

SOUTHERN LEYTE STATE UNIVERSITY

# STUDENT MANUAL

2025-2030



SOUTHERN LEYTE  
STATE UNIVERSITY

## **PREFACE**

This **Student Manual** serves as a comprehensive guide to help you, students, navigate university life. It provides essential information about the university policies, academic regulations, student services, and code of conduct and discipline. Understanding and adhering to these guidelines will ensure that you have a productive and fulfilling experience throughout your stay at Southern Leyte State University

At SLSU, we are dedicated to providing you with a holistic education that prepares you to become a responsible professional and an active contributor to society. This manual is designed to equip you with the necessary knowledge and support systems to maximize your potential, uphold the university's core values, and achieve academic and personal success.

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## **INTRODUCTION**

### **Historical Development**

Southern Leyte State University (SLSU) was established on March 7, 2004, under Republic Act No. 9261 by integrating two state colleges, namely, Tomas Oppus Normal College (TONC) in San Isidro, Tomas Oppus and Southern Leyte State College of Science and Technology (SLSCST) in San Roque, Sogod, both located in the Province of Southern Leyte. Prior to the integration, the SLSCST system had four campuses, namely, SLSCST-Bontoc (formerly known as RKKMAFTI), SLSCST-San Juan (formerly known as SJPC), SLSCST-Hinunangan (formerly known as SLIAT), and SLSCST-Sogod (Main). Now, SLSU operates on five campuses—SLSU-Tomas Oppus Campus, SLSU-Bontoc Campus, SLSU-San Juan Campus, SLSU-Hinunangan Campus, and SLSU-Sogod Campus as the main campus of the University. A sixth campus of SLSU was constituted on September 27, 2018 under Republic Act No. 11079 through the integration of Maasin City College in Maasin City, Southern Leyte into the SLSU system, and now known as SLSU-Maasin City Campus.

## The University Seal



The seal bears the name of the university (Southern Leyte State University) and the year it was chartered (2004). The three words inside the circle are reflective of the tri-fold mandated functions of the university as follows: Knowledge (Instruction), Service (extension) and Innovation (research).

The hexagon at the center represents the united six campuses under the university banner with inner icons to connote its corresponding areas of specialization namely: the book (teacher education), the gear (engineering and technology), the attaché case (business and management), the fish (aquatic and life sciences), the rice panicle (agriculture, food, and environmental sciences), and the people (governance and development studies).

The Southern Leyte map at the core of the seal signifies the university's role as one of the catalysts of progress and development in the province. The laurel leaf symbolizes the quest for excellence as mandated.

The eight gears signify development of its direct service area (Region 8) and inner circles to represent the university's active participation and linkage with global community.

The kingfisher which is wise and keen seeker of fish signifies the university's aim of pursuing partners in the country and across the world.

The colors of the seal are derived from the kingfisher locally known "talingkaroy", the university's symbolic bird, which is found in the province in great numbers.



## **Vision, Mission, Goals, Objectives, Core Values, Philosophy of the University, and Quality Policy**

### **University Vision**

By 2040, Southern Leyte State University is a leading higher education institution that advances knowledge and will be known for innovation and compassion for humanity, creating an inclusive society and sustainable world.

### **University Mission**

We commit to be a smart and green University that advances education, technological and professional instruction, research and innovation, community engagement services and progressive leadership in arts, sciences and technology that are relevant to the needs of the global communities. We produce graduates and life-long learners equipped with knowledge that enhance lives and invigorates economic development.

### **Breakthrough Goals**

1. Curricular Programs, research and community engagement initiatives that meets domestic and international challenges and driven by 4<sup>th</sup> Industrial Revolution (4IR).
2. Sound financial stewardship and management of the university's tangible resources.
3. Service delivery, management, and governance that meet international and domestic standards, powered by competent academic and non-academic staff and the latest quality processes and technologies.
4. Academic and non-academic personnel of SLSU are exemplar educators and public servants.

### **Strategic Objectives**

1. Offer curricular programs integrating the latest technologies.

2. Equip students with 21<sup>st</sup> century skills (character, citizenship, communication, collaboration creativity, critical thinking).
3. Implement student services that enhance university-life experience.
4. Meet stakeholders' expectations and requirements.
5. Produce research outputs consistent with SLSU's drive to be a leading Higher Education Institution (HEI), and implement community engagement programs that result in new knowledge or patents, or improve the quality of life of target communities.
6. Sound and judicious investments in infrastructure, management and quality processes to ensure the attainment of SLSU's vision to be a leading HEI by 2040.
7. Establish a quality process program to include people, management, operations, Financial, assets, transparency and accountability.
8. Implement the automation/digitization of facilities, systems, processes.
9. Implement the CSC PRIME-HRM framework to establish a competency driven culture in SLSU.
10. Implement the Strategic Management Performance System for equity and fairness in managing careers in SLSU.
11. Re-energize SLSU with its commitment to its re-affirmed core values.

## **Core Values**

Excellence

Service

Leadership and Good Governance

Innovation,

Social

Responsibility

Integrity

Professionalism

Spiritual

## **Philosophy of the University**

As an academic institution, SLSU exists as an advocate of quality education along with these four-fold complementary functions: instruction, research, extension, and production. The institution is concerned with the intellectual and personal growth of every individual to become a competent professional and a productive entrepreneur.

As a development arm of the region, SLSU is responsive to the needs of the province and region as a reservoir of human resource capable of sustaining the manpower requirements of industries, government, and private establishments, and a potential source of future technology inventions and innovations.

As a social institution, SLSU provides an environment that ensures access to higher education for the marginalized sector of the society and to utilize the resources of the university efficiently and effectively towards the delivery of these services with full accountability to the people, to the community, and to the nation.

As an advocate of academic freedom, SLSU establishes collaborative relationships between the faculty, administrative personnel, students, and the general public, both within and outside the University, in recognition that all academic efforts require intellectual freedom and a climate that encourages free and open exchange of ideas.

As an effective partner of public and private agencies and other organizations, SLSU responds to a variety of social, environmental, and economic development needs of the community, country, and of the global community.

## **Quality Policy**

We, at Southern Leyte State University, commit enthusiastically to satisfy our stakeholders' needs and expectations by adhering to good governance, relevance and innovations of our instructions, research, extension and other support services and to continually improve the effectiveness of our Quality Management System in compliance to ethical standards and applicable statutory, regulatory, industry and stakeholders' requirements.

The management commits to maintain, monitor and continually improve our quality management system and ensure that adequate resources are available.

## **OFFICE OF STUDENTS AND AUXILIARY SERVICES**

### **Goal:**

Provide responsive and pro-active Student Programs and Quality Services for optimum student welfare and development.

### **Objectives:**

1. Ensure relevant and responsive student formation and development programs and services needed to promote students' well-being.
2. Strengthen students' capabilities and skills in leadership, personal and social responsibility areas for sustainable development.
3. Strengthen internal and external partnerships with target organizations for sustainable student program and services.
4. Continuously enhance student services and programs based on student needs in order to improve the quality of student life.

## **Student Manual**

A student manual will be created in collaboration with student representatives to ensure it provides clear information and guidance for students and other stakeholders. The manual will include the rules and regulations that all students must follow.

Once the student manual is created or revised, it will be presented to the students at a General Assembly for approval. It will then be reviewed by the local and university administrative councils for endorsement and must be approved by the Board of Regents. The manual will also be submitted to CHED R08 for review to ensure it meets the requirements of CMO 9, s. 2013. After receiving approval, the manual will be distributed to students before it is put into effect.

## DEFINITION OF KEY TERMS

1. **Admission** – the process of which new entrants (freshmen and transferees) has to undergo before enrollment. This involves submitting of credentials, undergoing the SLSU Entrance Examination (Phase 1) and program-based interview/skills test/agility test (Phase 2).
2. **Bona fide student**- any individual who is enrolled in any of the SLSU campuses with Official Registration Form (ORF)
3. **Cross-enrolment** – granted to a student to enroll in a course or subject at another SLSU campus while maintaining active enrolment in their home campus. This is typically allowed under specific conditions, such as unavailability of the course at the home campus. The student is required to secure a Study Permit from his/her home campus.
4. **Dual Citizen** - a student having both a Filipino and foreign citizenships.
5. **Expulsion** - a highest form of disciplinary sanction imposed on a student who has committed a grave violation of the university's policies, rules and regulations. It entails the permanent exclusion of the student from the university, revocation of enrollment privileges, and prohibition from re-admission. This penalty is enforced only after due process has been observed, ensuring fairness and adherence to institutional and legal standards.
6. **Foreign Student** – a student whose nationality is not Filipino as reflected in his/her birth certificate, passport and other legal documents.
7. **General Examinations** – refers to the Midterm and Final examinations
8. **Grant** – a form of financial aid awarded to students. It is often provided by the government, private organizations, or institutions to support students who may not have the financial means to pursue higher education provided that the student meets the conditions set by the granting body.
9. **Late enrolment** – enrollment that is done on the first day of classes until enrolment finally stops.

10. **Latin honors** - distinctions awarded to graduating students in recognition of their academic excellence. These honors are based on students' cumulative Grade Point Average (GPA) and classified into three levels: *Summa Cum Laude (With the Highest Honors)*, *Magna Cum Laude (With High Honors)* and *Cum Laude (With Honors)*.
11. **Major subjects** – specialization or content subjects as specified in the CMO per program/course that are explicitly relevant to the skills and competence exclusive to the student's course program.
12. **Mandated subjects** – subjects which are mandated by law to be taken by all students in the Philippines regardless of the curriculum of their program.
13. **Minor subjects** – refer to general education and mandated subjects that are not exclusive to the student's course program. Institutional subjects are likewise considered minor subjects.
14. **Pre-requisite subject** - a subject to be passed first before enrolling in another subject of another higher level
15. **Professional Subjects** - refer to the core technical and specialized subjects that are directly related to the student's field of engineering.
16. **Residency** - minimum period a student must be enrolled in the university to qualify for graduation. Ensures that students complete a substantial portion of their coursework in the university.
17. **Scholarship**- financial award given based on academic achievement, talent, leadership, or other specific criteria. It is often merit-based.
18. **Transfeminine** – a person who is assigned male at birth but who transitioned to identify themselves with femininity, but not necessarily through surgical means.
19. **Transfer** - process by which a student moves from one SLSU campus to another or from another institution to SLSU in order to continue their academic program. This may involve credit evaluation, fulfillment of admission requirements and approval from both originating and receiving institutions.
20. **Transmasculine** – a person who is assigned female at birth but who transitioned to identify themselves with masculinity but not necessarily through surgical means.



21. **Student Returnee** - a student who was previously enrolled in SLSU, stopped for a specific semester/s, and is seeking re-admission to continue their academic program.

## **TITLE I: ACADEMIC POLICIES**

### **Article 1. ACADEMIC CALENDAR AND CLASSES**

#### **Section 1. Calendar**

**Sec. 1.1** The general framework of the Academic Calendar shall be prepared by the VPAA and the Registrar.

**Sec. 1.2** Each semester shall consist of at least one hundred (100) class days per CHED Memorandum Order (CMO) No. 01 s.2011. Class work in the summer term shall be equivalent to one semester class work  
Section 2. Schedule of Classes

#### **Section 2. Schedule of Classes**

**Sec. 2.1** Schedule of classes shall be prepared by the Program Head.

**Sec. 2.2** Changes of the schedule should be endorsed by the Program Head prior to the approval of the Faculty Dean.

#### **Section 3. Orientation Program**

An orientation program (online/face-to-face) for new undergraduate students, transferees, and returnees shall be conducted within the first week of the opening of classes to be spearheaded by the Office of Student Welfare and Services, in the case of the Main Campus and Office of the SAS Heads, in the case of external campuses.

**Sec. 3.1 Face-to Face Orientation-** attendance is mandatory for all target students. In case of absence due to valid reasons such as health issues, personal or social conflicts, natural disasters, or other unforeseen emergencies requiring immediate attention, please notify the Office of the Student Welfare Services, in the case

of the Main Campus and Office of the SAS Heads, in the case of external campuses.

**Sec. 3.2 Online Orientation-** for online orientation, students are required to provide proof of attendance, such as screenshots and the participants' log, to ensure proper documentation and participation. Additionally, a virtual tour video of Southern Leyte State University (SLSU) will be featured as part of the program, giving a glimpse of the campus facilities, services, and resources available.

**Sec. 3.3** Failure to attend or provide proof of attendance during the orientation program will result in a penalty or consequence as determined and approved by the Supreme Student Council (SSC), in coordination with the Office of the Student Welfare Services, in the case of the Main Campus and Office of the SAS Heads, in the case of external campuses.

## **Section 5. First Day of Classes**

**Sec. 5.1 (Face-To-Face)** The faculty shall verify the students enrolled in his or her class through the system generated master list.

**Sec. 5.2 (Online)** In cases where face to face classes are not feasible during the first day of classes, flexible modality will be adopted.

## **Section 4. Class Size**

**Sec. 4.1** For undergraduate and graduate programs, the number of students per section shall be based on the program CMO both for lecture and laboratory.

**Sec. 4.2** For Laboratory High School, a class size of 40 is required to open a section, both for lecture and laboratory classes.

**Sec. 4.3** If the class size would fall below the number of students per class for both lecture and laboratory, except for specialization or major courses, the Program Head or Area Chair should inform the Dean to decide whether to dissolve the class or distribute the students to the existing classes. However, in cases of freshmen classes, it shall reach the Campus Directors, in the case of external campuses.

**Sec. 4.** In the event that the class would be dissolved, faculty members should advise the students to transfer to other classes and require the students to report to the Office of the Registrar for the necessary change of class schedule and others.

## **Section 6. Suspension of Classes**

**Sec. 6.1** Classes shall not be suspended without the authority from the Office of the President/Campus Director or any authorized government agency.

## **Section 7. Onsite and Offsite Modality**

**Sec. 7.1** Lecture classes may be conducted through a flexible modality.

**Sec. 7.2** Laboratory/Shop classes shall be done onsite. However, online modality can be utilized, if applicable.

## **Section 8. Request for Petitioned Subjects**

**Sec. 8.1** Graduating and non-graduating students may request a petitioned subject endorsed by the Program Head, noted by the Dean/Director of Instruction, and approved by the VPAA/Campus Director for other campuses. Petitioned subject will follow the Opt-Out Mechanism, pay the corresponding assessed fee due to the instructor/professor who handled the petitioned subject.

