The following are the list of requirements that must be submitted by student organizations to the Student Development Unit:
 - a. Proposed General Plan of Actions
 - b. Constitution and by-laws duly ratified by its founding members (for new student organizations);
 - c. TSU-SDO-SF-01 (Application Form for Student Organization)
 - d. TSU-SDO-SF-02 (Statement of Involvement/ Commitment/ Acceptance of the President/ Adviser of the Student Organization)
 - e. TSU-SDO-SF-03 (Information Sheet of Student Organization Officers)
 - TSU-SDO-SF-04 (Directory of Members and Officers)
2. At no time in the organization's existence should there be less than twenty five (25) members involved in the said organization. The membership of the said organization shall be limited to bona fide students of the university.

Section 2. Constitution and By-Laws. Each student organization shall have a constitution and by-laws which shall be approved by the Vice President for Academic Affairs upon the recommendation of the Dean of Student Affairs and Services, and the Head of the Student Development Unit. No such organization shall be allowed to function without prior approval.

Section 3. The period of application for accreditation of all student organizations shall be announced by the Office of Student Affairs and Services within 4 weeks after the start of the school year. Failure to comply with the deadline means non-accreditation/ recognition of the student organization.

Section 4. The accreditation of student organizations shall be a requirement for its operation in the University.

Section 5. A certificate of accreditation shall be issued by the Office of Student Affairs and Services to each student organization upon full compliance of the requirements herein prescribed; however, such certificate shall be effective for one school year only and will have to be renewed each succeeding year that the organization is in existence.

Section 6. A newly organized student organization shall be placed on a one month period of probationary status prior to full accreditation. During such period, it shall be issued a permit to operate.

Section 7. Any student organization which does not renew its organization for a period of one school year shall be considered inactive and maybe given a chance to renew its recognition provided that it submits a written explanation of its failure to reapply the previous school year. Any student organization that fails to renew its accreditation for more than one school year shall be considered defunct and has to undergo the same procedure as specified under section 1 of this Chapter.

Section 8. An accredited or a recognized student organization shall be entitled to the following:

1. Use of the university facilities for its operation subject to institutional policies
2. Represent the university in activities involving the organization outside the school subject to institutional policies; and
3. Participate in university activities

Section 9. In addition to the provisions stated in Section 8, an accredited student organization shall enjoy the following privileges:

1. To avail of subsidies, if any, from the governing Supreme Student Council or its equivalent
2. To have the opportunity to compete for awards involving student organizations.

Section 10. Any student organization which has been granted accreditation but violates its own statement of purpose/constitution and university policies as mandated by the student manual is liable to revocation of its certificate of recognition after due process.

Section 11. Student organizations which have been previously granted accreditation are required to file every start of the school year following:

- a. Proposed General Plan of Actions
- b. TSU-SDO-SF-01 (Application Form for Student Organization)
- c. TSU-SDO-SF-02 (Statement of Involvement/Commitment/Acceptance of the President/Adviser of the Student Organization)
- d. TSU-SDO-SF-03 (Information Sheet of Student Organization Officers)
- e. TSU-SDO-SF-04 (Directory of Members and Officers)

Section 12. Each student organization shall have a faculty adviser whose acceptance of the position of adviser must be done in writing and submitted to the Office of Student Affairs and Services.

The Dean of Student Affairs and Services upon the recommendation of the Head of the Student Development Unit and the organization concerned approves the designation of the faculty adviser. The term of appointment of faculty advisers is one school year and may be renewed. If before the period is up, the faculty adviser resigns or becomes incapacitated, a new faculty adviser should be recommended by the organization to the Dean of Student Affairs and Services to serve the unexpired term after which he/she may be reappointed.

The selection of faculty adviser shall be based on the following qualifications:

- a. He/she must be a permanent faculty member of the University;
- b. If the organization would like to have an adviser who is not permanent faculty member, this may be allowed on a case-to-case basis;
- c. No faculty adviser of an accredited student organization shall serve two student organizations at a time. This is to ensure and devote the full service and loyalty to the organization as a faculty adviser.

Section 13. The faculty adviser has the following duties and responsibilities:

- a. Attends meetings of the organization upon request of the same;

- b. Be available for consultation to all members of the organization, specially to the officers;
- c. If the adviser is unable to attend a meeting, he/she should be informed of what happened during the meeting through the minutes of the meeting. A verbal account of the meeting should be used to supplement the minutes of the meeting but never to take the place of the written minutes;
- d. Provides guidance in the planning of activities of the organization so that the activities will serve to actualize the objectives of the organizations;
- e. Should be present if the organization's activity is held off-campus or when the organization is representing the school;
- f. If the adviser is unable to attend, a replacement should be requested;
- g. The adviser in-charge should assure the safety of all members of the organization and all others who may be involved in the activity.

B. Supreme Student Council

Section 1. There shall be only one Supreme Student Council (SSC) in the university regardless of the number of campuses. The SSC shall be the highest governing body of the students. The university shall provide an office for the SSC.

Section 2. The governance of students shall be provided for in an appropriate organizational structure in the constitution of the student government which shall be implemented by the SSC. Said constitution must be duly ratified by the student body in a plebiscite duly called for the purpose and approved by the Board of Regents. A copy of said constitution must be provided by the SSC to the Student Organizations Unit and the Office of Student Affairs and Services, and other academic related offices. Whenever feasible, the SSC shall provide each bonafide student a copy of the full text of the approved constitution, including any amendments thereof.

Section 3. The Student Organizations Unit under the Office of Student Affairs and Services shall monitor the faithful implementation of the provisions of the constitution and other SSC resolutions formulated after its ratification to safeguard the welfare of the students.

Section 4. The SSC President shall be the head and chief executive officer of the student government. During his/her tenure of office, he/she should not hold any elective position in any political unit of the student body. He/She and other officers, as maybe provided for under the constitution of the student government, shall be elected by direct vote of students in the manner so provided in the constitution.

Section 5. Functions and Powers of SSC. The SSC, subject to existing University rules and regulations shall:

1. adopt its own internal rules of government
2. organize, coordinate and direct student activities in all the campuses designed to improve the students' general welfare as well as to prepare them for constructive citizenship;
3. represent the organization in outside organizations;
4. formulate resolutions and other rules to improve its effectiveness and efficiency in governance as well as to support and promote the rights and welfare of students;
5. advise, inform and make recommendations to the University President on student matters, affairs and activities;
6. represent the student in all major policy-making bodies of the university when so provided by law, rules and regulations promulgated by competent authorities; and
7. have such additional powers as university authorities may from time to time grant or delegate to it, consistent with its slated power, responsibilities and objectives.

Section 6. It shall be the duty of the SSC at all times to:

1. defend and promote the right and general welfare of the students;
2. serve as an active forum for students sentiments and ideas;
3. develop a university spirit among the ranks of the students;
4. uphold the ideals of the university geared toward ensuring a well-rounded intellectual, social, cultural, civic and physical development of every student; and
5. unite with various sectors of society in the pursuit of common interest; particularly in the establishment of a just and humane society

Section 7. The date and manner of election of the SSC officers and other officers in the constitution of the student government shall be governed by the provisions of its constitution and election rules and regulations promulgated thereafter by the Dean of Student Affairs and Services and duly authorized members of the COMSELEC.

Section 8. The term of office of SSC officers shall be for one school year beginning the date of their qualification to office or until their successors shall have been duly elected and qualified.

Section 9. The qualifications and duties of SSC officers are specified in their constitution.

Section 10. Vacancies in any elective or appointive positions in the SSC are defined and governed by the constitution and by-laws of the SSC.

Section 11. There shall be a board of Advisers of the SSC in which the chairman shall automatically be the Dean of Student Affairs and Services. The two (2) members shall be chosen by the duly elected and qualified SSC officers from among the regular/permanent faculty members of the University whose acceptance of the position must be done in writing and filed to the Office of Student Affairs and Services.

Section 12. The Board of Advisers shall act as liaison between the SSC and the university administration and perform functions that would assist the SSC to improve its performance in serving the general welfare of its constituents as defined in the SSC constitution.

Section 13. There shall be adviser/s for the College of Student Council in each college of the university. These advisers shall be regular/permanent faculty members and must be chosen by members of the officers of said councils; and, must signify their acceptance in writing. Such acceptance shall be filed to the Office of the Dean of Student Affairs and Services.

Section 14. In case of resignation or for other reasons that may result in the vacancy of adviser's position, an immediate replacement shall be made through election by the concerned student officers. The replacement shall be a regular/permanent faculty member who must signify his acceptance of the position in writing to be filed to the Dean of Student Affairs and Services. The replacement shall be served only the unexpired term of the replaced adviser or until another is elected. The Dean of Student Affairs and Services shall fill the gap immediately created by the vacancy until the re-

Section 15. The appointment of two (2) SSC Advisers as provided under this Chapter shall be done in writing by the Advisers concerned to be approved by the Dean of Student Affairs and Services.

Section 16. All resolutions and rules formulated by the SSC and CSCs shall be in accordance with the constitution and by-laws of the student government and must be provided widest dissemination to the constituents.

C. Funds, Appropriations and Budget of the SSC

Section 1. The general funds of the SSC shall consist of the student fees collected during every registration period.

Section 2. All funds collected shall be deposited in republic bank. All money collected from students for a special purpose shall be treated as a trust fund and shall be paid out for such purpose only.

Section 3. All other income derived from other sources and other student fees shall likewise be treated as trust funds and shall be appropriated for special projects duly approved by the SSC upon a resolution.

Section 4. Immediately upon being elected and duly qualified to office and within a specific period, the SSC officers shall plan and prepare a budget for the proper appropriation of funds of the student government. This budget shall be subjected to a budget hearing by a budget committee composed of the Budget Officer, Internal Audit Director, Dean of Student Affairs and Services, SSC Adviser, and SSC President.

Section 5. Public hearings participated in by the students may be conducted by the SSC officers prior to the submission of the proposed budget. The proposed budget shall be approved by the Budget Committee by at least a majority vote.

Section 6. No funds of the SSC or CSCs shall be appropriated unless its appropriation is sanctioned under the approved budget.

Section 7. Budget appropriations shall be governed by the provisions of the constitution and by-laws of the student government.

Section 8. SSC or CSCs will submit a Liquidation Report to the Officer/Staff in Charge on the Funds and Management of Student Councils and Publications after every activity which involves a budgetary allotment. SSC or CSCs will be given seven (7) working days to furnish the said report.

Section 9. The SSC and CSCs shall submit a financial statement to the Dean of Student Affairs and Services at the end of every semester and summer term. Financial statement which shall first be audited by the university internal auditor shall be signed by the SSC President and treasurer and noted by the adviser/s.

Section 10. All bills, payable notes, checks or other negotiable instruments of the organization, shall be signed and concurred by the advisers, approved by the Dean of Student Affairs and Services. No officer of the council shall have the power to make any bill, payable note or other negotiable instrument, or endorse the same in the name of the council or contract or cause to be contracted any debt or liability in the name or in behalf of the organization, except as herein expressly prescribed and provided.

Section 11. The SSC or CSCs shall not bind the student government to any financial obligation that will affect the financial status and resources of the student government without a duly approved resolution concurred by the adviser/s. In cases wherein an appropriation of a portion of collected student fees would be made and remitted to a federation of student or its equivalent outside the university, a referendum in which a majority of the student members voted positively shall be made before the actual appropriation.

D. Student Activities

Section 1. Student Calendar of Activities and Room Reservation. Student organizations may organize and hold social functions, cultural, educational, spiritual/religious, and sports activities. For activities to be held inside the campus, the proponents must observe the following procedures;

1. Secure and accomplish the application form to hold an activity and request for use of a campus facility;
2. The signatures of the organization's representatives and the faculty adviser are pre-requisites.
3. Submit the accomplished form for final approval to the Dean of Student Affairs and Services.

Section 2. For activities to be held off-campus, the students and the university shall be guided by CHED Memorandum Order No. 63 S. 2017 (Policies and Guidelines on Local Off-Campus Activities)

Section 3. Use of Campus Facilities. Student representatives of accredited student organizations may request authorization from the Office of the Dean of Student Affairs and Services to sponsor academic, cultural, ath-

letic, spiritual, or social activities, these groups may avail themselves of campus facilities for their club or class activities but only after securing the endorsement of the Dean of the Student Affairs and Services, and approval of the concerned offices. Class section activities must be approved by their respective academic Deans.

Section 4. The university shall allocate free hours per week for institution-wide and college-wide non-academic assemblies/ activities.

Section 5. In the interest of maintaining the academic atmosphere in the campus, activities outside the time slot provided for in the preceding section shall be conducted in enclosed areas, so as not to disturb normal classroom sessions.

Section 6. Activities that are held should be scheduled at such time and place that would not disrupt normal classroom sessions.

Section 7. Facilities on campus are for the use of the academic community in the pursuit of educational objectives; hence, priority for their use is given to students, faculty and personnel of the university on a first-come first-served basis.

Section 8. Rooms should be reserved at least five (5) days from the date of the intended activity so that the proper permit can be issued and the proper preparations for the venue can be ensured. Requests for special requirements such as sound system, podium, etc., by student organizations and outside groups are also channeled through the concerned offices. The requests should be received at least one (1) week before the intended activity.

Section 9. Outside groups wishing to avail of university facilities shall request in writing the permission of the concerned authority.

Section 10. The university will not grant permission for the use of the campus facilities when such use will result to clear and present danger and damages of property; commission of crime; occasions which are in substantial opposition to public policy, customs and traditions.

Section 11. University recognized activities or gatherings sponsored by students and conducted after 5:00 p.m. and those scheduled during non-class days must be attended by a faculty adviser.

Section 12. No group activity or gathering beyond 9:00 p.m. shall be allowed inside the campus. Any exception to this rule requires clearance from the authorized officials of the university.

Section 13. Two (2) weeks before the start of the final examinations, a ban on all activities shall be enforced. This is to ensure that all students are given enough time to review for their examination.

Section 14. The users of the campus facilities and equipment are held responsible for the use, upkeep and cleanliness of such facilities and equipment. They must see to it that these are kept in good order during and immediately after use. Any individual or group found to have misused any campus facility or equipment will be held liable and accordingly penalized.

Section 15. Persons or groups not observing the rules for the use of campus facilities will not be allowed to use the same in the future.

Section 16. Posting Announcements. All posters of students should bear the approval of the Office of Student Affairs and Services. Posting includes notices of organizational meetings, assemblies, announcements, messages and the like, provided they are not contrary to law and university policies.

Section 17. Each posting shall bear an approval stamp which bears the expiration date and the signature of the Dean of Student Affairs and Services, or his/her authorized representative.

Section 18. The standard duration of all posting is two (2) weeks. Posters and announcements should be removed the following day after consummation/end of the activity by the concerned entity (sponsoring organization/office).

Section 19. Student organizations are allowed a maximum number and size of postings for the same activity to be determined by an authorized official. Requests for posting more than the above number will be considered on a case to case basis.

Section 20. Posters/announcements should not be stapled, attached with thumbtacks or nailed but should be taped (scotch or masking tape). Paste and adhesive should never be used.

Section 21. The OSAS and Civil Security Unit have the right to remove posters/ announcement without prior approval.

Section 22. The use of cloth streamers and the like should also bear the stamp of approval. The standard duration of this type of posting is eight (8) days only.

Section 23. The OSAS has the right to disapprove request for posting on the bulletin boards on the following ground:

- a. The requesting organization has already violated the above rules/regulations three (3) times provided that the request could only be granted or approved on the assurance to the Dean of Student Affairs and Services not to violate the same rules/regulations again.

Section 24. The OSAS and the Administration have the right to “remove” posted materials to give way to emergency/very important announcements from the university/local government and national government.

E. Fund-Raising Activities

Section 1. Only duly accredited student organizations are allowed to conduct fund-raising activities by filing a formal letter of application to the Dean of Student Affairs and Services. The letter should include:

- a. Nature and purpose of the activity
- b. Date/s, time and venue of the activity
- c. The manner in which the funds raised shall be used;
- d. The names of the members/officers directly in charge of the fund raising activity

F. Off – Campus Activities

Section 1. As per CHED Memo 63 s. 2017, Off-Campus Activities refer to the activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution. This is divided into two categories:

1. Curricular Activities – required off campus activities and are integral part of the instructional program. Students are expected to attend these activities since these are part of the regular class time. Example of these are the following:
 - a. Educational Tours (visit government sites, LGUs, museums, landmarks and related culture and arts activities, Plant Visit)
 - b. Field Trips
 - c. Field Study/Experiential Learning/Related Learning Experience

2. Non-Curricular activities – off campus activities that are considered as non-curricular or non-programed based activities. It is up to the HEI's discretion for the strategies and implementation of these activities as long as the security and safety of the students are ensured. Examples are:
 - a. Retreat or recollection
 - b. Conventions, seminars, trainings, teambuilding, conferences
 - c. Volunteer programs/relief operations
 - d. Advocacy projects and campaigns
 - e. Sports activities
 - f. Activities initiated by accredited student organizations
 - g. Interschool tournaments/competitions
 - h. Culture and arts competition

Section 2. The following are the requirements/checklist that the students/faculty must secure before their off campus activity:

- a. For Curricular Off Campus Activities, the course syllabus must reflect the relevance of requiring an educational tour and field trip
- b. Duly notarized consent of the parents or student's guardian
- c. Medical clearance of the students duly signed by HEI or government physician
- d. First Aid Kit
- e. Designation or order from the Administration indicating the Personnel-In-Charge's (PIC) role and responsibilities during and after the activities. Personnel-In-Charge must be an employee of the HEI and must have an appropriate qualification and experience regarding the activity. He/She must also have a first aid and medical emergency training. Ratio of PIC is 1:35 – 50.
- f. Duly approved schedule of fees and budgetary breakdown
- g. Proof of insurance coming from the HEI administration
- h. When using vehicles owned by the HEI for transportation, the following updated documents must be secured:

- Vehicle Registration
 - Insurance Coverage
 - Driver's License
 - Assurance of Certificate of Roadworthiness
- i. For third party or sub-contracting vehicle, the following must be secured:

Franchisee:

- Certification from LTRFB indicating the validity of the franchise
- Special Permit from LTRFRB if transportation is out of line
- Updated and valid registration of vehicle, insurance coverage, driver's license, assurance/certificate of roadworthiness

Travel and Tour Operator:

- Copy of Travel and Tour Operator Accreditation Certificate by DOT
 - Duly approved Plan/Itinerary of travel by HEI
 - Certification from LTRFB indicating the validity of the franchise
 - Updated and valid registration of vehicle, insurance coverage, driver's license, assurance/certificate of roadworthiness
- j. Whenever necessary, a copy of letter sent to LGU/NGO and copy of acknowledgement letter from LGU/NGO
- k. Minutes and attendance of the briefing and consultation conducted by the students, faculty, parents and stakeholders.
- l. Letters to parents, students and adult companions regarding the activity which must be sent to them 1 or 2 months prior to the activity
- m. Appointment with conforme of Personnel-In-Charge
- n. Itinerary and Handy Information Materials for Students (i.e. programme)

- o. Learning Journals
- p. Appropriate Report with regard to the Emergency Preparedness Plan

Section 3. During the off-campus activity, the Personnel-In-Charge must accompany the students from time to time and check the attendance. A contract of service must also be secured between the third party pertaining to the mobility/ transportation.