## **Article 2. UNDERGRADUATE STUDIES PROGRAM**

### **Section 1. Enrollment Requirements**

#### **Sec.1.1. For high school/senior high school graduates:**

- a. High School Card (Form 138) / Senior High School Card
- b. Certificate of Good Moral Character with signature of the principal.
- c. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).
- d. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- e. Medical certificate with attached results of urinalysis, complete blood count, blood typing, chest x-ray (across all programs).
- f. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- g. Neuro-Psycho Test result (as required by the program)

**Sec. 1.2. For Transferees:**

- a. Certificate of Transfer Credentials from the school last attended.
- b. Certificate of Good Moral Character from the school last attended.
- c. Transcript of Records certified by the School Registrar from the school last attended. The admission of transferees shall be on probation basis until the official transcript of records from the last school attended is received.
- d. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).
- e. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- f. Medical certificate with attached results of urinalysis, complete blood count, blood typing, chest x-ray (across all programs)
- g. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- h. Neuro-Psycho Test result (as required by the program)

***Note:***

*Courses taken from other Colleges/Universities shall be evaluated and appropriately credited, provided that the subjects are substantially the same in content as indicated in the descriptive title with exactly the same number of units reflected in SLSU undergraduate curriculum.*

**Sec. 1.3. For ALS Passers**

- a. Certification from the person in-charge that the applicant passed and is promoted to tertiary level.
- b. Result of the BALS rating.
- c. Form 138 of the last school attended
- d. Photocopy of PSA/NSO Birth Certificate (with original copy for verification).

- e. Medical certificate with attached results of urinalysis, complete blood count, blood typing, chest x-ray (across all programs).
- f. ID Picture (white background w/ nametag, size 2"x2", 4 pcs).
- g. For Criminology Students: ECG Medical Results, Drug Test, & Police Clearance.
- h. Neuro-Psycho Test result (as required by the program)

### **Sec. 1.4. For Foreign Students**

**Sec. 1.4.1** A foreign student who has completed his/her secondary education or its equivalent and wish to pursue a degree at Southern Leyte State University (SLSU), the following documents will be submitted to the Registrar's Office for evaluation:

- a. Academic Records/Transcript of Records (TOR)
  - One (1) original copy with signature and stamped seal of the issuing educational institution.
  - Two (2) photocopies authenticated by the Philippine Embassy or consulate in the applicant's country of origin or legal residence.
  - The certification on the photocopies must be in original inked, signature and seal.
- b. Personal History Statement (PHS)
  - Seven (7) copies of PHS duly accomplished and signed by the applicant in English with original left- and right-hand print on PHS.
  - Each PHS should be provided with 2x2 original latest passport size ID picture.

c. Affidavit of support

- A notarized Affidavit of Support with proof of adequate financial support (bank statement) and letter of Guarantee from sponsoring parents/company/organization/private entity to cover expenses for student's accommodation and subsistence, school fees, dues and other incidental expenses.

d. Birth Certificate and photocopy of passport pages reflecting the name, picture, birth date and birthplace of the applicant.

e. Immigration papers, as well as certificate attesting to their competence to do college work from the school last attended signed by proper authority.

f. Chest X-ray result (as required by the program)

g. Police Clearance (as required by the program)

h. Drug Test result (as required by the program)

i. Neuro-Psycho Test result (as required by the program)

**Sec. 1.4.2** A foreign student is required to pay \$60 as admission fee and \$40 per unit for the tuition fee, plus other miscellaneous fees. Moreover, foreign students from countries with linkages and collaboration in this institution shall avail of mutually agreeable fees duly approved by the Board, otherwise, the above fee shall apply. Furthermore, provisions in Executive Order No. 285, series of 2000 shall be complied with by a Foreign Student.



## **Sec.1.5 Dual Citizens**

**Sec. 1.5.1** Student with dual citizenship, he/she will be recognized as Filipino upon submitting the necessary documents from the Bureau of Immigration that confirm his/her Filipino citizenship.

***Note:** SLSU shall submit a detailed enrolment report, through its Foreign Student Unit, to the Student Visa Section (SVS) of the Bureau of Immigration within thirty (30) days from the commencement of each and every school term, i.e., school year, semester, trimester.*

## **Sec. 1.6 Student Returnees**

**Sec. 1.6.1** Student returnees are those previously enrolled in SLSU, stopped for a specific semester/s, and are seeking re-admission to continue their academic program. At the time of enrolment, they must submit clearance to their Faculty.

## **Sec. 1.7 Cross-Enrollees**

**Sec. 1.7.1** A student may be allowed to enroll in a course or subject at another SLSU campus while maintaining active enrollment at their home campus. This is generally permitted under specific conditions, such as when the course is not available at the home campus. To proceed with cross-enrollment, the student must first secure a Study Permit from their home campus.

**Sec. 1.7.2** If a student wishes to cross-enroll at another school, they must first obtain approval from the Registrar. Failure to follow this procedure may result in the cancellation of the student's eligibility to receive credit for any coursework completed at either institution.

**Sec. 1.7.3** A student may be granted permission for cross-enrollment by the Registrar upon the recommendation of the concerned Program Head, and only if the student is a candidate for graduation during the school year or if the subject required for graduation conflicts with other scheduled subjects.

**Sec. 1.7.4** A student is allowed to cross-enroll for a maximum of six (6) units during a regular term and three (3) units during the summer term.

- A student may enroll in another school or any of the SLSU external campuses during the summer term and obtain credit at SLSU only upon the prior recommendation of the Program Head.
- Cross-enrollment during the summer term will not be granted if a student intends to take the following subjects from another school:
  - Any subject previously failed at SLSU;
  - Any major, specialized, or professional subject, regardless of the curriculum year.

## **Article 3. Admission and Retention Policy**

### **Section 1. Admission Policy**

**Sec. 1.1** The Revised Admission Policy, as approved by the Board of Regents, will be implemented.

### **Section 2. Retention Policy**

#### **Sec. 2.1 Criminology Program**

**Sec. 2.1.1** The student should not fail in any of the professional subjects equivalent to 12 units unless he/she has attained third year, second semester, in such case, he/she is immune from the consequence of being severed from the program.

**Sec. 2.1.2** All criminology students must attend and actively participate in the Physical Agility Program as part of their academic requirements.

**Sec. 2.1.3** Students who incur five absences and/or fail to pass the Physical Agility Test will undergo a retention review process to be

conducted by the faculty with the Criminal Justice Student organization to evaluate the student's overall performance, attendance record, and any extenuating circumstances.

## **Sec. 2.2. Teacher Education Programs**

### **Sec. 2.2.1 Guidelines of the Qualifying Examination**

**Sec. 2.2.1.1** The result of these tests plus the GPA of the student in all her/his subjects taken in the first year will be used in determining his/her qualifications.

Qualifying Exam	– 30%
Panel Interview	– 30%
Grade	- 40%

**Sec. 2.2.1.2** The qualifying written examination and the interview will be conducted a week before the conduct of the final examination in the second semester. Results of the Qualifying Exam and the Panel Interview should be released prior to the enrolment for summer

**Sec. 2.2.1.3** Written Examination: 1.a The mode of the conduct will be face-to-face. 1.b Examination will be done simultaneously in all campuses of the University offering Teacher Education Program. However, each campus will determine the number of examiners in a day depending on the capacity of their classrooms following physical distancing and health protocols. Face-to-face conduct of the exam will ensure no leakage of qualifying examination instruments and that conduct of exam will be standardized and following the same test instructions.

**Sec. 2.2.1.4** Written exam instrument will be composed of 100 multiple choice test items. A committee will be formed for the creating of standardized written examination instrument

**Sec. 2.2.1.5** Qualifying exam score will constitute 30% of the students' total score

**Sec. 2.2.1.6** There will be a Qualifying Examination Committee (QEC) to be composed of the department heads of Teacher Education in the different campuses. This committee is responsible for the conduct of the exam in the respective campuses, and in checking answered sheets, computing, and consolidating scores of the examinees per campus.

### **Sec. 2.2.2 Panel Interview**

**Sec. 2.2.2.1** Panel interview will be done face to face.

**Sec. 2.2.2.2** Rubrics will be used in scoring students' performance in the panel interview. A department level committee will be created to craft the rubrics to ensure that scoring will be reflective of the program outcomes and graduate attributes of the Teacher Education programs.

### **Sec. 2.2.3 Grades**

**Sec. 2.2.3.1** The GPA of the first sem will be evaluated and will constitute 40% of the students' total score.

**Sec. 2.2.3.2** Student's score of the qualifying exam, panel interview and his/her grades will then be consolidated by the Qualifying Exam Committee.

**Sec. 2.2.4 Qualifying Exam for 2<sup>nd</sup> Year Students**

**Sec. 2.2.4.1** There will be a qualifying exam for the 2nd year students

**Sec. 2.2.4.2** The qualifying examination for the 2nd year students will also be done simultaneously in all campuses of the University offering Teacher Education Program and will follow the same mode of conduct with that of the 1st year students.

**Sec. 2.2.4.3** Qualifying written examination for the 2nd year students will be composed of 150 Multiple Choice questions. There will be a committee for the creation of the standardized written examination.

**Sec. 2.2.5 Panel Interview for 2<sup>nd</sup> Year Students**

**Sec. 2.2.5.1** Mode of conduct of the panel interview will be the same with the panel interview for 1st year students.

**Sec. 2.2.5.2** Panel interview score will constitute 30% of the student's total score

**Sec. 2.2.6 Qualifying Exam for 3<sup>rd</sup> Year Students**

**Sec. 2.2.6.1** A LET-like examination will be administered for the 3rd year students. Test-types, questionnaires and answer sheets, as well as the manner of the exam administration will bear resemblance to the PRC-administered LET Test items which is composed of:

- GE courses - 20%
- ProfEd courses - 40%
- Major courses - 40%

**Sec. 2.2.6.2** Results of the examination will be considered as significant input for the Seminar Education subject, and other LET intervention programs.

## **Sec. 2.3 Engineering Programs**

**Sec. 2.3.1** In case of one (1) failure in any Mathematics or major subjects, the concerned student's attention will be called by the academic adviser for proper advice and counseling.

**Sec. 2.3.2** In case of two (2) failures in any Mathematics or major subjects, the Retention Committee will call the attention of the student's parent/s or guardian/s.

**Sec. 2.3.3** In case of three (3) accumulated failures of any Mathematics or major subjects, a student will not be accepted anymore in any of the Engineering board programs.

**Sec. 2.3.4** Lapsed INC grade/s of any Mathematics or major subjects will be counted as a failing grade.

## **Sec. 2.4 Social Work Program**

### **Sec. 2.4.1 For 1<sup>st</sup> Year Students**

**Sec. 2.4.1.1** Students must maintain a grade of 82% in all his/ her subjects EXCEPT NSTP and PE

**Sec. 2.4.1.2** He/she must have a GPA of at least 82%

**Sec. 2.4.1.3** Students with grade below 82% in one subject will be given a chance for one semester on probationary status and those with two or more subjects (either minor or major) below 82% will be eliminated from the program

**Sec. 2.4.1.4** Those with failing grade (3.1 below) in any subjects will be automatically removed from the program

## **Sec. 2.4.2 For Incoming 2nd Year Students/Completed 1st Year**

**Sec. 2.4.2.1** At the end of academic year, there will be a qualifying exam for the incoming 2nd year students

**Sec. 2.4.2.2** Questions for the qualifying exam will be from the major subjects which were already taken by the students.

**Sec. 2.4.2.3** The exam will be multiple choice with 200 items using the 60/40 grading system. The exam score will constitute the 40% of the student's total score.

**Sec. 2.4.2.3** The GPA of the student in all her/ his subjects from the first and second semester will constitute the 60% of the student's total score

**Sec. 2.4.2.5** In order to qualify to the next year level of the program, the student must have at least 82% rating. This will be taken from the result of the exam plus the GPA of the student.

Qualifying Exam - 40%
GPA - 60%

**Sec. 2.4.2.6** Students who will fail to get at least 82% rating will be advised to shift to another course.

## **2.4.3 For 2nd Year Students**

**Sec. 4.4.3.1** Students must maintain a grade of at least 85% in ALL her/ his subjects

**Sec. 4.4.3.2** He/she must have a GPA of at least 85%

**Sec. 4.4.3.3** Students with grade below 85% in one subject will be given a chance for one semester on probationary status and those with two or more

subjects (either minor or major) below 85% will be eliminated from the program, provided that the student has not been in probationary status in his/her previous year.

#### **2.4.4 For 3rd Year Students/Incoming 4th Year**

**Sec. 2.4.4.1** Student are exempted from the consequence from being eliminated from the program, however, they must maintain a grade of at least 85% in ALL his/ her subjects

**Sec. 2.4.4.2** Those students with grade below 85% in any subject will undergo counseling together with their parents or guardian

**Sec. 2.4.4.3** At the end of the academic year, students must have NO blank, INC grade for all his/ her subjects in his/ her lower years (except for Research subject), otherwise they will not be allowed to enroll to 4th year.

#### **2.4.5 For 4th Year Students**

**Sec. 2.4.5.1** Must maintain a grade of at least 85% in ALL his/ her subjects

**Sec. 2.4.5.2** Those students with grade below 85% in any subject will undergo counselling together with their parents or guardian

### **2.5 Fisheries Program**

**Sec. 2.5.1** Students within the board programs will be informed about the retention policy early in the admission process.

**Sec. 2.5.2** The official BSFi students shall carry the prescribed regular number of units every semester

**Sec. 2.5.3** Students must meet the following academic requirements and standards of the program and university in order to continue the chosen program:



**Sec. 2.5.3.1** Student must pass the qualifying examination after the 1<sup>st</sup> and 2<sup>nd</sup> semester during their first year for them to proceed to the next year level. *(The set of questions for the qualifying exam will be prepared by a committee chaired by the program chair and two (2) other members which will be appointed by the Faculty Dean or his representative.)*

The coverage of the exam will be the following:

**BS Fisheries**

First semester, 1 <sup>st</sup> year level		
BCS-Bio	101	General Biology
BCS-Chem	101	General Chemistry

Second semester, 1 <sup>st</sup> year level		
Zoology	101	Fundamentals of Zoology
Botany	102	Botany
Chem	102	Organic Chemistry

**Sec. 2.5.3.2** Students who failed during first semester qualifying exam will be on probationary status and may proceed to enroll in the same program for the Second Semester.

**Sec. 2.5.3.3** Students who failed the qualifying exam are advised to shift or transfer to other non-board programs if he/she desires to do so.

**Sec. 2.5.3.4** Students with grades below 2.5 of every enrolled major subjects/ shall be subject to the following arrangements:

No. of Major subjects	Student Status	Remarks
1-2	Probationary	Continue the program but should be advised to enrol to less than the prescribed regular number of units in the succeeding semester
3 and above	Disqualified*	Advised to shift to other programs

**Sec. 2.5.3.5** Disqualified students are advised to shift to available non-board programs. These students will not be delisted, and can still avail the Free Higher Education (FHE) as they are officially enrolled, however, they must complete the degree within a year after the prescribed period in their program (RA 10931 Sec.6a, No.3).