Section 4. After the off-campus activity, the following will be submitted by the students and the Personnel-In-Charge :

- a. Learning journals/paper reflecting the students' observations, learnings, findings and experience
- b. Assessment or Breakdown of Expenses including receipts
- c. Report on the debriefing program conducted

Section 5. Submission of Reports. The following reports must be submitted in compliance with CMO 63 s. 2017. The forms to be used for these reports can be downloaded at the CHED websites:

- a. Certificate of compliance – duly notarized signed by personnel in charge, the VPAA and the University President which indicates that all requirements are all completed. It must be submitted to CHEDRO 15 days before the activity.
- b. Report of compliance - duly notarized and signed by personnel in charge, the VPAA, reviewed by the Dean or Program Head and the University President indicating all the list of activities and corresponding compliance. It must be submitted to CHEDRO 15 days before the activity.
- c. Comprehensive semestral/term report must be submitted to CHEDRO at the end of the semester.

Section 6. Exemptions for the Submission of Reports. The following are the exceptions for the submission of the abovementioned reports:

- a. HEIs awarded with Level II accredited programs, Center of Excellence and Development, Deregulated, Autonomous, SUCs with at least Level III accredited programs. However, they are still required to submit Certificate of Compliance.

- b. Non-curricular Off Campus activities and field study/ experiential learning/related learning experience activities. However, for purpose of transparency, activities should be posted in conspicuous place and the website of HEI if available.

G. Criteria for Non-Academic Awards

Non-academic awards include Journalism, Student Leaders, Outstanding College Publication, Membership Development Award for Student Organization, Outstanding Fraternity/Sorority, Outstanding Religious Student Organization, Outstanding Academic Organization, Outstanding Socio-Civic Organization, Outstanding College Based Organization, Outstanding Organization President, Best New Student Organization.

Section 1. Journalism Award

1. The student must be a member of any college publication or student publication and a member of the graduating class - 20 points:

Last 4 years	- 20 points
Last 3 years	- 15 points
Last 2 years	- 10 points
Current year	- 5 points

Additional points if he/she is:

Chief Editor/Associate/Managing	- 5 points
News/Sports/Devcomm Editor	- 4 points
Feature/Graphics	- 3 points
Other Position	- 2 points

2. The student must have joined in the local/regional/national competition in campus journalism as school representative - 15 points

National	- 15 points
Regional	- 10 points
Local	- 5 points

Additional points if he/she wins at least 3rd place
Additional 3 points (National), 2 points (Regional) and 1 point (Local) for every Press conference, Campus Journalism Seminar

3. The student must have contributed and published articles in School Publication – 45 points

Literary Craft/Novelty	- 35%
Relevance and Timeliness	- 30%
Literary Value	- 20%
Human Interest	- 15%
Total	- 100%

- The student must be of good moral character. Pending discipline cases against an applicant shall not disqualify him/her to the award until proven guilty.

Section 2. Best College Publication

- The college publication must be duly recognized or accredited by the Office of the Student Affairs.
- Must be able to release/publish their issues within the academic year:

1 to 2 Regular Issue/s	- 25%
Magazine Issue	- 20%
Literary Folio	- 15%
Lampoon	- 10%

- Every published issue will be subjected to the following criteria:

Quality of the Content	- 40%
Human Interest	- 30%
Timeliness/Relevance	- 20%
Over-all Presentation/Layout	- 10%

Section 3. Leadership Award

- The student must be an officer or member of any accredited campus organization and must be part of the graduating class. The pointing system is as follows:

<i>Position Held</i>	<i>SSC</i>	<i>CSC</i>	<i>Accredited Orgs</i>
President	20	15	12
Vice President	16	12	8
Other Position	12	8	4
Member	8	4	2

- The student must be involved actively in the organization in his/her capacity as officer or member – 30 points.

For serving as an organizer or implementer:

College-wide activity	- 7 points
Departmental-wide activity	- 5 points
Class Activity	- 3 points

For serving as coordinator/facilitator/ committee chairman:

College-wide activity	- 5 points
Departmental-wide activity	- 3 points
Class Activity	- 1 point

For serving as lecturer/resource speaker:

College-wide activity	- 5 points
Departmental-wide activity	- 3 points
Class Activity	- 1 point

3. Accomplishments/Performance/Contribution as Officer or member (to be rated by co-officers or members) - 15 points

Outstanding (4)	- 15 points
Very Satisfactory (3)	- 12 points
Satisfactory (2)	- 9 points
Fair/Poor	- 6 points

4. The student must be of good moral character. Pending discipline cases against an applicant shall not disqualify him/her to the award until proven guilty.

Section 4. Membership Development Award for Student Orgs.

1. The student organization must involve its members with various trainings/ seminars/ workshops conducted by the organization itself:

Workshops	- 10 points
Trainings	- 8 points
Seminars	- 6 points
Lecture	- 4 points

2. Additional points will also be given to the venue or area of the event:

National	- 20 points
Regional	- 15 points

Local	- 10 points
Campus Based	- 5 points

3. Student organizations with pending cases shall not be disqualified to the award until proven guilty before the date of the awarding.

Section 5. Student Organizations Award Categories

1. Student Organizations Awards are divided into the following:
 - a. Outstanding College Based Organization
 - b. Outstanding Religious Organization
 - c. Outstanding Fraternity/Sorority
 - d. Outstanding Socio-Civic Organization
 - e. Outstanding Academic Organization
 - f. Outstanding Special Interest Organization

2. Must have been an accredited student organization of the university:

5 years and above	- 20 points
4 years	- 16 points
3 years	- 13 points
2 years	- 11 points
1 year	- 9 points

3. Points will be based from the activities of the organizations that have been conducted all throughout the semester:

Involvement as organizer/coordinator and facilitator:

National	- 20 points
Regional	- 10 points
Local	- 5 points

Involvement as participants:

National	- 10 points
Regional	- 8 points
Local	- 5 points

For every project that entire College/ University/ Community benefited - 10 points

For every project that 1 or 2 department/s is/ are benefited - 7 points

Section 6. New Student Organization Awards

1. Points will be based from the activities of the organizations that have been conducted all throughout the semester:

Involvement as organizers/coordinator and facilitator:

National	- 20 points
Regional	- 10 points
Local	- 5 points

Involvement as participants:

National	- 10 points
Regional	- 8 points
Local	- 5 points

For every project that entire College/ University/ Community benefited - 10 points

For every project that 1 or 2 department/s is/ are benefited - 7 points

Section 7. Outstanding Student Organization President

1. The student must be a president of a student organization for at least 1 year
2. The student must be involved actively in the organization in his/her capacity as officer or member – 30 points.

For serving as an organizer or implementer:

Univ./College-wide activity	- 7 points
Departmental-wide activity	- 5 points
Class Activity	- 3 points

For serving as coordinator/ facilitator/ committee chairman:

College-wide activity	- 5 points
Departmental-wide activity	- 3 points
Class Activity	- 1 point

For serving as lecturer/resource speaker:

College-wide activity	- 5 points
Departmental-wide activity	- 3 points
Class Activity	- 1 point

3. Accomplishments/ Performance/ Contribution as Officer or member (to be rated by co-officers or members) - 15 points

Outstanding (4)	- 15 points
Very satisfactory (3)	- 12 points
Satisfactory (2)	- 9 points
Fair/Poor (1)	- 6 points

PART V

Student Publications



Chapter 1 PRELIMINARY MATTERS

Section 1. The University shall provide opportunities for student publication in keeping with the students' constitutional freedom of speech and of press.

Section 2. All matters governing any kind of student publication shall be covered herein and governed by pertinent rules and regulations issued by CHED from time to time.

Section 3. Any Adviser, whether of a publication by a student organization or the official student publication shall be charged with the following duties and responsibilities:

1. To guide the editorial board in technical matters pertaining to the production of every issue of the publication;
2. To guide the staffers in matter affecting their specific articles to be submitted for publication particularly those that may violate existing laws, institutional policies, rules and regulations and public policy, decency and customs;
3. To supervise the printing of every issue of the publication so as to meet the due date distribution;
4. To upgrade the competencies of the staff through on-the-job training and other forms for training programs.