## 2.6 Agriculture Program

- 2.6.1 Students within the board programs will be informed about the retention policy early in the admission process.
- 2.6.2 The official BSA students shall carry the prescribed regular number of units every semester.
- 2.6.3 Students must meet the following academic requirements and standards of the program and university in order to continue the chosen program:
- 2.6.4 Student must pass the qualifying examination after the 1<sup>st</sup> and 2<sup>nd</sup> semester during their first year for them to proceed to the next year level. *(The set of questions for the qualifying exam will be prepared by a committee chaired by the program chair and two (2) other members which will be appointed by the Faculty Dean or his representative.)*

The coverage of the exam will be the following:

First semester, 1 <sup>st</sup> year level		
AGRI	1101	Introduction to Agriculture
CPSC	1101	Principles of Crop Production
CROT	1101	Principles of Crop Protection
Second semester, 1 <sup>st</sup> year level		
AGEX	1201	Agricultural Extension & Communication
CROT	1202	Approaches & Practices in Pest Management
ANSC	1201	Intro to Animal Science

**Sec. 2.6.4.1** Students who failed during first semester qualifying exam will be on probationary status and may proceed to enroll in the same program for the Second Semester.

**Sec. 2.6.4.2** Students who failed the qualifying exam are advised to shift or transfer to other non-board programs if he/she desires to do so.

**Sec. 2.6.4.3** Students with grades below 2.5 of every enrolled major subjects/ shall be subject to the following arrangements:

No. of Major subjects	Student Status	Remarks
1-2	Probationary	Continue the program but should be advised to enroll to less than the prescribed regular number of units in the succeeding semester
3 and above	Disqualified*	Advised to shift to other programs

**Sec. 2.6.4.4** Disqualified students are advised to shift to available non-board programs of the campus. These students will not be delisted, and can still avail the Free Higher Education (FHE) as they are officially enrolled, however, they must complete the degree within a year after the prescribed period in their program (RA 10931 Sec.6a, No.3).

## **Sec. 2.7 Accountancy and Management Accounting Program**

### **Sec. 2.7.1 Incoming Second Year BSA and BSMA students**

**Sec. 2.7.1.1** The student who obtains a grade of 5.0 (Failed), Incomplete (INC) or Dropped\*\* in any subject during the first and second semester

of his/her first year shall no longer be admitted to the BSA or BSMA program.

**\*\* Dropping of the subject not considered beyond the control of the student.**

**Sec. 2.7.1.2** The student will automatically be part of the second year of his/her program if he/she meets BOTH of the following:

- a. a grade of 2.5 or better in all of the following subjects:
  - Financial Accounting and Reporting
  - Managerial Economics
  - Law on Obligations and Contracts
  - Conceptual Framework and Accounting Standards
  - Management Science; and
  - Intermediate Accounting 1
- a. General Weighted Average of 2.0 or better in both in first and second semester of academic year.

**Sec. 2.7.1.3** The student who has NO grade of 5.0 (Failed), Incomplete (INC) or Dropped in any subject during the first and second semester but are not qualified under item number 2 (above), shall take the Special Qualifying Examination (SQE) which consist of two examinations:

Examination	Subjects Covered
1. Basic Accounting	AE 101 Financial Accounting & Reporting
2. Law	AE 102 Obligations and Contracts

**Sec. 2.7.1.4** A ranking system\*\*\* per program will be used to determine who are eligible to fill up the remaining slots of each program using the following computation:

<b>Component</b>	<b>Weight</b>
Average scores in Special Qualifying Examinations (SQE)	50%
Average of all 1 <sup>st</sup> year Accounting and Law subjects only	50%
<b>Total</b>	<b>100%</b>

\*\*\***Ranking System**- cut-off passing rate of 75% subject for ranking to fill out the vacant slots.

**Sec. 2.7.1.5** Students who failed to qualify for second year level based on the ranking provided in item number 4 (above) will not be accepted and will be advised to shift to other allied business programs offered by Business and Management Department.

### **Sec. 2.7.2 Incoming Third Year BSA and BSMA students**

**Sec. 2.7.2.1** The student who obtains a grade of 5.0 (Failed), Incomplete (INC), or Dropped in any subject during the first and second semester of his/her second year shall no longer be admitted to the BSA or BSMA program.

**Sec. 2.7.2.2** All BSA and BSMA students who DO NOT have a grade of 5.0 (Failed), Incomplete (INC), or Dropped in any subject must take the Comprehensive Examinations which consist of four (4) exams:

<b>Examination</b>	<b>Subjects Covered</b>
Financial Accounting & Reporting (FAR)	AE 104- Conceptual Framework and Accounting Standards AE 108- Intermediate Accounting 1 AE 207- Intermediate Accounting 2 AE 206- Intermediate Accounting 3

Law	AE 102-Law on Obligations and Contracts AE 209- Business Laws and Regulations AE 204- Regulatory Framework and Legal Issues in Business
Taxation	AE 203- Income Taxation AE 202- Business Taxation
Management Services	AE 211- Financial Management AE 210- Financial Markets

**Sec. 2.7.2.3** The Comprehensive Examinations mentioned in item number 2 (above) will be administered on two (2) different dates:

- Day 1- Financial Accounting & Reporting and Law
- Day 2- Taxation and Management Services

**Sec. 2.7.2.4** Students who take the Comprehensive Examinations will be rank per program based on the following computations

<b>Component</b>	<b>Weight</b>
Average scores in the Comprehensive Examinations	50%
Average of all second year Accounting, Law and Taxation subjects only	50%
Total	100%

**Sec. 2.7.2.5** The student after being admitted in third year level must maintain a general weighted average (GWA) of 2.0 or better in all subjects taken during the semester with no grade below 2.5 in any accounting education subjects. Students who got a grade of below 2.5 in any accounting education subject shall be required to retake the subject.

**Sec. 2.7.2.6** Students who failed to qualify for third year level based on the ranking provided in item number 4 (above) will not be accepted and will be advised to shift to other allied business programs offered by Business and Management Department.

**Sec. 2.7.2.7** Dismissed BSA and BSMA students shall no longer be re- admitted.

**Sec. 2.7.2.8** Transferees from other colleges and universities or programs/courses will only be admitted if their previous GWA is 2.0 or better for all common business and management education courses and core accounting education courses. The student should pass the validity check examination for each accounting subject he/she had already taken before it is credited and shall be subjected to the applicable retention guidelines (above) for BSA and BSMA students.

**Sec. 2.7.2.9** Graduates of BS Management Accounting have to meet the requirements set in item 8 (above) if they desire to pursue the BS Accountancy program.

## **Sec. 2.7 For Other Board Programs**

**Sec. 2.8.1** Students should pass the qualifying examinations before admission to second- and third-year levels.

**Sec. 2.8.2** The student should have not failed in any of the professional/major subjects' equivalent to 12 units unless he/she has attained third year, second semester status, in such case, he/she is immune from the consequence of being severed from the program.

**Sec. 2.8.3** As a general policy, incomplete grades not complied within one year from incurring thereof shall automatically become failing grade (equivalent to 5.0).

## **Article 4. Fees and Payment**

**Section 1.** The miscellaneous fees of the University shall be fixed by the Board of Regents, subject to such exemptions and reductions as may be promulgated.

**Section 2.** For those who did not avail the Free Higher Education, payment of fees shall be made in three installments: upon enrolment, midterm examination, and final examination.

**Section 3.** Payment for the re-issuance of clearance/report of rating shall be determined by the respective campuses.

**Section 4.** Late enrollees shall be fined accordingly starting on the first day of classes as reflected on the school calendar. Php25.00 for the first day and an additional Php 5.00 on the succeeding days.

**Section 5.** Miscellaneous fees are those charged by the University like the transcript of records, certifications, and others.

## **Article 5. Student Academic Load**

**Section 1.** One college unit is at least eighteen (18) full hours of instruction in the form of lecture, discussion or recitation or a combination of these forms within a semester.

**Section 2.** An undergraduate student shall not be allowed to carry more than the required number of units for the semester. However, he/she may be permitted to carry an overload of a maximum six (6) units in the semester prior to enrolling the Internship/Practicum.

**Section 3.** A graduating student shall have completed all the academic subjects before undergoing practice teaching/internship/practicum, except if it is prescribed by the curriculum.



## **Article 6. Examination and Quizzes**

**Section 1.** The five-day schedule for the mid-term and final examinations for the undergraduate programs, as well as periodical examinations for Laboratory High School is scheduled in the Academic Calendar.

**Section 2.** Faculty members shall follow the schedule and any change/s should be communicated to the Program Head (for undergraduate programs) and Principal (for Laboratory High School), and approved by the Dean.

**Section 3.** There shall be a one-day health break following the last day of the midterm examination week.

## **Article 7. Registration Procedures**

**Section 1.** All students may register online/face-to-face except for OJTs (with notarized authorization letter or Special Power of Attorney), on the enrolment dates specified in the academic calendar for every semester/academic year.

**Section 2.** The enrolment procedures are posted in conspicuous places and/or through the official social media platforms. Students must settle any outstanding financial obligations prior to the enrolment.

## **Article 8. Changing/Adding/Dropping of Subjects**

**Section 1.** A student, with the approval of the academic adviser and the Program Head, may change/add subjects during the enrolment period by accomplishing an application form. Changes are not permitted beyond the prescribed period for adding and changing of subjects.

**Section 2.** Students may be allowed to drop the subject on or before the last day of the approved midterm examination schedule, except in cases found meritorious by the faculty.

**Section 3.** The registration period for the semestral and summer terms are reflected in the academic calendar for each school year.

## **Article 9. Shifting of Courses**

**Section 1.** Student may shift from one program to another with favorable recommendation of the Program Head and approval of the receiving program.

## **Article 10. SUBJECT LOAD**

### **Section 1. Regular Semester Load**

**Sec. 1.1** The normal semester study load is ordinarily prescribed by the curriculum in which the student is enrolled.

**Sec. 1.2** Regular student. A regular student carries a normal load prescribed in the curriculum for each semester.

**Sec. 1.3** Irregular non-graduating student. An irregular non-graduating student carries equal or less than the normal load and/or subjects required in the curriculum. However, he/she may be permitted to carry an overload of a maximum six (6) units in the semester prior to enrolling the Internship/Practicum.

### **Section 2. Summer Load**

**Sec. 2.1** A student may be allowed to carry not exceeding a total of nine (9) units, except if it is prescribed by the curriculum.

### **Section 3. Sequence of Subjects**

**Sec. 3.1** A student may be allowed to take advance subjects provided he/she has taken and passed the pre-requisites of the subjects.

## Section 4. National Service Training Program (NSTP)

**Sec. 4.1** All students shall take the NSTP for two (2) semesters in one of the NSTP components (CWTS and ROTC) within the entire course of study.

## Section 5. PATHFit

**Sec. 5.1** All students shall take eight (8) units in PATHFit within the entire course of study. Any student shall not be allowed to take other PATHFit subjects unless he/she has taken PATHFit 1.

## Article 11. GRADING SYSTEM/EXAMINATION

**Section 1.** The academic achievement of the students in all of their enrolled subjects every semester shall be reflected in the following manner:

Grade	Equivalents		Remarks
	Percentage	Adjectival	
1.0	98-100	Superior on all outcomes	Passed
1.1	96-97		
1.2	93-95		
1.3	92	Good on all outcomes	
1.4	91		
1.5	90		
1.6	89		
1.7	88		
1.8	87	Least adequate on all outcomes	
1.9	86		
2.0	85		
2.1	84		
2.2	83		
2.3	82	Developing on all outcomes	
2.4	81		
2.5	80		
2.6	79		
2.7	78		
2.8	77	Minimal on all outcomes	
2.9	76		
3.0	75		
5.0	74 - Below		Failed

**Sec. 1.1** The equivalents are for purposes of interpretation relative to the grading system of other Philippine Colleges and Universities, and other countries.

**Sec. 1.2** A conditional grade is a mark given to students during the midterm rating and is within the given percentage range where students can still improve their academic performances in the final term rating to obtain a passing grade at the final rating.

A conditional grade ranges from the following percentage:

<b>Grade</b>	<i>Percentage</i>
<b>3.1</b>	74
<b>3.2</b>	73
<b>3.3</b>	72
<b>3.4</b>	71
<b>3.5</b>	70

A conditional grade is only applicable in midterm ratings. Thus, the final term and final ratings must be within the grade and percentage ranges specified under item 4.1.

Supplementary marks for other grade-related concerns are defined in the following manner:

<b>Abbreviation</b>	<b>Complete Terms</b>	<b>Remarks</b>
<b>INC</b>	Incomplete	<ul style="list-style-type: none"> <li>A mark given to a student who was not able to undergo the general examinations or failed to comply with the required learning assessment tasks and given a one-year extension to complete the lacking requirements on compassionate or academic grounds.</li> <li>For the failure to comply with the required learning assessment tasks to be acceptable, there must be a valid and compelling reason(s) for such failure.</li> <li>The failure for not being able to undergo the general examinations requires no valid and compelling reason(s).</li> </ul>
<b>DR</b>	Dropped	<ul style="list-style-type: none"> <li>A mark given to a student who accumulated nonattendances equivalent to twenty percent (20%) of the required contact hours of a subject in a semester whether continuous or intermittent.</li> <li>For nonattendance to be acceptable, there must be a valid and compelling reason(s) for such nonattendance in a class.</li> </ul>
<b>INP</b>	In-Progress	<ul style="list-style-type: none"> <li>A mark given to a student who is still in the process of finishing his or her research or thesis.</li> <li>INP mark must be satisfied within one (1) academic year.</li> <li>Unsatisfied INP mark after it has expired shall require a student to enroll for residency.</li> <li>INP mark only applies to research or thesis output as a requirement for graduation.</li> </ul>
<b>S</b>	Satisfactory	<ul style="list-style-type: none"> <li>A satisfactory mark is given to a student who satisfactorily accomplishes the research or thesis as a requirement for graduation.</li> </ul>
<b>U</b>	Unsatisfactory	<ul style="list-style-type: none"> <li>An unsatisfactory mark is given to a student who failed to accomplish the research or thesis as a requirement for graduation.</li> <li>These marks also apply to requirements that do not yield numeral grades such as seminars, colloquiums, etc.</li> </ul>

**Sec. 1.3** The University reserves the right to define the standard grade criteria across all undergraduate curricular programs in the exercise of its institutional academic freedom.

**Sec. 1.4** The standard grade criteria in both lecture and laboratory classes are defined in the following manner unless the Faculty and/or Department concerned specifically defined the grade criteria for laboratory class in consideration of its program's policies, standards and guidelines, and other references:

**Learning Assessment Tasks - 60%**  
**Term Examination                      -40%**  
**100%**

**Sec. 1.5** Faculty and/or Department concerned who desires to specifically define the grade criteria for the laboratory class in consideration of its program's policies, standards, guidelines, and other references shall submit a proper proposal for the Governing Board's approval.