Chapter 2 COLLEGE PUBLICATIONS

Section 1. A publication whether printed or mimeographed, can only obtain official recognition if it is sponsored by an accredited student organization after it has been registered in the Student Publications Unit of the Office of Student Affairs and Services.

Section 2. The printing of any publication may use existing funds of the organization if and only if it has been given due recognition. Cost of printing and materials accrued by an organization without official sanction will be charged to whoever is responsible.

Section 3. To obtain official recognition, the following procedures must be followed:

1. The student organization/college publication must present a proposal which shall specify the following:
 - a. The purpose of the periodical or newsletter congruent to the field of interest or specialization of the sponsoring group;
 - b. A listing of the editorial board of the newsletter or periodical. In case competitive exams and screening are necessary, an interim board must be duly appointed by the officers and/or adviser of the organization and their names must be included;
 - c. The number of copies to be printed and circulated as well as the recipients of the publication;
 - d. A budget with a breakdown of cost duly certified by the president/chairman and treasurer of the organization sponsoring the publication;
 - e. An adviser or board of advisers as the case may be chosen from among the faculty members of the University.
2. The publication will receive official recognition only after the requirements have been fulfilled and approved by the Dean of Student Affairs and Services.

Section 4. The following documents must be submitted to the Office of Student Affairs and Services, and the Student Development Unit before starting to publish their newspaper issues:

1. Contract to Print between the Publication and Printing/Publishing Company
2. Business Permit – Renewal of Printing/Publication Company
3. Certificate Of Incorporation of the Printing/Publication Company
4. Printing quotation
5. Certification of Registration of the Publication/Publishing Company

Section 5. Three (3) copies of every issue of the publication must be

submitted to the Student Publications Unit on the day of actual circulation. These copies are for file and the future examination of the Committee on Student Publications.

Section 6. Failure to comply with the above requirements will warrant disciplinary measures on the Editorial Board of the erring publication and on the president/chairman of the sponsoring student organization.

Section 7. A Committee on Student Publications (CSP) will be convened to assess the technical quality and performance of all student publications throughout the school year.

The Committee on Student Publications shall be composed of the advisers and the editor-in-chief of the student publication, the student representative appointed or endorsed by the Student Council and one student representative to be selected and endorsed through a joint agreement by accredited student organizations.

Section 8. The Committee on Student Publications will have the following powers and functions:

1. To assess the performances of various student publications (periodicals, magazines, newsletters and others) one month prior to the end of every semester based on clear and promulgated criteria agreed upon by its members;
2. To provide recommendations for the improvement of the technical and professional qualities of various publications;
3. To validate or suspend the continuation of existing privileges of the members of the Editorial Board based on their performance as manifested by their publications; and
4. To ensure that all guidelines for student publications are implemented.

Section 9. Students are given full responsibility for materials published whether printed or copy printed for the consumption of the university.

1. All materials in periodicals, magazines, newsletters and handouts, must carry by-lines which give proper and definite identification of the writer/s;
2. The Editorial Board of the publication and the officers of the duly

accredited student organization sponsoring the material will be held solely responsible for the repercussions arising from legal or legislative violations in the content of materials without by-lines;

3. All handouts, painted, printed, copy printed, and circulated in the campus and sponsored by the accredited student organizations should bear the signature of its elected president and chairman; and
4. The Editorial Board of the various publications will be held responsible for all comments, issues, validity and veracity of information found in the editorial essays.

Section 10. SSC/ CSC/ Publication will submit a liquidation report to the Officer/Staff in Charge on the Funds and Management of Student Councils and Publications after every activity which involves a budgetary allotment. SSC or CSCs will be given seven (7) working days to furnish the said report.

Chapter 3 OFFICIAL STUDENT PUBLICATION (THE WORK)

Section 1. Aims and Purposes of the Student Publication (THE WORK). The Student Publication (THE WORK) shall be the official newspaper to the students of TSU. It shall be devoted primarily to the publication of news that are of general interest to the students; and it shall not be used as a medium for the promotion of personal and regional interests. Further, the Student Publication shall be utilized to: a) train interested students in the application of art and science of journalism; b) serve as a channel of unifying all members of the university and the community towards desirable educational and cultural development objectives; c) advocate social consciousness and uphold the interest of the Filipino people; and d) advance students' rights and responsibilities as well as promote their general welfare.

Section 2. Funding of Student Publication. Student subscriptions and revenues realized from advertisement, donations and grants shall be the sources of funding for the Student Publication. Subscription fees from students shall be collected during enrollment period.

Section 3. Use of Student Publication Funds. Subscription fees, savings, donations, grants and other funds collected from other sources for the Student Publication shall be for its exclusive use. The money collected shall be spent for the printing cost of the student paper, transportation, meals and needs of the staff and faculty-adviser during press work, office and photo supplies, attendance of Student Publication representatives and faculty-adviser

at press conference/ workshop, honoraria/ allowances for staffers and faculty -adviser, and other incidental expenses.

Section 4. Printing of Student Publication. The printing of the Student Publication by a private printer shall be conducted by the editorial board and the student publication staff through canvass or public bidding.

Section 5. Liquidation. Student Publication will submit a liquidation report to the Officer/Staff in Charge on the Funds and Management of Student Councils and Publications after every activity which involves a budgetary allotment. Student Publication will be given seven (7) working days to furnish the said report.

Section 5. Publication Adviser. The Faculty Adviser of the Student Publication shall be selected by the school administration in coordination with the editorial board. The function of the Faculty Adviser shall be one of the technical guidance, provided, however, that he/she shall not alter contents nor censor articles or determine allocation of fund. For this reason, the Student Publication Adviser or the university administration shall not be held responsible or accountable for any breach of law-regulation pertaining to press media matters. The editorial board, with the exception of the Faculty Adviser, shall be held jointly and fully responsible for the contents of the Student Publication.

Section 6. Selection of Staff Members

1. The selection of the editor-in-chief and the staff members of the Student Publication shall be through competitive written examination prepared, conducted and supervised by a committee composed of a representative of the university administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors of THE WORK to be chosen by the outgoing editorial board with approval of the Dean of Student Affairs.
2. Only regular, bonafide students having general weighted average of "2.5" or better and without any of "5" or "Inc." or without having been dropped in any course during the previous semester are qualified to take the exam. Candidates must present a written certificate from the Guidance Counselor/ Discipline Officer stating that they have not been the subject of disciplinary action or misconduct of any kind and that they are responsible persons of good character.

3. The student receiving the highest general average rating in the examination shall *ipso facto* qualify as editor-in-chief. In case of tie, the journalistic training and experience of the candidates shall be taken to break the tie.
4. No editor-in-chief shall be allowed to hold any major position in any accredited student organization in the university. This is to ensure his/her total commitment to the Student Publication office.
5. The other members of the Student Publication staff shall be nominated by the editor-in-chief from among the top-ranking examinees in the editorial exam subject to the approval of the Faculty Adviser.

Section 7. The term of office of the editor-in-chief and his/her staff shall be for one academic year or until the selection of his/her successor. On the recommendation of the Faculty Adviser and on the approval by the Dean of Student Affairs, the editor-in-chief and his/her staff may work during summer, subject to such restriction and conditions as may be imposed by the Administration.

Section 8. Any student writer may be liable for libel when he/she causes the publication of his/her writing which give public and malicious imputation of a crime or of a vice or defect, real or imaginary, or any act, omission, condition or status, or circumstances tending to cause dishonor, discredit, or contempt of a natural or judicial person.

Section 9. Expulsion or suspension of staffers shall be implemented by the Head of Student Publications Unit upon consultation with the Editorial Board members and after due process.

Section 10. The following shall be grounds for expulsion or suspension of any staffer from the Official Student Publication:

1. Failure to produce commendable work assessed by the section chief/editor in consultation with the Editorial Board and Adviser
2. Misuse of resources available to the staffer and the Office of Student Publication;
3. Violation of the ethics of professional journalism;
4. Violation of any of the guidelines or procedures of the student publication;
5. Any similar act

Section 11. Duties and Responsibilities. The Official Student Publication is expected to prepare, publish and circulate their materials to the University community with utmost feasible frequency. All publications will be assessed as to quality as well as frequency of release.

Section 12. All money disbursements must be the responsibility of the editor-in-chief, the managing director (business manager) and the adviser. In the absence of the editor-in-chief, the signature of the adviser with a reasonable explanation for the proxy attached will be accepted. In the absence of the managing editor (business manager), the signature of the members of the Editorial Board upon consultation with the adviser will validate the requisition.

Section 13. All expenditures must be supported by official receipts to be submitted to the Business Manager for accounting.

Section 14. Facilities of the Student Publication Office may be utilized only by members of the Editorial Board and their staff. Publication equipment and supplies may not be taken out of the office or venue where the staffers hold office.

Section 15. Violation of rules regarding publication policies designed by the editorial board and policies on professional journalism as specified under Sec. 8 of Chapter 3 is subject to suspension or expulsion and in extreme cases, disciplinary action.

PART VI

Conduct and Discipline



Chapter 1 PRELIMINARY MATTERS

Section 1. The Provisions of this part on matters pertaining to rules of discipline with the jurisdiction of the University Discipline Officer shall be reconciled according through an adopted system of approval without prejudice to consultation with students duly represented by their leaders.

Section 2. At all times, every student must promote and maintain the peace and tranquility of the University by observing the rules of discipline, and by exerting efforts to attain harmonious relationships with fellow students, the teaching and academic staff and other school personnel (Part I, Chapter 3, Section 2:6 of this Student Manual).

Section 3. The investigation, disposition and corresponding sanctions of students' disciplinary cases shall follow the proceeding set by the proper forum established herein.

Section 4. All officials, faculty and staff and security force of the University are mandated to enforce and supervise overall compliance to the provisions of this part in their respective areas of responsibilities. All student officers may be called upon to assist in the enforcement of the rules of discipline whenever feasible and/or relevant.

Section 5. Pursuant to the provisions of this chapter, faculty and persons charged with the supervision of students shall be deemed persons in authority and should, therefore be accorded due respect and protection.

Section 6. The disciplining authority who is the University Discipline Officer shall mete out the punishment recommended by the constituted bodies under this part in accordance with due process.

Section 7. In meting out punishments, the same penalties shall be imposed in each case. A progressive system of punishment shall be maintained.

Section 8. Rights of Respondents. In addition to the rights guaranteed under Part 1 Chapter 3 Sec. 1 of this Manual, every respondent shall enjoy the following specific rights:

1. To be subjected to any disciplinary penalty only after the requirements of due process shall have been fully complied with;
2. To be penalized only on a basis of substantial evidence/s the burden of proof being with the person filing the charge;

3. To be penalized on the basis of evidence/s introduced at the proceedings of which the respondent has been properly appraised and given the opportunity to rebut the same;
4. To enjoy pending final decision on the charges, all his/her rights and privileges as a student. Subject to the recommendation of the University Discipline Board (UDB), the University Discipline Officer may order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the University;
5. The University Discipline Board is composed of the following as appointed by the University President:
 - College Dean concerned (Voting)
 - Student Council representative (Voting)
 - University/College Guidance Counselor (in case of tie)
 - University Discipline Office (Voting)
 - Dean of Student Affairs and Services (Voting)
 - Vice President for Academic Affairs (Approving Officer)
6. To defend himself/herself personally or by counsel, or by representative of his/her own choice. If the respondent desires, but is unable to secure the services of counsel, he/she shall manifest the fact at least two (2) days before the date of hearing and request the University Discipline Board to designate a counsel for him/her from among the faculty members and staff of the University.

Chapter 2 NORMS OF CONDUCT

Section 1. Every student must be imbued with patriotism and nationalism, love of humanity, respect for human rights, civic conscience, ethical and moral values, moral character and self-discipline in keeping with the mandates of the educational system under the Philippine Constitution.

Section 2. For the guidance of all concerned, the following norms of conduct and discipline of student are hereby promulgated, namely:

1. Moral Character. A student is imbued with moral character if among other qualities:
 - a. Has learned to act, live and think as a person whose values, attitudes and convictions are in accord with the Universal Ethical Norms of Right Reason and the accepted values and levels of conduct in the society where he lives.
 - b. Is honest to himself/herself, accepting his/her shortcomings and striving to improve or change them;
 - c. Is fair and just in his/her dealings with his/her fellowmen;
 - d. Lives by the precepts of love, justice, compassion and concern for other; and
 - e. Respects and defends the right of others as he/she wants his/her own rights to be respected and defended.
2. Personal/Self Discipline. A student is imbued with personal self-discipline if among other qualities:
 - a. Is devoted to the fulfillment of all obligations and considers his/her rights as a means for the fulfillment of such obligations;
 - b. Learns to forgo the enjoyment of certain rights and privileges that others' needs maybe benefited;
 - c. Resolves problems and conflicts without prejudicing others;
 - d. Is tolerant of others; humble enough to accept opinion that may be better than his/her;
 - e. Avoids vices, e.g. gambling, drinking alcoholic beverages, illegal drugs, sexual excesses and aberrations, etc. and
 - f. Guides and controls his/her life, actions and emotions.

Chapter 3
GROUND FOR DISCIPLINARY ACTIONS AND SANCTIONS

Section 1. No student shall be meted out any form of disciplinary actions except for causes as provided by the provisions of this part and by appropriate authorities after due process.

Section 2. Suspension as a sanction can range from a minimum of three (3) days to a maximum of one year. The following rules shall govern the sanction of suspension.

1. During the period of suspension, the student shall be deemed divested of all privileges as a student of the institution and shall not be allowed to enter the premises of any campus or use any facilities of the university. The student ID shall be confiscated and deposited with the Dean of Student Affairs and Services upon the execution of the order. Discipline officers or their equivalent shall be properly notified of students serving the sanction of suspension.
2. After serving the period of suspension, the student shall be issued an order lifting the suspension and subsequently clearing him/her of the sanction thereof. Once cleared, all privileges as a student are restored and ID is returned to him/her.
3. Any student whose suspension covers the final examination period will have to miss the final examination. In all cases of suspension, a written promise of future exemplary conduct by the student countersigned by his/her parents or guardian is required as a condition for readmission and shall be filed in his/her folio.

Section 3. The penalty of dropping shall consist of either dropping from the university or dropping from all subjects. Dropping from the university shall consist of the total ban of the student from enrolling in any course offered by the institution. Dropping from the subject shall consist of dropping him/her from the subjects without prejudice to his/her enrolling in the same subjects but in another semester/year as the case may be. The Registrar shall be duly notified of this sanction imposed upon the student.

Section 4. Expulsion shall carry with it the total ban of the student from enrolling in any course offered by an institution in the country within a period of one year from the date the order became final and binding. The Registrar shall be correspondingly notified of the students who have been meted with this sanction.

Section 5. Aggravating, mitigating and alternative circumstances of any kind as provided by law in the commission of the acts shall be considered in the imposition of the sanction.

Section 6. The nature and extent of participation of the respondent in the offense charged against the student shall be considered on the imposition of the sanction.

Section 7. The sanction of warning, reprimand, and apology shall be executed strictly in accordance with the decision of the case.

Section 8. Minor Offenses. The following shall be grounds for disciplinary sanctions of minor offenses:

1. Inappropriate/non-wearing, lending, borrowing of Identification (ID) and library cards. The university adheres to the NO ID/NO UNIFORM, NO ENTRY policy. Student's can temporarily use their COR and Temporary ID issued by SDO if they lost their RFID or if it was broken.
2. Improper/inappropriate use of school uniform/dress code
3. Disrupting academic functions (class, organization activities, academic activities, co-curricular activities)
4. Unauthorized use of school facilities, equipment, properties and the like
5. Use of cellular phones or any similar communication/electronic gadget during class hours
6. Smoking within the University
7. Littering
8. Loitering
9. Other minor offenses

Sanctions for Minor Offenses:

First Offense – verbal reprimand/warning with record at the Student Discipline Office and Guidance Office (non-issuance of good moral certificate for three months)

Second Offense – written reprimand and promissory note with record at the Student Discipline Office (non-issuance of good moral certificate for one semester)

Section 9. Major Offenses. The following shall be grounds for disciplinary sanctions of major offenses;

1. Dishonesty such as the following or any similar act;
 - a. Stealing or an attempt thereof;
 - b. Cheating in examination and/or quizzes or any other similar acts such as the following:
 - Deliberately looking at neighbor's examination papers;
 - Copying from or allowing another to copy from one's examination papers;
 - Having somebody else take the examination for another (in which case both shall be liable)
 - Communicating verbally and non-verbally without permission during examinations;
 - Passing as one's work any assigned report, term paper, case study/analysis, reaction paper and the like, when copied from another;
 - Using or bringing out of cellular phones or any communication gadget during examinations or quizzes whether or not the student uses them
2. Oppression such as the following or any similar act;
 - a. Threatening another with infliction upon his/her person, honor, or property;
 - b. Fighting or resorting to physical force or violence to settle disputes provided that the party who acted in self-defense shall be exempted from punishment;
 - c. Direct assault either verbal or physical upon the person of any student, faculty, administrative or non-teaching staff or any person;
 - d. Willful suppression of another person's duly constituted rights;
 - e. Cyber Bullying or any forms of abusive, hurtful, imitating, intimidating and humiliating texts, emails/message, social media post, images and videos; and
 - f. Provision on R.A. 9442 "Title IV: Prohibitions on Verbal, Non-Verbal Ridicule and Vilification Against Persons with Disability"

3. Misconduct such as the following or any similar act:
 - a. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, blades of peace or serious disturbances;
 - b. Carrying or possession of firearms, or unauthorized carrying of deadly weapons (e.g. lead pipe, ice picks or blades and explosives such as firecrackers and pyrotechnics) within the premises of the university.
 - c. Unauthorized or illegal possession or use of prohibited drugs or chemicals such as marijuana, shabu, heroin, rugby and hallucinogen drugs or substances in any form within the university premises; or the possession of any regulated drug without the proper prescription (as included in the Dangerous Drug Act/Law).
 - d. Possession and/or bringing or drinking of alcoholic beverages within the university premises or attending on campus and off-campus activities in a state of intoxication.
 - e. Willful disregard or violation of established policies and regulations of the University.
 - f. Malicious or unfounded accusation of any member of the academic community and university visitors.
4. Disgraceful, immoral, fraudulent and or unlawful conduct such as the following or any similar act:
 - a. Display and distribution of pornographic materials within and during on/off campus academic and co-curricular activities, through published or electronic materials
 - b. Illicit relationships (relationship with married individuals, with members of the academic and non-academic staff)
 - c. Acts of disorder, lewdness or obscene conduct and acts of intimacy within the university premises and during on and off-campus academic and co-curricular activities
 - d. Impersonating or giving of fictitious names with malicious intent
 - e. Intentional making of false statement of any material fact or practicing or attempting to practice any deception or fraud

for such purposes as admission or registration in or graduation from the University