**Sec. 1.6** The standard grade criteria shall primarily serve as the basis for the determination of the midterm and final term grades of a student.

**Sec. 1.7** In determining the average grade of a student, the following formula shall be used:

$$\text{Average Grade} = \frac{\text{Midterm Grade} + \text{Final Term Grade}}{2}$$

## **Article 12. RESIDENCY**

### **Section 1. Free Higher Education (FHE)**

**Sec. 1.1** A student should complete his/her bachelor's degree or comparable undergraduate degree within a year after the prescribed period in his/her program (Section 6(a)(3) of RA No. 10931).

**Sec. 1.2** A student who does not intend to enroll in a semester may apply for a Leave of Absence (LOA). The details of which are as follows:

- a request of Leave of Absence (LOA) must be verified by the FHE Office and approved by the Program Head and Faculty Dean and noted by the Registrar.
- The leave of absence of the student should only be for one (1) semester.
- The application must be made before the intended leave.

## **Section. 2 Tertiary Education Subsidy (TES)**

**Sec. 2.1** A TES-student grantee who did not enroll for a certain semester should still be considered as continuing grantee provided that (UniFAST Memorandum Circular No. 01 s.2022 dated January 28, 2022):

- There is a duly filed official Leave of Absence (LOA) for one (1) semester; and
- The student is still eligible to avail of the benefits of the TES as prescribed under the TES guidelines.

## **Article 13. GRADUATION**

### **Section 1. Application**

**Sec. 1.1** If a student is a candidate for graduation, they must apply for the evaluation of their academic records at the Registrar's Office during the semester preceding their expected graduation to ensure that any deficiencies can be addressed.

**Sec. 1.2** After a candidate's records have been evaluated and cleared, he/she shall file an application for graduation for at least four (4) months before the graduation day. Application

forms may be obtained from the Registrar's Office. Failure to file the said application may disqualify a student from graduating.

**Sec. 1.3** Candidates for graduation shall accomplish a clearance form to clear them from financial and property obligations. It should be submitted to the Registrar's Office two weeks before graduation.

## **Article 14. ACADEMIC HONORS AND AWARDS**

### **Section 1. Academic Honors**

**Sec. 1.1** The University provides a system of awarding students with excellent academic performance. Below is a list of the academic honors together with the required Grade Point Averages (GPA):

<b>Academic Honors for Degree Courses</b>	<b>Weighted Average for all Courses</b>
Summa Cum Laude	1.00-1.20
Magna Cum Laude	1.21-1.40
Cum Laude	1.41-1.60

**Sec. 1.2** In determining the academic honors, upper limits of the ranges should be exact and not rounded values (e.g, if GWA is 1.2003, the academic honor to be awarded is Magna Cum Laude, not Summa Cum Laude since the value is already beyond the range for Summa Cum Laude.

**Sec. 1.3** The Honors and Awards Committee shall be composed of the following:

Chairperson: *Director for Instruction*, in the case of Main Campus and *Faculty Dean*, in the case of external campuses

Members: Faculty Deans (in the case of Main Campus)  
Programs Heads (in the case of

external campuses)  
SAS Representative  
Registrar Representative

The Committee shall convene and evaluate the applications and nominations for Latin Honors.

**Sec. 1.4** Results of the evaluation (tentative list of candidates for Latin Honors) will be endorsed to the VP for Academic Affairs or Campus Directors for approval 4 months before graduation.

**Sec. 1.5** Aside from the academic honors listed above, the Faculty may also give special awards to outstanding students at the end of each school year through other forms.

## **Section 2. Guidelines for the Selection of Honor Student**

**Sec. 2.1** A student being considered for academic honors must have applied for such recognition and met the following criteria:

**Sec. 2.1.1** Must have completed at least eighty (80%) percent of the total number of units of the program.

**Sec. 2.1.2** No failed grades in both credited (Regular Students) and non-credited (Shiftees and transferees) subjects.

**Sec. 2.1.3** Must not be guilty of any major academic and non-academic misconduct, otherwise may result to non-eligibility of this Academic Distinction.

**Sec. 2.1.4** The grade obtained in the National Service Training Program (NSTP) will not be included in the computation of the GPA.

**Sec. 2.1.5** Students with approved LOA can still qualify for Latin Honors.



**Sec. 2.1.6** The student shall submit an application for Latin Honor evaluation.

**Sec. 2.1.7** The faculty member may nominate potential students for Latin Honor evaluation.

## **Article 15. ACADEMIC EXCELLENCE AWARD**

### **Section 1. Guidelines for Evaluating Notable, Intelligent, and Unmatched Students (GENIUS)**

The Guidelines for Evaluating Notable, Intelligent, and Unmatched Students (GENIUS) was developed to ensure a fair, transparent, and merit-based process for identifying and honoring the most academically exceptional student who is a candidate for graduation. This document delineates a clear and structured procedure to be followed by the registrar and relevant offices, ensuring consistency and integrity in the selection process for the Academic Excellence Award.

#### **Sec. 1.1 Process:**

**Sec.1.2 Objective Selection:** The registrar shall identify a minimum of 5 candidates for graduation with the highest GPA.

**Sec. 1.3 Unbiased Presentation:** The list of identified candidates with the highest GPA shall be written in no particular order to prevent any premature bias and maintain the focus on the holistic evaluation process.

**Sec. 1.4 Proper Channeling:** The list must be transmitted to either the Office of Student Development Services (OSDS) for the main campus or the Office of Student Affairs and Services (OSAS) for the external campus.

**Sec. 1.5 Disciplinary Review:** The Head of OSDS/OSAS shall conduct a thorough review of each student's disciplinary record to ascertain the absence of any academic misconduct. This step is crucial to uphold the integrity of the award,

ensuring that it is bestowed upon a student who not only excels academically but also maintains high standards of conduct.

**Sec. 1.6 Formal Notification:** Upon confirming the absence of academic misconduct, the Head of OSDS/OSAS shall formally notify the registrar in writing, confirming the student's clean disciplinary record. This step adds a layer of accountability and formal documentation to the process.

**Sec. 1.7 Final Identification:** Upon receipt of the notification from the OSDS/OSAS Head, the registrar shall duly identify the student with the highest GPA. This systematic approach ensures that the final selection is both accurate and verifiable.

**Sec. 1.8 Recognition of Excellence:** The student with the highest GPA on each campus, confirmed to have no academic misconduct, shall be awarded with the Academic Excellence Award. This recognition highlights and celebrates the student's hard work, dedication, and ethical conduct. In the event of a tie, all qualifying students shall be equally conferred with the award.

**Sec. 1.9 Contingency for Misconduct:** In cases where academic misconduct is identified, the Academic Excellence Award shall be bestowed upon the next highest-ranked student without such misconduct. This condition applies sequentially to subsequent ranked students in cases where academic misconduct is found. This step ensures that the awardee exemplifies both academic and ethical excellence.

**Sec. 1.10 Ceremonial Conferment:** The Academic Excellence Award shall be conferred during the annual Commencement Exercises. This will provide a prestigious platform to honor the student's achievements in front of peers, faculty, and family.

**Sec. 1.11 Title and Award:** The awardee of each campus receives the honorary title of "Genius,"

derived from the GENIUS and signifying a person of exceptional intelligence. The "Genius" title reflects both academic and ethical excellence. The award includes a medal, plaque, and a monetary award of no less than Php 3,000.00, funded by the Office of the Vice President for Academic Affairs or its equivalent in the external campus, subject to the availability of funds. This process underscores the significance and prestige of the recipient's academic accomplishments.

## **Article 16. PRESIDENTIAL LEADERSHIP AWARD QUALIFICATIONS AND UNDERTAKINGS OF EVALUATION (PLAQUE)**

The Presidential Leadership Award Qualifications and Undertakings of Evaluation (PLAQUE) at Southern Leyte State University (SLSU) is designed to recognize and celebrate outstanding student leaders who have demonstrated exceptional leadership skills and made significant contributions to the university community. This structured process ensures transparency, fairness, and rigor in selecting deserving candidates for this prestigious award. By adhering to PLAQUE's rigorous procedures, the university ensures that the Presidential Leadership Award maintains its prestige and significance, motivating students to continue making positive impacts within the university and beyond.

### **Section 1. Process:**

**Sec. 1.1 Identification of Candidates:** The Office of Student Development Services (OSDS) for the main campus or the Office of Student Affairs and Services (OSAS) for the external campus, being the supervisor of various student organizations or clubs, shall identify a minimum of five (5) students, hereinafter referred to as "candidate(s)," who have demonstrated exceptional leadership skills during

their tenure at Southern Leyte State University. This initial step ensures that students who have excelled in leadership roles are considered for the award.

**Sec. 1.2 Minimum Qualifications:** Each candidate shall meet the following eligibility:

- a. Must be a candidate for graduation.
- b. Must hold an officer position in any recognized student organization.
- c. Must have accomplished something significant for the student organization, the student body at large, or the community.

**Sec. 1.3 Notification:** The OSDS/OSAS Head shall notify the identified candidates in writing. This communication initiates the application process and informs candidates of their eligibility to compete for the award.

**Sec. 1.4 Application Process:** Upon receipt of the notification, each candidate shall complete a standardized application form detailing their accomplishments. In addition, each candidate shall submit a personal statement describing their leadership experiences, the impact of their initiatives, and their vision for future contributions to the community. This documentation provides a comprehensive view of each candidate's leadership journey and aspirations.

**Sec. 1.5 Formation of the PLAQUE Panel:** Upon completion of the application forms by the qualified candidates, a PLAQUE Panel shall be formed, comprising the following members:

- a. OSAS Director/ Head
- b. OSDS Head or equivalent for the external campus
- c. OSWS Head or equivalent for the external campus
- d. OSPS Head or equivalent for the external campus

**Sec 1.6 Evaluation Process:** The PLAQUE Panel shall convene to conduct a comprehensive evaluation of each candidate's application form and personal statement. This structured approach ensures that all facets of leadership are considered in the selection process. Candidates shall be rated based on the following criteria:

- a. Leadership Involvement (40%):
  - Holding a significant leadership position in a recognized student organization or club for at least one academic year.
  - Initiating or leading projects with a measurable impact on the campus community or beyond.
- b. Character and Integrity (25%):
  - Demonstrating the highest standards of integrity and ethical behavior.
  - Maintaining a clean record free of academic misconduct or non-academic offenses.
- c. Community Service (15%):
  - Participating in or conducting community service during their college tenure.
  - Engaging in service activities that demonstrate a commitment to making a positive difference.
- d. Innovation and Creativity (10%):
  - Introducing innovative ideas or solutions to address campus or community challenges.
  - Leading initiatives that reflect creativity and a forward-thinking approach.
- e. Collaboration and Teamwork (10%):
  - Demonstrating effective teamwork and collaboration skills.

- Contributing to a cohesive and inclusive campus environment.

**Sec. 1.7 Ranking of Candidates:** Each panel member shall independently rank the candidates based on their evaluation scores. The final ranking shall be determined by the average rank assigned by each panel member.

**Sec. 1.8 Selection of Top Three Candidates:** The PLAQUE Panel shall identify the top three (3) candidates based on the final ranking. This step acknowledges and highlights those students who have demonstrated exemplary leadership qualities and have had a significant impact on the university community. However, those who did not qualify among the top three (3) candidates shall be notified accordingly, either verbally or in writing.

**Sec. 1.9 Recommendation to the University President:** The OSDS/OSAS Head shall submit a written recommendation of the top three (3) candidates to the University President, accompanied by the results of the PLAQUE Panel evaluation, application forms, and personal statements. This facilitates informed decision-making by the university's highest authority.

**Sec. 1.10 Presidential Interview:** The University President shall interview the top three (3) candidates from each campus to gain deeper insights into their leadership achievements and aspirations. This interview process allows the President to exercise discretionary power in selecting the sole awardee for each campus.

**Sec.1.11 Conferment of the Award:** The Presidential Leadership Award shall be conferred during the annual Commencement Exercises.

**Sec. 1.12 Award Details:** The awardee of each campus shall receive a medal, plaque, and a monetary award of no less than Php 3,000.00,

funded by the Office of the President, subject to funds availability. This process underscores the significance and prestige of the student's leadership accomplishments.

## **Article 17. STUDENT INTERNSHIP PROGRAM (LOCAL AND ABROAD)**

The guidelines for the Student Internship Program (Local) is set out in the On-the-Job Training/Student Internship Manual approved through BOR Resolution No. 20 s.2018 as anchored in CHED Memorandum Order (CMO) No. 104 s.2017 re Revised Guidelines for Student Internship Program in the Philippines for All Programs.

Moreover, the Student Internship Program (Abroad) shall observe CHED Memorandum Order (CMO) No. 10 s.2023 re Enhanced Policies, Standards and Guidelines (PSGs) on Student Internship Abroad Program (SIAP).

## **TITLE II. STUDENT SERVICES**

### **Article 1. STUDENT WELFARE**

The university puts a premium on the welfare of the students by exhausting all means of creating a safe and healthy learning environment, reinforcing the mental health of the students, preventing marginalization, and promoting well-being in general.

#### **Section 1. Orientation and Information Services**

**Sec. 1.1** This service is designed to provide the students with clear and helpful information to guide their decisions and actions both inside and outside of the university.

**Sec. 1.2** This comprehensive orientation program, spearheaded by the Office of the Student Welfare Services, is to be held regularly for new and transferee students. This program will address their needs, including information on understanding persons with disabilities and the relevant laws and policies that affect them.

**Sec. 1.3** During this activity, the university will provide the concerned students with informational materials about SLSU's Vision, Mission, Goals and Objectives (VMGO), academic policies, rules and regulations, student conduct, programs, services, facilities, and other resources important for your development.

**Sec. 1.4** For new and transferee students who are unable to attend the scheduled orientation, their attendance at the next available session will be required. Monitoring shall be done by the academic adviser. While an electronic copy of the orientation materials will be provided, attending the face-to-face session remains essential for a more comprehensive understanding and integration into the academic community.

## **Section 2. Guidance and Counseling Services**

The guidance and counseling program is designed to assist every student in understanding oneself as he/she faces a new environment while moving toward the future. This program is designed to help indirectly the parents, the faculty, and the administration to assess students through the aid of the individual records. Such services can involve the assessment of students' difficulties in their studies, through appropriate testing and assessment mechanisms, for the individual student to realize his/her full potential.

### **Sec. 2.1 Guidance**

**Sec. 2.1.1** This unit provides set of services using integrated approach to the development of well-functioning individuals primarily by helping the students to utilize their potential to the fullest.