- f. Acts of bribery to corrupt the standards of the University
5. Harassment (verbal/physical) which tends to put any member of the students, faculty, administration or non-teaching staff or any person of authority in ridicule or contempt. (Violence Against Women and Children Law)
6. Sexual harassment (physical/verbal) committed by students, faculty, administration or non-teaching staff, faculty or any person with authority, influence or moral ascendancy as included in Republic Act 7877 (Anti-Sexual Harassment Act of 1995)
7. Any acts that transgress gender equality and sensitivity and other similar forms of discrimination towards the opposite sex. (Gender Sensitivity Act)
8. Unauthorized solicitation of funds or promoting the sale of tickets in behalf of private enterprises that are not intended for charitable or public welfare purposes
9. Forging, tampering, alteration or misuse of official academic records or documents of any kind
10. Gambling of any form within the premises or during off-campus academic or co-curricular activities
11. Willful refusal to pay just debts
12. Insubordination such as:
 - a. Willful disobedience to any just order of any person in authority within the University premises including related school activities held off-campus.
 - b. Any other similar acts
13. Conduct prejudicial to the best interest of the university such as:
 - a. Vandalism or destruction of public/university property
 - b. Acts that bring the name of the institution or any of its member into disrepute such as public malicious imputation of a crime or a vice or defect, real or imaginary, or an act, omission, condition, status or circumstance, which tends to cause dishonor, discredit or contempt to the name of the institution or any negligent act that leads to the above;

- c. Any other similar acts
14. Abuse of authority, rights and privileges such as:
- a. Appropriating university properties for personal use;
 - b. Committing indecent and unlawful acts in the exercise of his rights or privileges;
 - c. Unauthorized posting of notices in any form;
 - d. Unauthorized publication of printed and broadcast materials and distribution thereof to members of the academic community
 - e. Unauthorized extension of time and use of facilities in conducting student activities
 - f. Failure to comply with the summons/sanctions imposed under the University Student Manual
 - g. Hazing defined as an act with which endangers the mental or physical health of a student for the purpose of initiation, admission in, affiliation with or as conditioned for continues membership in a group or organization. (Sanctions as determined by UDB based on Anti-Hazing Law);
 - h. And other similar acts

Sanctions for Major Offenses:

First Offense – minimum of seven (7) school days suspension to one semester suspension

Second Offense – minimum of twenty-one (21) school days suspension to one (1) year suspension.

Third Offense – expulsion/dismissal from the University

Inclusion of the following based on the final recommendation of the UDB:

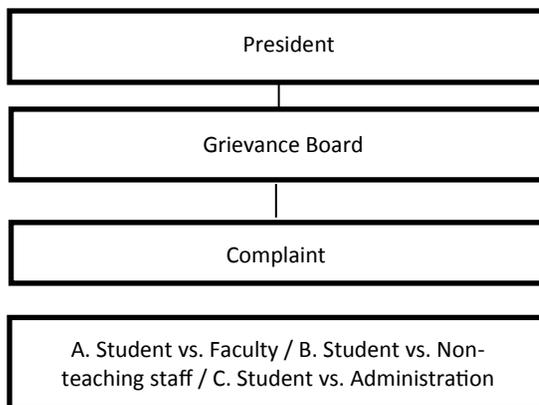
- a. Suspension includes number of hours of in-house service to the University/College
- b. Loss of privileges to attend classes including exams or other academic and extra-curricular activities

- c. Official University Records will be on-hold such as transcript of records, certification of grades and the like.
- d. Non-issuance of certification of good moral character;
 - First Offense – non-issuance for three months
 - Second Offense – non-issuance for one semester
 - Third Offense – non-issuance of good moral character

CHAPTER 4 GRIEVANCE BOARD

Section 1. Composition. The Grievance Board shall be composed of five (5) members who shall be appointed by the President of the University with one (1) representative each from the following sectors, upon recommendations of their respective constituents: Administration, Faculty Union and Student Body. The faculty representative must come from the Academic Council. There shall be an Arbiter who must be requested to act as arbiter or one with sufficient legal background may be appointed. There shall be a secretary of the Board who shall be skillful in steno-typing. The board shall be headed by a Chairman, the Vice President for Academic Affairs who shall preside during the hearing and deliberation. The President shall likewise appoint alternates for the members of the Board who shall attend the sessions in case of the absence of a regular member. Automatically, the Arbiter shall be the alternate for the chairman and shall then exercise the right to vote. Nothing shall prohibit the appointment of a member in a dual capacity e.g. that of Chairman and arbiter, provided that in such event, the Arbiter who is concurrently the chairman shall exercise the right to vote. The Arbiter and the secretary in their singular capacity shall have no right to vote

Figure 1. Functional Chart showing the forums that will hear complaints



Section 2. Jurisdiction. All complaints of a student against a faculty member, non-teaching personnel or a university administrator involving any of the grounds for disciplinary action in the case against a faculty member, non-teaching personnel and/or administrator as provided for under this part are cognizable by the Grievance Board.

Section 3. Powers and Function of the Board. The Board shall exercise the powers and perform these functions as follows:

1. To receive complaints of student/s or any member of the academic community against a faculty member, non-teaching personnel and administrator;
2. To conduct a formal investigation of the complaint filed in accordance with Section 5 of this Chapter and to render a just and impartial decision relative thereto.
3. To conduct summary proceedings of complaints filed that are covered by the rules on summary proceedings under Section 6 of this Chapter; and
4. To submit a report of their accomplishment as maybe required.

Section 4. The Powers and Functions of the Arbiter. It shall be duty of the Arbiter to see to it that hearings or proceedings are conducted in an orderly manner and that due process is properly observed. The Arbiter shall have the power to enforce rules of procedures and shall have the power to rule on the admissibility of evidence presented as well as on the propriety of questions profound, provided that the arbiter shall not have the right to vote during deliberations. The duty of the chairman and the other members of the Board shall be a formal inquiry and thereafter shall render a decision thereon in the manner hereinafter provided.

Section 5. Procedures in filing complaints with the Board. The following procedures shall govern the hearing of the complaints filed with the Board:

1. The complainant shall submit sworn statements covering his testimony and those of the student's witnesses together with his/her documentary evidence. If on the basis of such papers a prima facie case is found not to exist, the Board shall recommend its dismissal to the University President. If a prima facie case exists, the chairman of the Board shall notify the respond-

the charges against the latter, to which shall be attached copies of the complaint, sworn statements and other documents submitted, and the respondent shall be allowed no less than seventy-two (72) hours after receipt of the complaint to answer the charges in writing under oath, together with supporting sworn statements and documents in which he/she shall indicate whether or not he/she waives a formal investigation, if his/her answer is not considered satisfactory. If the answer is found satisfactory, the Board shall recommend to the President the dismissal of the case.

2. Although a respondent does not request a formal investigation, one shall nevertheless be conducted when from the allegations of the complaint and the answer of the respondent, including the supporting documents, the merits of the case cannot be decided judiciously without conducting such investigation.
3. The investigation shall be held not earlier than five (5) days nor later than ten (10) days from date of receipt of respondents answer by the Chairman of the Board and shall be finished within thirty (30) days from the filing of the charges unless the period is extended by the President in meritorious cases. The decision shall be rendered by the Board within thirty (30) days from the termination of the investigation. Such decision shall be recommended for execution to the President.
4. The direct evidence for the complainant and the respondent shall consist of the sworn statements and documents submitted in support of the complaint or answer, as the case may be, without prejudice to the presentation of additional evidence deemed necessary but was unavailable at the time of the filing of the complaint or answer upon which the cross-examination, by the respondent and the complaint, respectively, shall be based. Following cross-examination, there may be redirect and re-cross examination.
5. Either party may avail of the services of the counsel and may require the attendance of witnesses and the production of documentary evidences in his/her favor through the compulsory process of subpoena or subpoena duces tecum.
6. The investigation shall be conducted only for the purpose of ascertaining the truth and without necessarily adhering to technical rules applicable in the judicial proceedings.

Section 6. Summary Proceedings. No formal investigation is necessary and the respondent may be immediately penalized in any of the following situations:

1. When the violator/offender is caught in the act by any person in authority;
2. When the evidence of guilt is very strong
3. When the student is a habitual violator/offender, that is, the student has been punished for at least three times by authorized officials as shown by his/her records for the same offense to which he/she is charged;
4. When the respondent admits his/her guilt in writing during a preliminary inquiry and state that the formal investigation be dispensed with.

When any of the above situations exists, the Grievance Board shall note the surrounding facts in the records and shall recommend to the President within 24 hours that the formal investigation be dispensed with the recommended penalty imposed. The President must act on the recommendation within 24 hours. Once the penalty is imposed, it shall be final and immediately binding.

Section 7. Any decision rendered whether as a result of formal investigation or summary proceedings shall be in writing stating the grounds for which the disciplinary penalty is imposed. When not appealed within the prescribed period, the penalty shall be final and binding.

Section 8. Any decision rendered by the Grievance Board in summary proceedings shall be final. However, cased may be appealed within three days from receipt of the decision thereof.

PART VII

Grievances



Chapter 1 PRELIMINARY MATTERS

Section 1. Definition of Grievance. A grievance as defined in this Manual as dissatisfaction, complaint, irritation, or misunderstanding (real or imagined) of a student arising from his/her status as a student or his/her relationships with a faculty member, non-teaching staff or an administrator within the institution.

Section 2. As befits member in an academic community, grievances against any member of the academic community are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to such grievance or resort to student assemblies such as rally, demonstration, pickets boycotting of classes or similar acts as expression of an opinion or petition for redress of grievances.

Section 3. Informal Grievance. Proper communication is absolutely necessary if the academic community is to interact satisfactory. If something goes wrong, those affected should not wait for a crisis situation to appear but should attempt to settle the matter soon as possible. A grievance made orally is considered as informal. An informal grievance shall be settled informally (that is, orally). Informal grievances may be conveyed directly to the party concerned or through the use of an intermediary who may be any member of the academic community.

Section 4. Formal Grievance. A grievance is considered formal when expressed in writing and duly signed. A formal grievance needs a formal procedure for settlement. Such procedure is outlined under pertinent provisions of this part.

Section 5. If the party concerned does not feel that the necessary action on his/her complaint has been taken after the prescribed time, said party shall not be barred to elevate the case to the higher forum.

Section 6. A formal grievance may be filed as follows:

1. By students/class/group of students against a faculty member
2. By students/class/group of students against a non-teaching personnel
3. By students/class/group of students against an administrator

Chapter 2 GROUNDS FOR GRIEVANCES

Section 1. The following shall be considered as grounds for grievance against a faculty member:

1. Inability to deal seriously and conscientiously with his/her teaching assignment, including meeting schedules, classes and clearly informing students of course requirements;
2. Unfair and partial grading students;
3. Failure to take an active interest in the individual academic problems of students;
4. Divulging secrets of students which may come to the faculty member's attention in his/her role as counselor;
5. Discourteous conduct of faculty like embarrassing students in front of a class resulting to contempt or ridicule of student;
6. Frequent/repetitions nagging of students without reasonable basis and consuming time space in the classroom for irrelevant matters;
7. Inability to serve as a model for standards in:
 - a. Academic and scholarly excellence
 - b. Personal integrity; and
 - c. Professional ethics
8. Repeated introduction in his/her classes discussion of subject matter outside the scope of the course beyond his/her field of professional competence;
9. Inability to look after the well-being of the students in class as a substitute parent (loco parentis);
10. Abuse of authority/confidence
11. Imposition of irrelevant and/or oppressive course requirement;
12. Unauthorized collection of contribution, or sale of tickets; and
13. Other similar acts.

Section 2. The following shall be considered as grounds for grievances against an administrator:

1. Abuse of authority;
2. Failure in leadership to provide quality education;
3. Neglect of duty;
4. Authorization of illegal contributions or sale of tickets;
5. Other similar acts.

Chapter 3 SETTLING FORMAL GRIEVANCES

Section 1. The Grievance Board shall have a sole and exclusive jurisdiction over all formal grievances.

Section 2. Procedures for Settling Formal Grievances. A grievance procedure is defined under this chapter as an orderly process whereby the concerned parties present to each other a complaint or any dissatisfaction, in the hope of getting it settled. The following procedures will be followed for the settlement of all formal grievances:

1. A student complaint against a faculty:
 - a. With the assistance of the class president, the student explains his/her complaint in writing to the faculty member during his/her non-teaching time. The teacher shall provide an answer not later than three days from the time of the complaint is perceived and explained;
 - b. If the student feels that he/she has not obtained the necessary action on his/her complaint, with the assistance of the college council president, refers the matter to the department head who will investigate objectively from both side of the faculty member and that of the student within three days from receipt thereof of the copy of the complaint;
 - c. If the complaint is unsolved, with the assistance of the President of the College of Student Council, he/she may elevate it to the Grievance Board who shall conduct the grievance procedures within 5 days from receipt thereof.
2. A class complaint against a faculty member:
 - a. A formal written complaint duly signed by the majority of the class is submitted to the Department Head who investigates and settles the complaints within 5 school days.
 - b. If the class feels dissatisfied and the complaint is not resolved after the prescribed time, the class representatives together with the president of the College of Student Council and the President of the Supreme Student Council will present their written complaint to the Grievance Board which will conduct the investigation and settle the complaints within 5 school days from receipt thereof.

3. Student/s complaint against non-teaching staff
 - a. The student writes a complaint to the Department Head of the unit, where the non-teaching staff belongs, who acknowledges receipt of the complaint. He/She is given 5 working days to investigate and settle the complaint.
 - b. If unsatisfied with the result of the investigation, the written complaint is elevated to the Grievance Board for appropriate action within 5 school days.

Section 3. Any decision arrived at by the Grievance Board must be in writing and shall state the reasons for arriving such decision. Such decision shall be made within three days after the last day of the period provided for in the conduct of grievance procedures. Copies of the decision shall be furnished to the concerned parties.

Chapter 4 SANCTIONS

Section 1. Sanctions that will be imposed should not be unjust, cruel and oppressive. A progressive system of imposing sanctions shall be adopted taking into consideration the gravity of the offense and aggravating, mitigating and alternative circumstances attendant thereto.

Section 2. No respondent shall be penalized twice for the same complaint.

Section 3. Sanctions may range from warning, reprimand, suspension transfer or detail or revocation of designated position. Dismissal/ termination from service as sanction shall be the last resort. All sanction shall be given with outmost objectivity and impartiality to the end that no injustice in committed.

Section 4. Respondents in any grievance proceedings are prohibited to commit any hostile act whether directly or indirectly against the complainant for the purposes of intimidation and/or coercing the latter to withdraw the case. These acts if committed during the pending of the grievance case satisfactorily proven shall be considered as an aggravating factor in the imposition of the sanction.

PART VIII

Student Assemblies



Chapter 1 PRELIMINARY MATTERS

Section 1. Definition of Student Assemblies. A student assembly shall mean any rally, demonstration, march, parade procession, convocation, seminar, workshop or any other form of meeting or mass action held by the students within the premises of school for such purposes as the discussion of issues, presentation of a cause, expression of an opinion or petition for redress of grievances.

Section 2. As a matter of principle, the institution shall uphold the students' rights to peaceably assemble and petition the lawful school authorities for redress of their grievances provided, however, that the exercise of such rights shall be within the bounds of law, public policy and acceptable customs and traditions.

Section 3. The Institution shall give the students freedom to allow the discussion of ideas and exercise of free speech as long as this exercise by persons of their right to free speech does not disturb, prevent or otherwise infringe upon the exercise of other rights to engage in their respective studies, work or other peaceful and lawful activities.

Chapter 2 PROCEDURES IN CONDUCTING STUDENT RALLIES

Section 1. Student assemblies may be held within the campus or outside of it provided, however, the pertinent provisions under this Chapter on the holding of such assemblies shall be adhered to.

Section 2. Application of holding students assemblies:

1. Before any student assembly is held or announced, a written permit must be secured by sponsoring accredited student group/s at least 5 school days before the assembly from the Dean of Students Affairs who shall be given a period of one (1) school day to decide on the permit. The application of a permit must include the following:
 - a. Name of sponsoring organization;
 - b. Name of signature of the president of the accredited student organizational noted by the adviser;
 - c. Date, time and duration of the assembly;
 - d. Place of assembly;

- e. estimated number of participants; and
 - f. name/s of invited speakers/s, if any
2. In cases of academic seminar, workshops and forums, a permit is secured from the concerned officials for the use of school facilities and for the excuse from classes of participants. It must be channeled through the Dean of Student Affairs and Services. It shall be filled not less than five (5) school days prior to the holding of the proposed activity.
 3. If the student mass action within the school campus is for redress of grievances against school authorities or school policies, all peaceful means in the forum of genuine dialogue as provided for under the pertinent Sections of Chapter 1 of Part VII must have been resorted to prior to the application of a permit for a student assembly. It must be applied to the Dean of Student Affairs and Services at least two (2) days prior to the mass action. If the application for a permit is denied, the school officials should inform the applicants of the reason/s for the denial. In this case, an appeal from the decision may be forwarded to the President of the University.

Section 3. Conduct of Student Assemblies. Before a permit for mass action or academic student assembly is granted, to ensure a peaceful assembly, the student leader/s must agree to adopt the following measures:

1. To police the ranks of the participants;
2. To properly coordinate with the school official (Dean of Student Affairs and Services, Security Guards, etc.) with regard to the assembly/academic activity
3. To ensure that not person in the student assembly molests, intimidates or threatens any other person in the school community or interferes in the exercise by others rights to engage in their respective studies, work, or other peaceful and lawful activities;
4. To see to it that the student assembly shall end on the date and time stated in the permit;
5. To see to it that the student assembly does not block the gates of the school so as to permit the free entry and exit of students, academic and non-academic personnel;
6. To see to it that no education function of the school are in any way disturbed, distracted or interrupted;

7. To see to it that no student under the influence of liquor or prohibited drugs enter the school campus and participate in the assembly. To be accountable to the damage of schools facilities due to misuse or abuse; and to conduct the student assemblies within the bounds of law, school rules and regulations including the laws on libel and sedition.