## **Sec. 2.2 Counseling (Individual and Group)**

**Sec. 2.2.1** The main thrust and heart of the Guidance Program is to help or assist every individual to become emotionally, socially, spiritually, and psychologically responsible by making intelligent choices and proper adjustments to different circumstances. These could be done individually or in groups.

**Sec. 2.2.2** This unit provides a set of services using an integrated approach to developing well-functioning individuals primarily by helping students utilize their fullest potential.

## **Sec. 2.3 Testing and Appraisal**

**Sec. 2.3.1** To help the students gain an understanding of their needs, personality, and potential, as well as strengths and weaknesses, an appropriate standardized psychological test is conducted by the university. This is an important tool for career assessment, career planning, counseling, and personality development. An individual inventory among students is done through the use of inventory forms, routine interviews, conferences, and tests.

**Sec. 2.3.2** Schedule for the Standardized Psychological tests:

<b>Year Level</b>	<b>Schedule</b>
First Year	August-September
Second Year and Third Year	October-December
Graduating Students	March and September

## **Sec. 2.4 Follow-Up and Placement**

**Sec. 2.4.1 Follow-up-** to determine the causes of failure, absences, and drop-outs of the students; the counselor, per referral from the class advisers or instructors, administrators, parents or peers keep track of the student's performance in school

**Sec. 2.4.2 Placement-** this is done through formal and systematic monitoring of the individual's progress of current students who have undergone academic advising, counseling, referral, placement, or any special intervention program. Returning students and those who are in academic probation are also monitored whenever needed.

**Sec. 2.4.3 Referral-** Referral is one of the guidance services where learners are facilitated to avail other assistance or services that address their mental health or other concerns. This requires a wide range of internal partners (i.e. counselors, teachers, nurses, and school administrators), external partners (i.e. government, nongovernment agencies, organizations), and individuals in different professions, fields, and interest.

## **Section 3. Mental Health and Psychosocial Support Services (MHPSS)**

**Sec. 3.1** The university provides mental health and psychosocial support services which is essential in ensuring holistic development for students and provides an important coping mechanism for individuals when confronted with problems and during difficult times. With early and adequate psychosocial support services it can prevent distress and suffering turning into more severe mental health problems.

**Sec. 3.2** A psychosocial support team is formed in order to address the diverse needs of the students, faculty and staff. The team works collaboratively to create a supportive environment that addresses the academic, emotional,

social, and physical needs of students, faculty and staff promoting their overall well-being and success.

### **Sec. 3.3 Composition of Mental Health and Psychosocial Support Committee**

Chairperson: Psychologist/Guidance Counselor  
 Members: Psychometrician  
 Mental Health Advocate  
 Guidance Facilitator  
 Emergency Responder  
 Nurse  
 Peer Group Leaders  
 Parent Liaison  
 Social Workers  
 Faith Leader  
 Guidance/SAS Staff

*(please refer to **Annex A** for specific duties and responsibilities)*

**Sec. 3.4** Monitoring and evaluation are key to making sure that mental health and psychosocial support services are effective, high-quality, and impactful. Regular assessments will be conducted, and a feedback system will be in place. This includes pretests and posttests to evaluate how well the services are working for the concerned students.

## **Section 4. Committee on the Creation/Revision of Student Manual**

The University President will form a committee to create or revise the manual, with members selected from various areas of the university of which as follows:

Chairperson: Director, SAS  
 Members: Head, Student Welfare Services  
 Head, Student Development Services  
 Head, Student Program Services  
 Head, Career Center Services

Heads, Student Affairs and Services  
(*external campuses*)  
Faculty Representative  
SSC President/Authorized  
Representative

## **Article 2. CAREER JOB PLACEMENT SERVICES**

**Section 1.** The university has a dedicated office, the Office of the Career Center Services, to help with your career and job placement, focusing on your vocational and occupational readiness. This office reviews your information to assist with career opportunities, monitors your progress in the workplace, and addresses any concerns from both you and the organizations where you are placed. The office also maintains active connections with the school, community, alumni, and other relevant agencies to support your career development.

To avail of these services, students may visit the said office to secure and submit the required forms.

## **Section 2. Economic Enterprise Development**

**Sec. 2.1** Registered student organizations are encouraged to engage in any entrepreneurial/enterprise activities. The purpose of which is to generate income to support the programs/projects of their respective organizations. The organization shall prepare an activity proposal noted by the adviser and recommended by the Program Head subject for the approval by the SAS Director/SAS Head. This approval process is necessary as student organizations operate under the supervision of the SAS Office.

Additionally, the Program Head should be furnished with a copy of the approved proposals. The organization must clearly state the purpose of the benefit of the project and be transparent in the accounting of receipts and financial auditing.

## **Article 3. STUDENT DEVELOPMENT**

Student development plays a pivotal role in fostering the holistic growth of students within the university, emphasizing leadership, social responsibility, and personal discipline. Through structured programs and activities, the university aims to cultivate skills that extend beyond academic learning, shaping students into well-rounded individuals. This includes involvement in student organization and leadership training that enhance leadership skills and social responsibility. The student council, student discipline, and student publication provide platforms for students to engage in governance, uphold ethical standards, and express their ideas. Together, these initiatives nurture responsible, socially aware, and empowered Kingfishers ready to contribute meaningfully to their communities.

### **Section 1. Student Organizations and Activities**

Student organizations and activities play a vital role in students' holistic development, offering opportunities for leadership, collaboration, and personal growth. These groups, from academic organizations to interest clubs, allow students to engage beyond the classroom, apply their skills, and contribute to campus life. Through participation, students build teamwork, communication, and social responsibility, while preparing for future careers. By supporting diverse student organizations, the university fosters a vibrant community where students can thrive and make meaningful contributions.

Only the supreme student council, student publication, duly accredited student organization or officially recognized class shall be permitted to schedule activities and allowed to use the university facilities and equipment.

#### **Sec. 1.1 Accreditation of Student Organization**

**Sec. 1.1.2** For a student organization to be duly accredited, the following documents shall be submitted to the Student Development Services (SDS) Head (main campus) or Student Affairs and Services (SAS) Head

(external campuses):

- Duly Accomplished Application Form;
- Duly Reviewed Constitution and By-laws;
- Development Plan;
- Accomplishment Report (for renewal applications only); and
- Financial Report (for renewal applications only).

**Sec. 1.1.3** Each student organization shall consist of a minimum of fifteen (15) members, inclusive of twelve (12) officers, to be eligible for accreditation as a university-based student organization. Failure to meet this membership threshold shall render the organization ineligible for formal recognition by the University.

**Sec. 1.1.4** Fraternities and sororities may apply for accreditation, provided that they fully comply with the requirements and guidelines set forth in Republic Act No. 11053, otherwise known as the Anti-Hazing Act of 2018. Non-compliance with the provisions of said law shall result in the denial or revocation of the organization's application for accreditation.

**Sec. 1.1.5** The Constitution and By-laws of the organization shall be submitted to the Legal Office for thorough review to ensure its compliance with applicable policies, regulations, laws, and governing principles. Upon the completion of such review and the determination of its conformity with said standards, the Legal Office shall issue a formal certification attesting to its legality and validity. However, organizations seeking renewal of accreditation shall not be required to submit their Constitution and By-laws to the Legal Office on an annual basis, unless revisions or amendments have been made thereto. In such cases, only the revised or amended provisions shall be subject to review and certification.

**Sec. 1.1.6** The development plan of a student organization shall include initiatives that promote socially responsible and educational activities, such as, but not limited to, health campaigns, anti-drug abuse campaigns, gender and development programs, and environmental stewardship programs.

**Sec. 1.1.7** Upon submission of all required documents and verification that all requirements have been satisfied, the SDS/SAS Head shall approve the application and issue a Certificate of Accreditation to the organization.

**Sec. 1.1.8** Application for accreditation shall be completed no later than September of each academic year. No application for accreditation from new organizations shall be accepted or processed during the second semester.

**Sec. 1.1.9** Any falsification of documents or withholding of pertinent information in the application for accreditation shall result in the immediate cancellation of the application, and the officers and members of the organization shall be subject to disciplinary action.

**Sec. 1.1.10** Student organizations applying for accreditation shall be formally notified in writing of the specific grounds for the denial of their application.

## **Sec. 1.2 Monitoring of Student Organization**

**Sec. 1.2.1** A system shall be utilized to monitor the activities of student organizations and the timely submission of required documentation.

**Sec. 1.2.2** To measure the organization's semestral accomplishments, a Student Organization Performance Review (SOPR) shall be conducted at the end of each semester, spearheaded by the Student Development Services (SDS) Head (main campus) or Student Affairs and Services (SAS) Head (external campuses). During the SOPR, the accomplishments of each organization shall be evaluated based on their quality, efficiency, and timeliness, employing a 1-5-point scale. An average score shall be calculated to determine the final adjectival rating of the student organization as follows: Poor (1.0-1.4), Unsatisfactory (1.5-2.4), Satisfactory (2.5-3.4), Very Satisfactory (3.5-4.4), and Outstanding (4.5-5.0).

**Sec. 1.2.3** A student organization that receives two (2) consecutive ratings of Poor, Unsatisfactory, or Satisfactory shall be ineligible to submit an application for accreditation in the subsequent application cycle.

## **Sec. 1.3 Student Organization Membership**

**Sec. 1.3.1** Membership to student organizations shall be governed by the individual organizations as outlined in their respective constitutions and by-laws. Students must adhere to the specific membership processes established by each organization.

**Sec. 1.3.2** All officially enrolled students shall be recognized as constituents of the Supreme Student Council (SSC). While they are not automatic members or officers, they are represented by the SSC and encouraged to actively participate in its programs and initiatives to promote student engagement and governance.

**Sec. 1.3.3** Enrollment in degree programs directly related to an accredited academic organization necessitates mandatory membership in the corresponding academic organization. For example, you are enrolled in Education Programs, it is mandatory for you to be a member of the Organization of Education Students. This fosters academic collaboration, growth, and support among students within the same field of study.

**Sec. 1.3.4** Membership to non-academic interest or religious clubs shall be voluntary. Students are encouraged to join these clubs to explore their personal interests, hobbies, and talents beyond the academic scope.

**Sec. 1.3.5** All accredited student organizations are required to issue identification cards to their members to formalize and document student participation. Organizations must maintain proper records of membership.

**Sec. 1.3.6** In order to promote inclusivity and affordability, the membership fee for any student organization shall not exceed one hundred pesos (P100.00) per semester. This limitation is imposed to encourage broad student participation while avoiding undue financial burden on the student body.



## **Sec. 1.4 Student Activities**

**Sec. 1.4.1** Student activities shall be aligned with the university's vision and mission.

**Sec. 1.4.2** The student activities shall be based on the following nature:

- Organizational (e.g. officers' meeting, general student assembly, strategic planning, etc.)
- Educational (e.g. workshop, conference, webinar, seminar, summit, conference, convergence, convention, training, etc.)
- Cultural (e.g. talent show, music and dance performance, art exhibit, festival, etc.)
- Recreational (e.g. intramurals, U-Games, sports meet, team building, etc.)
- Social (e.g. party, faculty/college day, beauty pageant, etc.)
- Entrepreneurial (e.g. book and merchandise sale, food and beverage stall, games, etc.)
- Environmental (e.g. tree growing, coastal clean-up, clean-up drive, beautification, etc.)
- Fundraising (e.g. show for cause, benefit concert, disco for a cause, raffle draw)
- Volunteering (e.g. feeding program, relief giving, animal welfare support, etc.)
- Religious (e.g. holy mass, bible study, worship services, etc.)

**Sec. 1.4.3** The accredited student organization or officially recognized class must secure an activity permit from the Student Development Services (SDS) Head (main campus) or Student Affairs and Services (SAS) Head (external campuses).

**Sec. 1.4.4** The following supporting documents must accompany the activity permit application:

- Activity Proposal/Design (for any activity, excluding meetings);
- Memorandum (for meetings).

**Sec. 1.4.5** The activity permit must be secured at least five (5) days prior to the scheduled activity.

**Sec. 1.4.6** Any activity conducted outside university premises must adhere to the guidelines and requirements set forth in the Off-campus Directions Yielding Safe and Successful Educational Yonder (ODYSSEY).

**Sec. 1.4.7** A formal letter of information must be submitted to the SDS/SAS Head in the event of cancellation or postponement of any scheduled activity.

**Sec. 1.4.8** Student organizations are strictly prohibited from conducting activities during examination periods. A moratorium on holding activities shall be enforced one (1) week prior to both midterm and final examinations.

**Sec. 1.4.9** Within five (5) days after the completion of the activity, the following documentation must be submitted to the SDS/SAS Head as proof of conduct:

- Minutes of the Meeting (for meetings);
- Narrative Report (for all activities, excluding meetings); and
- Photographic Documentation (in both soft and hard copy).

**Sec. 1.4.10** No new activity permit shall be issued to any organization with pending proof of conduct still to be submitted to the SDS/SAS Head.

**Sec. 1.4.11** Student organizations are prohibited from imposing fines on students for non-attendance at activities. In lieu of monetary penalties, students may be required to perform community service. For mandatory events, community service shall be conducted off-campus, while for non-mandatory activities, it shall be performed on-campus. Each absence shall correspond to two hours of community service. The classification of activities as mandatory or non-mandatory shall be determined by the student organization. Furthermore, if a sanction has already been imposed by the student organization, the Supreme Student Council shall not impose a duplicate sanction for the same infraction.

## **Section 2. Off-campus Directions Yielding Safe and Successful Educational Yonder (ODYSSEY)**

**Sec. 2.1 Rationale.** Off-campus Directions Yielding Safe and Successful Educational Yonder (ODYSSEY) is a comprehensive framework designed to facilitate and ensure safe, organized, and educationally enriching off-campus activities. This provides guidelines, safety protocols, and success strategies for curricular and non-curricular off-campus activities and international educational trips which are in adherence to CMO 63, series of 2017, and CMO 26, series of 2015, respectively, thereby protecting both the participants and the university.

**Sec. 2.2. Coverage.** The ODYSSEY shall cover all the conduct of off-campus activities within the Philippines as well as international educational trips of students of Southern Leyte State University. The activities shall include but not be limited to the following:

**Sec. 2.2.1 Curricular Activities.** Required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.

**Sec. 2.2.1.1 Educational Tours.** Off-campus learning activities involving mobility of students with the supervision of authorized personnel outside of the premises of Southern Leyte State University which lasts for more than one (1) day and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.

**Sec. 2.2.1.2 Field Trips.** Off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the

premises of Southern Leyte State University but are of relatively shorter duration usually lasting for only one (1) day with fewer places of destination.

**Sec. 2.2.1.3 Participation and/or attendance in degree program-related events.** Off-campus activities or events directly related to the academic program or field of study.

**Sec. 2.2.1.4 Field Study/ Experiential Learning/ Related Learning Experience.** Off-campus activities that are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.

**Sec. 2.2.2 Non-curricular Activities.** Off-campus activities organized or participated by Southern Leyte State University or student organizations aimed at providing students with opportunities for enrichment, personal development, or social engagement beyond what is covered in standard academic classes.

**Sec. 2.2.2.1 Mission-Based Activities** (e.g., Retreat, Recollection, etc.)

**Sec. 2.2.2.2 Conventions, Seminars, Conferences, Symposiums, Convergences, Summits, Trainings, and Teambuilding**

**Sec. 2.2.2.3 Volunteer Work Including Peer Helper Programs, Relief Operations, Community Outreach, and Immersion**

**Sec. 2.2.2.4 Advocacy Projects and Campaigns**

**Sec. 2.2.2.5** Participation in Sports Activities

**Sec. 2.2.2.6** Activities Initiated by Student Organizations

**Sec. 2.2.2.7** Interschool Competitions/Tournaments

**Sec. 2.2.2.8** Culture and Arts Performances and Competition

**Sec. 2.2.3 International Educational Trips.**

Off-campus activities in a foreign country with a primary focus on education. These trips are designed to provide students with immersive learning experiences beyond their usual environment. This is aimed at broadening perspectives, enhancing global understanding, and developing academic or professional skills. If the international educational trip is directly related to the academic program or field of study, the program must be accredited at Level II or higher or a Center of Development (COD) or A Center of Excellence (COE). The following off-campus activities are included in the international educational trip:

**Sec. 2.2.3.1** Short-term Program

**Sec. 2.2.3.2** Cultural Exchange

**Sec. 2.2.3.3** International Training

**Sec. 2.2.3.4** International Conference

**Sec. 2.2.3.5** International Competitions

**Sec. 2.2.3.6** Other International Events

**Sec. 2.3 Exclusions.** Internships or on-the-job training and Students under Exchange Visitors Program (EVP) are not covered by ODYSSEY and shall be governed by a separate and appropriate policy.

**Sec. 2.4 Documentary Requirements.** The following are the documentary requirements for both curricular and non-curricular off-campus activities, including international educational trips:

Documentary Requirements	Curricular Off-campus Activities	Non-curricular Off-campus Activities	International Educational Trips
<b>Before</b>			
Duly Notarized Certificate Of Compliance	Required	Required	Required
Report of Compliance	Required	Not Applicable	Required
Activity Proposal with Emergency Preparedness Plan	Required	Required	Required
Course Syllabus which Reflects the Relevance of Requiring an Off-Campus Activity	Required	Not Applicable	Required*
Invitation/ Any Formal Communication Stipulating the Destination of the Off-Campus Activity	Required	Required	Required
Duly Notarized/Subscribed Consent Form	Required	Required	Required
Medical Certificate Duly Signed by the Physician	Required	Required	Required
Designation of the Personnel-In-Charge	Required	Required	Required
Certificate/Proof in First-Aid Training/Orientation Insurance Provision	Required	Required	Required**
Duly Filled Out Reservation Form for the University Vehicle	Required	Required	Required
Official Receipt (OR) and Certificate of Registration (CR) of Third Party Vehicle	Required***	Required***	Required***
Travel and Tour Operator Accreditation Certificate By the DOT	Required	Not Applicable	Required*
Letter to the LGU	Required	Not Applicable	Not Applicable
Letters to Parents and Students	Required	Not Applicable	Required
Handy Information Material on What to Do Before, During, and After the Trip	Required	Not Applicable	Required
Standard Format of the Learning Task Given to Students	Required	Not Applicable	Required*
Minutes and Attendance of the Briefing and Consultation	Required	Not Applicable	Required
Notarized Letter of Intent	Not Applicable	Not Applicable	Required
Roundtrip Ticket with Flight Details	Not Applicable	Not Applicable	Required
Approved Documents from the Host Country	Not Applicable	Not Applicable	Required
Valid Passport	Not Applicable	Not Applicable	Required
Certificate of Enrolment/Registration from the Registrar	Not Applicable	Not Applicable	Required
PSA-Issued Birth Certificate	Not Applicable	Not Applicable	Required
Certification from DSWD	Not Applicable	Not Applicable	Required
Grades During the Previous Semester	Not Applicable	Not Applicable	Required
Endorsement Letter from the University President	Not Applicable	Not Applicable	Required
Other Documents Required by CHED	Not Applicable	Not Applicable	Required*
<b>During</b>			
Attendance Sheet During the Off-Campus Activity	Required	Not Applicable	Required*
<b>After</b>			
Grades of Students on the Learning Task	Required	Not Applicable	Required*
Financial/Liquidation Report	Required	Required	Required
Narrative Report of the Off-Campus Activity and the Debriefing Program	Required	Required	Required

\* If Applicable

\*\* With International Coverage

\*\*\* If a University Vehicle is Not Available

## Sec. 2.5 Submission of Documentary Requirements.

The following guidelines shall be adhered to when submitting documentary requirements for off-campus activities:

**Sec. 2.5.1** All necessary documentary requirements for the conduct of educational tours or field trips must be submitted to the Office of Student Development Services (OSDS) for the main campus, or to the Office of Student Affairs and Services (OSAS) for external campuses, no later than two (2) months prior to the scheduled date of the educational tour or field trip. This timeline ensures that the documentation is forwarded to the Commission on Higher Education

Regional Office VIII at least fifteen (15) days before the scheduled date of the tour or field trip.

**Sec. 2.5.2** All necessary documentary requirements for the conduct of international educational trips must be submitted to the Office of External Linkages and International Affairs no later than forty (40) working days prior to the scheduled date of the international educational trip. This timeline ensures that the documentation is forwarded to the Commission on Higher Education Regional Office VIII at least thirty (30) working days before the scheduled date of the tour or field trip.

**Sec. 2.5.3** All necessary documentary requirements for the conduct of field study/ experiential learning/ related learning experience and non-curricular off-campus activities must be submitted to the Office of Student Development Services (OSDS) for the main campus, or to the Office of Student Affairs and Services (OSAS) for external campuses, no later than two (2) days prior to the scheduled date of the off-campus activity.

**Sec. 2.5.4** Documentary requirements pertaining to the conduct of off-campus activities, both during and after the event, must be submitted to the Office of Student Development Services (OSDS) for the main campus or to the Office of Student Affairs and Services (OSAS) for external campuses within ten (10) working days following the conclusion of the off-campus activity.

**Sec. 2.6 Safety Guidelines.** To ensure the safety and success of all participants in different off-campus activities, the following guidelines must be adhered to at all times:

**Sec. 2.6.1 Planning and Approval.** A detailed activity proposal or design outlining the objectives, itinerary, budget, and safety measures shall be submitted to the appropriate office. Necessary approvals from relevant authorities shall be obtained by submitting the required documents.

**Sec. 2.6.2 Orientation.** All participants shall attend an orientation to be conducted by the personnel-in-charge to discuss the activity's objectives, itinerary, safety protocols, and emergency procedures. Participants shall be oriented on local laws and cultural norms to avoid legal issues and misunderstandings, if necessary.

**Sec. 2.6.3 Documentation.** Participant's information, including contact details, health information, and emergency contacts shall be collected and verified. All participants shall have required documentation (e.g. parental consent, medical certificate, insurance, etc.)

**Sec. 2.6.4 Emergency Kit.** Participants shall carry a first aid kit and any necessary emergency supplies.

**Sec. 2.6.5 Travel Arrangements.** Safe and reliable transportation to and from the destination shall be arranged. Clear instructions on meeting points, timings, and what to do in case of delays shall be provided. Appropriate and safe accommodation shall be secured, considering factors such as location, security, and amenities.

**Sec. 2.6.6 Emergency Response.** Participants shall familiarize the emergency preparedness plan, including evacuation routes, communication protocols, and assembly points. They shall ensure that all communication devices are fully charged and



accessible throughout the trip. In case of an emergency, participants shall immediately notify the personnel-in-charge.

**Sec. 2.6.7 Mental Health.** Participants experiencing stress, anxiety, or discomfort shall communicate with personnel-in-charge, who will provide the necessary support.

**Sec. 2.6.8 Post-activity Protocols.** After each activity or upon return to the campus, participants shall monitor for any symptoms of illness in the days following the trip, especially if exposed to different environments or climates. A debriefing sessions shall be conducted to reflect on the experience, discuss challenges, and share outcomes. Feedback from participants shall be collected to evaluate the success of the activity and identify areas for improvement.

### **Section 3. Leadership Training**

The university offers a variety of programs and opportunities designed to develop and enhance students' leadership skills at both personal and organizational levels. These initiatives extend beyond the campus to include collaboration with counterparts from other institutions. Students are encouraged to participate in seminars, training sessions, and conferences that aim to boost their confidence as leaders. This acquired knowledge and experience can then be shared and applied within their respective organizations and among their peers.

### **Section 4. Supreme Student Council**

**Sec. 4.1** The Supreme Student Council is a formally organized body, elected at large by the student populace, and duly recognized by the university as the official representative of students in matters

that pertain to their interests.

**Sec. 4.2** The university acknowledges the right of students to govern themselves as a collective body, emphasizing the principles of transparency and accountability to their constituents, and ensuring their representation in various event where student consultation is necessary.

**Sec. 4.3** To promote transparency in the development or revision of guidelines and procedures governing the Student Council, a Student Assembly shall be convened.

**Sec. 4.4** The Supreme Student Council shall operate in accordance with its Constitution and By-laws; however, it is required to align these documents with the Student Manual as well as relevant university, national policies, regulations, laws, and governing principles.

**Sec. 4.5** The Supreme Student Council and the Federation of Supreme Student Councils shall be composed of the following officers:

- One (1) President
- One (1) Vice President
- Three (3) Senators
- One (1) Secretary
- One (1) Treasurer
- One (1) Auditor
- Two (2) Communications Officers
- Two (2) Procurement Officers
- One (1) Peace and Order Officer (Corps Commander from the ROTC Unit)
- One (1) Representative from Each Faculty (for the main campus) or from Each Program (for external campuses)

**Sec. 4.6** The three (3) senators in the above structure will only apply to the campus Supreme Student Council, unless otherwise provided for in the Constitution and By-Laws of the Federation of Supreme Student Councils. However, in cases

where there are changes to the composition of the organization, the provisions stated in the approved SSC Constitution and By-Laws shall prevail.

**Sec. 4.7** The President of the Federation of the Supreme Student Council shall be elected from the six (6) SSC Presidents of the six (6) SLSU campuses and the rest of the positions shall be filled through elections among the Student Council Officers from the six (6) campuses.

**Sec. 4.8** In order to measure the semestral accomplishments of the SSC officers per campus, an Officer Performance Review (OPR) shall be conducted at the end of each semester, spearheaded by the Student Development Services (SDS) Head (main campus) or Student Affairs and Services (SAS) Head (external campuses). During the OPR, the accomplishment shall be evaluated based on their quality, efficiency, and timeliness, employing a 1-5-point scale. An average score shall be calculated to determine the final adjectival rating of each officer as follows: Poor (1.0-1.4), Unsatisfactory (1.5-2.4), Satisfactory (2.5-3.4), Very Satisfactory (3.5-4.4), and Outstanding (4.5-5.0).

**Sec. 4.9** In recognition of their service, the Supreme Student Council Officers of each campus shall be entitled to receive a monthly stipend not to exceed ₱1,000.00, to be disbursed at the end of each semester, subject to the availability of funds. The following guidelines shall govern the disbursement of the monthly stipend for the Supreme Student Council Officers:

- The Officer Performance Review (OPR) shall be submitted, duly noted by the adviser, and approved by the SDS/SAS Head.
- An officer that receives ratings of Poor or Unsatisfactory shall be ineligible to receive a monthly stipend.

- An officer who receives a rating of Satisfactory Performance shall be entitled to receive half of the monthly stipend.
- Officers rated as having Very Satisfactory or Outstanding Performance shall be entitled to the full monthly stipend.

## **Section 5. Student Publication**

**Sec. 5.1** There shall be one official student publication for each campus of Southern Leyte State University with the primary aim of providing valuable information. The publication shall serve as a defender of students' democratic rights and uphold their general welfare while also functioning as a training ground for students in journalism, facilitating their professional development and advancement. This initiative is established pursuant to Republic Act No. 7079, known as The Campus Journalism Act of 1991, alongside relevant laws and university regulations. The official Student Publication of Southern Leyte State University shall be named as follows:

<b>Campus</b>	<b>Student Publication</b>
Sogod	The Campus Headliner
Bontoc	The Fishponder
Tomas Oppus	The Light
Maasin City	MC Pulse
San Juan	Erudite Sentinels
Hinunangan	Green Paradise

**Sec. 5.2** The Student Publication shall be composed of the following editorial board:

- Editor-in-chief
- Managing Editor

- Section Editors (News, Feature, Sports, Literary, Science and Technology, Opinion, Art and Design)
- Reporters/Staff Writers
- Photojournalists
- Layout Artists
- Cartoonists
- Copy Editor
- Business Manager

**Sec. 5.3** In order to measure the semestral accomplishments of the team, The Editorial Board Performance Review (EBPR) shall be conducted at the end of each semester, spearheaded by the Student Development Services (SDS) Head (main campus) or Student Affairs and Services (SAS) Head (external campuses). During the EBPR, the accomplishment shall be evaluated based on their quality, efficiency, and timeliness, employing a 1-5 point scale. An average score shall be calculated to determine the final adjectival rating of each officer as follows: Poor (1.0-1.4), Unsatisfactory (1.5-2.4), Satisfactory (2.5-3.4), Very Satisfactory (3.5-4.4), and Outstanding (4.5-5.0).

**Sec. 5.4** In recognition of their service, the Editorial Board of each campus shall be entitled to receive a monthly stipend not to exceed ₱1,000.00, to be disbursed at the end of each semester, subject to the availability of funds. The following guidelines shall govern the disbursement of the monthly stipend for the Editorial Board:

- The Editorial Board Performance Review (EBPR) shall be submitted, duly noted by the adviser, and approved by the SDS/SAS Head.
- An editorial board member that receives ratings of Poor or Unsatisfactory shall be ineligible to receive a monthly stipend.
- An editorial board member who receives a rating of Satisfactory Performance shall be entitled to receive half of the monthly

stipend.

- Editorial board members rated as having Very Satisfactory or Outstanding Performance shall be entitled to the full monthly stipend.

## **Article 4. INSTITUTIONAL PROGRAMS SERVICES**

These are the programs and services that are available to support and proactively respond in the provision of necessary services to students of all types.