Section 4. Creation of a Negotiating Panel. In cases where the students' mass action is intended for petition for redress of grievances, the student organization/s sponsoring such mass action shall submit with the application for permit the following:

1. A position paper indicating therein the issues to be discussed, the subject/s of the grievances and the proposed remedies/ solutions/ actions to be undertaken by concerned authorities for the settlement of the grievance;
2. A structure of the negotiating panel identifying the names of the members therein.

Upon the receipt of the above, the Dean of Student Affairs and Services shall refer the matter to the University President for the designation of a negotiating panel. Such panel shall include the Dean of Student Affairs and Services, the Dean/Department Head where the subject of the grievance is found and another member of the Administrative Council or its equivalent. The student organization may suggest the inclusion of a member of the academic community who is acceptable to them as a member of the negotiating panel of the institution.

The negotiating panel of both sides shall strive to settle the grievances filed with utmost objectivity and impartiality to the end that no injustice to either party will be committed. Rules of procedures in the dialogue held by the negotiating panels shall be established by said panels earlier than the date of the student mass action.

The creation of the negotiating panel shall be done within the prescribed period for the issuance of the permit for student mass action.

Section 5. Selection of Arbitrator. If a satisfactory solution to both parties is not reached by the procedure provided for under Section 4, then the matter shall be submitted to arbitration at the request of either party to one Arbitrator who is mutually acceptable to the parties. The Arbitrator shall decide on the grievances based on written report submitted by both parties and after hearing their sides. In reaching a decision, the Arbitrator shall be guided and shall apply existing laws or arguments (if any), regulations, applicable jurisprudence, the evidence presented or which may be taken judicial notice of the established principles of equity.

The decision of the Arbitrator shall be final and binding on the parties subject to limitations provided by existing laws, rules and regulations.

Section 6. Should the grievance or complaint not be settled by the above procedures, only then may either party pursue such other actions as may be allowed by law.

Section 7. Student Assemblies held in Public Places. The Public Assembly Act of 1985 and other pertinent laws of the land shall govern activities conducted in public places which include "any highway, boulevard, avenue, road, street, bridges or other thoroughfare, park, plaza square, and/or any open space of public ownership where the people are allowed access." The following procedures shall be adhered to:

1. A written permit secured from the office of the City Mayor shall be required for any student leader/s to organize and hold public assembly in a public place;
2. In securing a permit, the name of the University must not be used to unless permitted by school authorities.
3. The application which is in writing shall be filed with the office of the City Mayor at least five (5) days before the scheduled public assembly or as may be provided by city or municipal rules and regulations.

PART IX

Transitory Provisions



Chapter 1
TRANSITORY PROVISIONS

Section 1. Repealing Clause. Any provisions of this Student Manual or any thereof that are found to be contrary to or inconsistent with the Philippines Constitution or with laws, decrees, rules and regulations are deemed null and void.

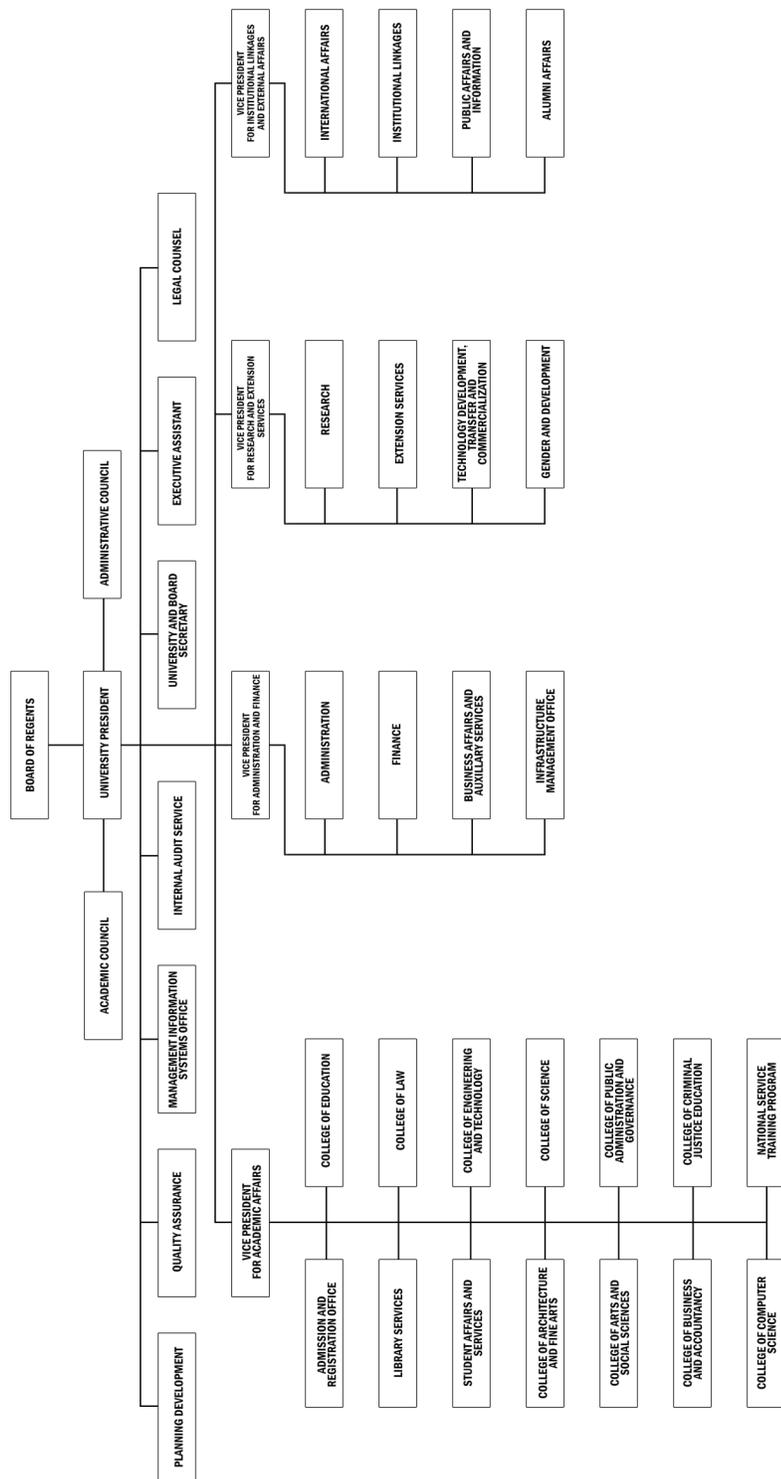
Section 2. Seperability of Provisions. If any part, chapter or section or provision of this Student Manual shall be held unconstitutional, no other part, chapter, section or provisions thereof shall be affected thereby.

Section 3. Adoption. This Manual may be adopted by TSU provided that the students duly represented by its chosen leaders/officers shall be involved in the consultation hearings to be conducted in the university which seeks to adopt this Student Manual.

Section 4. Ratification. The adopted Student Manual may be submitted for ratification by the students.

Section 5. Effectivity. The duly ratified Student Manual shall be effective immediately upon approval by the Board of Regents.

ORGANIZATIONAL STRUCTURE OF TARLAC STATE UNIVERSITY





TSU EMERGENCY HOTLINE NUMBERS

For concerns regarding unsafe acts and unsafe conditions;

SAFETY OFFICER: **(045) 606-812**

For concerns regarding violence, safety and security of properties;

MAIN CAMPUS SECURITY: **(045) 606-812 / (045) 982-0716**

SAN ISIDRO CAMPUS: **(045) 493-4423**

VILLA LUCINDA CAMPUS: **(045) 493-4499**

For injury, illness and other health related emergency cases;

MEDICAL SERVICES UNIT: **(045) 606-8136 / (045) 982-3806**

For environmental concerns (i.e. spillages);

POLLUTION CONTROL OFFICER: **(045) 606-8160**

TARLAC EMERGENCY HOTLINES

POLICE:

Camp Macabulos **(045) 982-1972 / 0917-823-6417**

Tarlac City **(045) 982-2101 / 0929-814-5791 /
0917-804-1185**

FIRE:

Provincial Fire Marshall **(045) 491-0475 / 0943-700-3146**

Tarlac City Fire Station **(045) 982-1356**

RESCUE/EMERGENCY SERVICES:

CDRRMC **(045) 470-8647 / 0921-930-0047**

PDRRMC **(045) 628-0584 / 0917-806-9276**

(045) 628-0586 / 0908-887-2339

Cut along the dotted lines

AFFIRMATION

This is to acknowledge that I received the **Tarlac State University Student Handbook**.

It is my responsibility to read thoroughly, understand, abide by and faithfully observe all the rules and regulations contained herein.

Moreover, I understand that my failure to comply with any and all rules and regulation of the Tarlac State University may be used as a sufficient ground for disciplinary action.

CONFORME:

Name and Signature of Student

Year and Section

Date

Name and Signature of Parent/Guardian

Date

Home Address