### **Section 1. Admission Services**

The Admission Office is responsible for processing student entrance applications and requirements. Clear procedures and requirements are set for admission, with reasonable accommodations for applicants and individuals with disabilities, as stated in R.A. 7277. To keep everyone informed, updates are available on the SLSU website and other official communication channels. Additionally, an Admission Committee is established to ensure a fair, effective, and policy-compliant admission process.

### **Section 2. Scholarship and Financial Assistance**

SLSU provides scholarship and financial aid opportunities to support deserving students. Application forms for scholarship programs can be obtained from and submitted to the Scholarship Coordinator/Director/Head of Student Affairs and Services for review and evaluation. Moreover, scholarship privileges are non-transferable and no student can enjoy two scholarships/financial grants at the same time.

## **Sec. 2.1 University Access to Quality Tertiary Education Act (RA 10931)**

### **Sec. 2.1.1 Free Higher Education**

**Sec. 2.1.1.1** All undergraduates enrolled in the university will enjoy free tuition, miscellaneous, and other school fees, subject to the following conditions:

- Pass/meet the admission and retention policies of the institution (no age or financial requirements);
- No previous undergraduate degree;
- Not overstaying at the college level (e.g., maximum residency rule plus one-year grace period as provided by law); and
- Students who plan to stop schooling for a certain semester must file a Leave of Absence (LOA) before the start of the semester. Filing is done at the Free Higher Education (FHE) Office.

### **Sec. 2.2 Tertiary Education Subsidy (TES)**

**Sec. 2.2.1** This grant-in-aid program of the government is designed to support the cost of tertiary education of college students enrolled in the university who enroll in their first undergraduate-post-secondary program.

**Sec. 2.2.2** The priority beneficiaries for the Tertiary Education Subsidy (TES) are:

- Students who are part of households included in the Listahanan 2.0, ranked according to the estimated per capita household income; and
- Students not part of the Listahanan 2.0, ranked according to estimated per capita household income based on submitted documentation of proof of income to be determined by the UniFAST Board.

**Sec. 2.2.3 Benefits of TES Grantees:**

- Allowance for education-related expenses of Php 10,000 per semester;
- Additional allowance for PWD TES grantees of Php 15,000 per semester
- TES grantees enrolled in programs requiring professional license or certification will be given the one-time cost of Php 10,000 (per official receipt) in obtaining their first professional credentials

**Section 2.3 Loan Program**

All undergraduate students who enroll in programs that are listed in the Registry of quality-assured programs offered in the university can avail of the short-term Student Loan Program. Loan proceeds are intended to assist student beneficiaries who face illiquidity problems for short period not exceeding one (1) year. Services directly provided by the university must be directly paid to the institutions. The remaining loan proceeds shall be paid directly to the student-borrower in reasonable intervals. (Reference: <https://www.unifast.gov.ph/slp.php>)

**Section 2.4 Dean's List Scholarship Awards**

**Sec. 2.4.1** Bonafide students of SLSU who have demonstrated academic and scholastic excellence are granted scholarship benefits subject to the following conditions:

- Must achieve a GPA between 1.0 to 1.60 during the semester
- Must be officially enrolled with a minimum of 18 workload units
- Must not guilty of any academic and non-academic misconduct



- Transferees from another institution or those who have changed their program of study within the same institution (shiftees) are not eligible.
- Irregular graduating and non-graduating are not eligible

**Sec. 2.4.2** In recognition of outstanding academic performance, the institution offers financial incentives/certificate of excellence to the Dean's Listers as follows:

- With GPA of 1.0 to 1.20 will receive a monthly stipend of not more than P1,000.00 and a certificate of excellence
- With GPA of 1.21-1.40 will receive a monthly stipend of not more than P500.00 and a certificate of excellence
- With GPA of 1.41-1.60 will receive a certificate of excellence only

**Sec. 2.4.3** The above monetary benefits will be disbursed at the end of every semester, subject to the availability of funds.

**Sec. 2.4.4** Scholars are granted book allowance of not more than P1,000 per semester, subject to the availability of funds

**Sec. 2.4.5** Nomination and Applications Process:

**Sec. 2.4.5.1 Nomination Form (Annex B)** – Faculty can nominate students who they believe meet the eligibility criteria using the Dean's Lister Nomination Form. Nominations must include a justification statement and any relevant supporting documents.

**Sec. 2.4.5.2 Application Form (Annex C)** – if you qualify and wish to apply for the Dean's Lister, you can submit the Dean's Lister Application Form. This

form should be accompanied by a personal statement outlining your academic efforts and any challenges overcome.

**Sec. 2.4.6 Academic Excellence Committee (AEC) and Responsibilities:**

**Sec. 2.4.6.1 Composition:**

Chairperson: Faculty Dean

Members: Academic Advisers  
Program/Area Chairs

**Sec. 2.4.6.2 Responsibilities:**

- Verify GPA calculations and uphold academic standards
- Oversee the ranking process and finalize the list of awardees
- Submit the final honor roll list to the Office of the Vice President for Academic Affairs, in the case of the Main Campus and the Office of Campus Director, in the case of external campuses, for approval and record-keeping

**Sec. 2.4.7 Ranking and Submission Process**

**Sec. 2.4.7.1** Students who meet the GPA threshold will be ranked based on their GPA to determine their positions on the list.

**Sec. 2.4.7.2** Submission to the Committee

**Sec. 2.4.7.3** Both nominated and self-applied forms should be submitted to the Academic Excellence Committee (AEC) for verification and processing.

**Sec. 2.4.7.4** The AEC will convene ten (10) working days after the last day for submission or encoding of grades in the system to review all applications and nominations.

### **Sec. 2.4.8 Verification and Approval**

**Sec. 2.4.8.1** The AEC will use the Dean's Lister Verification Form (**Annex D**) to confirm the eligibility and accuracy of the information provided in the nominations and applications.

**Sec. 2.4.8.2** After verification, the AEC will compile and submit the final list of Dean's Lister to the Office of the Vice President for Academic Affairs (OVPA), in the case of the Main Campus, and Office of the Campus Director, in the case of external campuses, for approval and record-keeping.

**Sec. 2.4.8.3** The OVPA/Office of Campus Director shall provide a copy of the official list of Dean's Listers to the Scholarship Office for the preparation of payroll.

### **Sec. 2.4.9 Use of Forms**

All forms (Nomination, Application, and Verification) will be available for download in Word document format from the official department/Faculty social media accounts and can also be picked up in hard copy format from the department/Faculty.

### **Sec. 2.4.10 Deadline for Submission**

Deadlines for submitting nominations and applications will be clearly communicated each semester, ensuring all eligible students and faculty have ample opportunity to participate.

### **Sec. 2.4.11 Program Recognition**

**Sec. 2.4.11.1** Award certificates of excellence, signed by the Dean, will be presented to all Dean's Listers.

**Sec. 2.4.11.2** A semestral recognition event will be held to honor these students, featuring speeches from the Dean and Academic prominent faculty members.

## **Section 2.5 Student Assistance (Work Study Grant Program)**

**Sec. 2.5.1** A financially challenged but deserving student, may be allowed to work part-time for up to 80 hours per month at a rate of P25.00/hour.

**Sec. 2.5.2** To qualify, the student must meet the following requirements:

- Enrolled units for the semester is not more than eighteen (18)
- Can report to Office for four (4) hours a day and/or twenty (20) hours per week
- Did not incur any failing grades from the previous semester

**Sec. 2.1.1.5.3** Documentary Requirements:

- Copy of semestral rating during the previous semester
- Copy of validated Official Registration Form (ORF) of the current semester
- Endorsement letter from the requesting office/department
- Duly accomplished Scholarship Application form
- Duly accomplished Scholarship Profile form
- Duly accomplished Scholarship terms & conditions

## **Section 2.6. Special Scholarship**

This refers to the giving of financial incentives to students who have displayed exemplary talent/skill in sports, culture and the arts representing the university in regional and national competitions. Entitlements of this scholarship shall follow the approved Sports Development and Cultural Affairs Manual.

## **Section 2.7 School Publication and Supreme Student Council (SSC)**

In recognition of their service, the Supreme Student Council Officers and the Editorial Board/Staff of the official student publication of each campus shall be entitled to receive a monthly stipend not to exceed ₱1,000.00, to be disbursed at the end of each semester, subject to the availability of funds.

## **Section 2.8 Persons with Disabilities (PWDs)**

**Sec. 2.8.1** A monthly stipend of Php 500 is granted to students who are differently abled (PWD) provided a certificate and an ID duly issued by the City or Municipal Mayor or the Barangay Captain of the place where the persons with disability resides and shall be submitted to the Office of the Scholarship Coordinator.

**Sec. 2.8.2** The above stipend is to be disbursed at the end of each semester, subject to the availability of funds.

## **Section 2.9 Indigenous People (IPs)**

**Sec. 2.9.1** A monthly stipend of Php 500 is granted to students who are classified as Indigenous

People (IP) provided a certificate and an ID duly issued by the City or Municipal Mayor or the Barangay Captain of the place where the persons reside and shall be submitted to the Office of the Scholarship Coordinator.

**Sec. 2.9.2** The above stipend is to be disbursed at the end of each semester, subject to the availability of funds.

## **Section 2.10 Kalampusan Mo Kalipay Ko: Adopt-a-Student Program**

**Sec. 2.10.1** This program aims to widen access to quality education to those who are affected by calamities/disasters and those who are mentally capable but less fortunate (poor but deserving) students. Applicants to the programs shall:

- come from Southern Leyte;
- be identified as severely affected based on a survey conducted by the university in terms of the following:
  - ✓ homeless poor family; and
  - ✓ lost of the means of livelihood;
- be a non-recipient of any government or non-government scholarship grants;
- have a General Weighted Average (GWA) of at least 80 of Senior High School (SHS) grades as certified by the SHS Principal or the last term grade if already in college.

**Category A:** Full Adoption (Stay-in the house of the benefactor)

- Free daily meals and accommodation
- Full cost of projects and other academic requirements
- School fees not covered by RA 10931

- Weekly allowance worth P250.00
- Fare from home to school and vice versa
- School Uniform

**Category B1.** Partial Adoption (Stay-out from the house of the benefactor but must stay in his/her family)

- Full cost of projects and other academic requirements
- School fees not covered by RA 10931
- Weekly allowance worth P250.00
- School Uniform

**Category B2:** Partial Adoption (Stay-out but stays in the school dormitory)

- Full cost of projects and other academic requirements
- School fees not covered by RA 10931
- Weekly allowance worth P250.00
- Dormitory Fees
- School Uniform

### **Section 3. Food Services**

The university ensures that available, adequate, safe and healthful food within the campus and immediate vicinity is provided. It sees to it that food displays are in accordance with the food, safety and sanitation guidelines of the Department of Health. The cafeteria/canteen/food court is operated to promote an enjoyment of healthy eating. It is intended only for those who will take snacks or eat their meals; hence, studying and chatting only are strictly prohibited.

## **Section 4. Safety and Security Services**

The university is committed to provide a safe and secure environment not only to the students but also to the members of the academic community. Compliance to standards in constructing buildings and providing facilities is adhered, access policy control is established to protect the lives and belongings of the university, employees and students. An Environmental Management-Disaster Risk Reduction Management (EM-DRRM) office is created to address disaster risk reduction and management concerns to include challenged persons. The details of which can be found in the EM-DRRM Plan.

## **Section 5. Student Housing and Residential Services**

**Sec. 5.1** The University offers a residence for bonafide students. This is the best alternative residence for students that offers a comfortable, secure, and welcoming dormitory environment. Priority is given to students who live distant from the university and those students with special needs. The dormitory is open a day before the start of classes.

**Sec. 5.2** Application process:

- For the new applicants, inquire for vacancy.
- For the old occupants, please see the Dormitory Attendant/Adviser of the status whether retained or not and submit the approved Clearance of the previous semester.
- Secure the application form for residency from OSAS. Have it signed by the Cashier and secure the Official Receipt of the one-month advance and one-month deposit approved by the OSAS Director/SAS Head.
- After complying the requirements, present the Application Form to the Dormitory Attendant for DORMITORY AGREEMENT and room assignment
- Fill up the Dorm Occupants Profile which shall



be submitted to the Dormitory Attendant.

- Submit the DORMITORY AGREEMENT to OSAS Director/SAS Head for approval.

**Sec. 5.3** The SAS office can recommend and provide list of accredited boarding houses for students who wish to stay in a boarding house within the campus vicinity.

## **Section 6. Multi-Faith Services**

The University fosters an environment that respects and upholds your right to religious freedom. Institutional principles and policies are in place to ensure that you can freely express your religious beliefs while maintaining harmony within the academic community.

## **Section 7. Services for Students with Special Needs**

The University provides programs and activities designed to provide equal opportunities to Persons with Disabilities, indigenous peoples, solo parents, and academic accommodation for learners with special needs. Provisions found in CMO 9, series of 2013 shall be observed in serving such group of students.

## **Article 5. INTERNATIONAL LINKAGES AND EXTERNAL AFFAIRS**

To address the needs of foreign students, the university provides assistance by creating an office to guide and provide “a home away from home” services. An integrated program that caters the socio-psycho-cultural, academic and non-academic needs should be available to all international students in coordination with the External Linkages and International Affairs (ELIA) office.

## Article 6. HEALTH SERVICES

The University believes in the essence of good health as a factor to learning. Its objective is geared towards promoting, maintaining, and protecting the total health of school populace. Provision of primary health care administered by licensed medical, dental and allied professionals to all students shall be ensured and provision of health care facilities are installed and updated health records are kept.

### Section 6.1 Medical

**Sec. 6.1.1** The students will have a semestral physical check-up by a university physician, who will be assisted by a school nurse. The university physician shall have a regular schedule to visit external campuses.

**Sec. 6.1.2.** Basic medical services rendered are dressing of wounds, blood pressure taking, vital signs monitoring, initial assessment, first aid measures and referrals for unmanageable cases.

**Sec. 6.1.3** Only initial dose of the prescribed medications will be given to the patient subject to availability of supply.

### Sec. 6.2 Dental

**Sec. 6.2.1** The students will have a semestral dental check- up by a university dentist, who will be assisted by a *Dental Aid*. Services rendered are free for tooth extraction and dental filling. The oral prophylaxis has a minimal amount of payment for IGP purposes.

**Sec. 6.2.2** Local anesthetics are administered for free subject to the availability of supply. Initial dose of medications is also given subject to its availability.

**Sec. 6.2.3** An individual may use medical and dental services if:

- currently enrolled in the respective campus within the semester or summer as the case may be.
- medical and dental fees are covered under the Free Higher Education (FHE) program.

However, certain dental procedures, such as oral prophylaxis and cavity filling or restoration, may require a minimal fee.

### **Sec. 6.3 Student Insurance**

**Sec. 6.3.1** The University provides student accident insurance amounting to P50.00, covered by UNIFAST for all FHE students. This ensures peace of mind and a sense of security in case of unexpected incidents. While the insurance may not fully cover all medical expenses, it helps alleviate some necessary costs

**Sec. 6.3.2** All students 21 years and above are encourage to get a PHILHEALTH Card, and those 20 years below shall submit a copy of the PHILHEALTH Member Data Record (MDR) to the health personnel.

## **Article 7. CULTURE AND ARTS PROGRAM**

**Sec. 7.1** The University designed programs and activities to provide opportunities to develop and enhance talents, abilities and values for appreciation, promotion and conservation of national culture and multi-cultural heritage.

**Sec. 7.2** Interested students shall undergo initial screening before they are admitted to the said clubs, culture and arts group, and the like, and become a grantee of the special scholarship of the University as per recommendation of Culture and Arts Director/Head.

## **Article 8. SPORTS DEVELOPMENT PROGRAM**

The university is committed to the development of the potential athletes enrolled in the school. All coaches of different events shall conduct try-outs for the students who have the potential in a particular event every first semester of the school year. All sports activities like intramural meet, faculty day, foundation day and the like shall be geared toward the discovery of potential athletes.

## **Article 9. SOCIAL AND COMMUNITY INVOLVEMENT PROGRAMS**

**Sec. 9.1** The university designed programs and activities in developing social awareness, personal internalization and meaningful contribution to nation building. Student organizations are encouraged to extend meaningful socio-civic involvement like volunteerism, environment protection and others to the communities.

**Sec. 9.2** Community extension programs of the different colleges shall be participated in by the colleges' respective students' organizations as well as university-initiated socio-civic action programs. Among the community involvement programs initiated by the campus student organizations are tree planting, coastal clean-up, tutorials, relief giving, adopt a barangay/street and others.

## **Article 10. LIBRARY SERVICES**

The library, the center of knowledge, a valuable educational agency and the heart of institution, plays an indispensable role in accomplishing the aims of the university. Every library client could best put an adequate volume of books in different areas of specialization into advantage when they follow the library rules and regulations.

### **Section 1. Fines and Other Penalties**

**Sec. 1.1** Per BOR-approved Library-Learning Commons Manual, the following fines and penalties will apply:

**Sec. 1.1.1** Failure to return a book on a due date will mean a fine.

- For overdue books: Reserved, Circulation, Browsing (Fiction Books) and Filipiniana Books: Php 5.00 for the first hour, Php 1.00 for the succeeding hours and Php 10.00 for the whole day

- For Photocopy: Php 1.00 per hour and 15.00 if not returned on the day it is being borrowed.

**Note:** Charging of penalty includes Saturdays, Sundays, and Holidays

## Section 2. Online Services

### Sec. 2.1 Ask –A – Librarian?

**Sec. 2.1.1** A platform where students, faculty and staff can get the help from SLSU Librarians

Campus	Facebook Page
SLSU-Sogod	SLSU Library
SLSU-Bontoc	SLSU-Bontoc Library
SLSU-Maasin City	SLSU-MCC Library
SLSU-Tomas Oppus	SLSU-Tomas Oppus Library
SLSU-San Juan	SLSU-Sj Learning Resource Center
SLSU-Hinunangan	Southern Leyte State University-Library

via:

**Sec. 2.1.1.1 Facebook messenger** – a reference provided by Librarians over the internet. Students, faculty and staff log in to their Facebook account and may request assistance from the librarians during service hours (Monday to Friday, 8:00AM to 5:00 PM).

**Sec. 2.1.1.2 E-mail** - For longer reference queries, the student, faculty & staff may send email to:

Campus	Email Address
SLSU-Sogod	library_sg@southernleytestateu.edu.ph
SLSU-Bontoc	library_bt@southernleytestateu.edu.ph
SLSU-Maasin City	library_mcc@southernleytestateu.edu.ph

SLSU-Tomas Oppus	library_to@southernleytestateu.edu.ph
SLSU-San Juan	lrc_sj@southernleytestateu.edu.ph
SLSU-Hinunangan	library_hn@southernleytestateu.edu.ph

**Sec. 2.1.1.3 Telephone (University Library)-** A reference service provided over the telephone if you need assistance.

Telephone Number – (053) 577-0322

**Sec. 2.1.1.4 Mobile phone or text messaging** - Student, faculty & staff prefers to talk to a librarian or send a text message with their mobile phone, may call and send questions during library hours.

<b>Campus</b>	<b>Mobile Numbers</b>
SLSU-Sogod	0951-799-6975/0966-135-1921
SLSU-Bontoc	0943-091-2087
SLSU-Maasin City	0935-590-5752
SLSU-Tomas Oppus	0912-035-5643
SLSU-San Juan	0915-214-4904/0992-287-3492
SLSU-Hinunangan	0908-810-3911

## **Article 11. ICT SERVICES**

The importance of information communication technology to the student life is very much acknowledged knowing that this media plays important role in the academic life of a learner. Along this contention, the university provides ICT facilities where a student has access in making researches. The library offers e-sites for the students to avail for e-books in their search for knowledge aside from the online access in the internet café.

### **TITLE III. GENERAL UNIVERSITY POLICIES**

Southern Leyte State University (SLSU) upholds a commitment to academic excellence, student welfare, and institutional integrity. To ensure a structured, fair, and supportive learning environment, the university has established a set of policies that guide students in their academic journey, personal development, and campus life. These policies cover various aspects, including enrollment procedures, academic regulations, student responsibilities, and campus conduct, all aimed at fostering a culture of discipline, inclusivity, and mutual respect.

#### **Article 1. Academic Year**

The academic year is divided into two semesters of at least eighteen (18) weeks each and summer sessions of six weeks for a minimum of total of fifty-four (54) hours of instruction per CY3-unit subject per term.

#### **Article 2. Steps in Enrolment**

**Section 1.** Present credentials for evaluation at OSAS. First year applicants and transferees must have met the Phase 1 and Phase 2 admission requirements of the University.

**Section 2.** Proceed to the office of Information System (IS) for student ID number assignment

**Section 3.** Proceed to the Department Head/Faculty Dean concerned for encoding of subjects and/or for the evaluation of subjects to be credited (taken from other university/school for the transferee)

**Section 4.** Proceed to the FHE office for FHE eligibility status

**Section 5.** Proceed to the cashier for those students with financial obligation and pay; and those with no financial obligation proceed to step 6

**Section 6.** Proceed to the Registrar for submission of credentials and validation of registration form.

### **Article 3. Class Attendance**

**Section 1.** All students are obliged to attend classes regularly.

**Section 2.** Due to illness or some other valid reasons, (*family emergency, natural disasters, personal/psychological concerns, legal obligations, school approved activities, religious observances, transportation issues*) students may be excused from the class provided that they can present any evidences to support their absence.

**Section 3.** Any student who accumulated three (3) unexcused absences from the class must obtain an excuse slip from the Guidance & Counseling Office/OSAS to be presented to the instructor upon assumption to class.

**Section 4.** Any absence incurred immediately after a short vacation (Christmas, Election Day, and others) is normally considered unexcused unless there is a clear and valid reason for the absence.

**Section 5.** A student who accumulated absences equivalent to twenty percent (20%) of the total number of class hours per subject in a semester shall be automatically dropped from the class.

**Section 6.** The Registrar and Director, OSAS/SAS Head shall be advised of the action taken by the professor to the student by submitting a Form for Dropping Students.

**Section 7.** Habitually Late: Habitual tardiness refers to 5 times accumulated late in two (2) consecutive months.

### **Article 4. Attendance to Commencement Exercises**

**Section 1.** All candidates for graduation shall attend the commencement exercises unless the Program Head/Faculty Dean recommends the graduation of a student in absentia on grounds of sickness or other equally acceptable reasons which must be supported by strong evidence, provided also that the student has met all the requirements.

#### **Section 2. Academic Costume**

Candidates for graduation shall wear the *Sinamay* as the



official academic costume of Southern Leyte State University. The guidelines of such is found in the proposal as approved through BOR Resolution No. 157 s.2024 (**Annex E**). The faculty and university officials shall wear their respective academic gowns.

## **Article 5. Flag Ceremony**

**Section 1.** Students are required to attend the flag ceremony every Monday morning.

**Section 2.** Students shall observe proper behavior and conduct during the ceremony.

## **Article 6. Guidelines for School Uniform and Grooming**

### **Section 1. Uniform for Male Students**

**Sec. 1.1 Prescribed Uniform:** must wear the prescribed male uniform, which includes a collared top paired with dark-colored pants.

**Sec. 1.2 Shirt Styling:** The top should be worn untucked.

**Sec. 1.3 Footwear:** The uniform should be complemented with black shoes made of leather, whether genuine or synthetic, or similar durable material, ensuring a polished look.

**Sec. 1.4 PATHFit uniforms:** should only be worn during the respective classes or activities for which they are designated.

**Sec. 1.5 Laboratory/Shop Uniforms:** may be worn upon entry to the campus only if you have a laboratory class scheduled as your first period, either in the morning or afternoon. A special permit from OSAS should be secured for this purpose. However, laboratory/shop uniform should not be worn during lecture sessions or other academic activities. Faculty members must ensure that students wear the prescribed school uniform during lectures.

## Section 2. Grooming for Male Students

**Sec. 2.1 Hair:** Hair should be neat, clean, and trimmed to a length that does not extend beyond the nape. Styling should ensure that hair does not cover the eyes or interfere with vision.

**Sec.2.2 Facial Hair:** Facial hair, including beards and mustaches, should be neatly groomed and maintained to present a tidy appearance.

**Sec.2.3 Hair Color:** Natural hair color is encouraged. However, hair dyeing is permitted as long as the color remains appropriate and professional-looking. Extreme or unconventional hair colors are prohibited.

**Sec.2.4 Nails:** Nails should be kept clean and trimmed short. Long or elaborately decorated nails are discouraged.

## Section 3. Uniforms for Female Students

**Sec.3.1 Prescribed Uniform:** must wear the prescribed uniform consisting of a collared top paired with either a skirt that is knee length, or pants.

**Sec.3.2 Shirt Styling:** The top should be worn untucked.

**Sec.3.3 Footwear:** The uniform should be complemented with black shoes made of leather, whether genuine or synthetic, or similar durable material, ensuring a polished look.

**Sec.3.4 PATHFit uniforms:** should only be worn during the respective classes or activities for which they are designated.

**Sec.3.5 Laboratory/Shop Uniforms:** may be worn upon entry to the campus only if you have a laboratory class scheduled as your first period, either in the morning or afternoon. A special permit from OSAS should be secured for this purpose. However, laboratory/shop uniform should not be worn during lecture sessions or other academic activities. Faculty members must ensure that students wear the prescribed school uniform during lectures.

## **Section 4. Grooming for Female Students:**

**Sec. 4.1 Hair:** Should be neat and clean.

**Sec. 4.2 Hair Color:** Natural hair color is encouraged. However, hair dyeing is permitted as long as the color remains appropriate and professional-looking. Extreme or unconventional hair colors are prohibited.

**Sec. 4.3 Makeup:** If worn, must be subtle and suitable for a school environment.

**Sec. 4.4 Jewelry and Accessories:** These should be modest and not distracting.

**Sec. 4.5 Nail Polish:** If worn, should be of neutral or subdued colors. Elaborately decorated nails are discouraged.

## **Section 5. LGBTQIA+ Students**

**Sec.5.1** If you are an LGBTQIA+ student, you may dress and groom in accordance with your gender identity, following the appropriate guidelines for male or female uniforms and grooming.

**Sec. 5.2** Transfeminine may wear the prescribed female uniform, except for the skirt, opting instead for pants for females.

**Sec. 5.3** Transmasculine may wear the prescribed male uniform.

**Sec. 5.4** For social activities, transfeminine/transmasculine may wear an attire in accordance with their gender identity maintaining modesty and appropriateness for an academic setting.

## **Section 6. During Wednesdays (Wash Day)**

### **Sec. 6.1 Tops**

**Sec. 6.1.1** Casual T-Shirts or Polo Shirts

**Sec. 6.1.2** Blouses or button-down shirts (nothing too revealing)

### **Sec. 6.2 Bottoms**

**Sec. 6.2.1** Jeans or demin pants. Ripped jeans are prohibited.

**Sec. 6.2.2** Khaki or cargo pants

**Sec. 6.2.3** Modest skirts or dresses (knee-length)

### **Sec. 6.3 Footwear**

**6.3.1** Sneakers or casual shoes

**6.3.2** Flats, sandals. Slippers are prohibited.

## **Section 7. Additional considerations:**

**Sec. 7.1** Clothes should be neat, clean and free of offensive logos or language

**Sec. 7.2** Avoid overly revealing and tight-fitting outfits

**Sec. 7.3** Maintain modesty and appropriateness for an academic setting

## **Section 8. Student without Uniform (New and Transferees)**

**Sec. 6.8.1** Tops should be plain white with no prints, preferably with a collar.

**Sec. 6.8.2** Bottoms should be long pants, either black or blue.

**Sec. 6.8.3** Footwear should be neutral in color.

**Sec. 6.8.4** Uniform should be worn 2 months after the opening of classes, otherwise, you are required to secure permit from OSAS for entry indicating your valid reasons.

## **Section 9. Athletes/Performers**

**Sec. 9.1** If you are a student-athletes/performers, you shall wear your sports uniform or attire during training sessions and sporting events, and not during classes or other academic activities.

## **Section 10. Identification Card**

**Sec. 10.1** Ensure that you wear your official ID when entering the campus and during classes, as failure to do so may result in denial of entry. Additionally, the ID is required for the following:

- admittance to programs, convocations, lectures, film showings and other activities if necessary.
- use of university facilities and services like library, infirmary, guidance services, and recreational facilities in the PE department/gymnasium.

**Sec. 10.2** All campuses should require students to secure a library ID.

**Sec. 10.3** In case of loss, an affidavit of loss is required for its replacement. A replacement form may be secured from the OSAS for certain procedural requirements.

**Sec. 10.4** Identification card of student who graduated/transferred/separated from SLSU will be invalidated by the OSAS.

**Sec. 10.5** Shiftees shall change their student IDs with their new program and the old one will be invalidated by SAS office.

## **TITLE IV. CODE OF CONDUCT**

Southern Leyte State University serves as a nurturing ground for your academic and personal growth. As an institution dedicated to excellence, it is committed to fostering your holistic development in your character, intellect, and ethical values. This Code of Conduct aims to guide you in embodying the principles and values that reflect the university's mission of nurturing socially responsible, globally competitive, and community-oriented graduates.

You, as Kingfishers, are expected, both within and beyond the campus, to uphold the university's core values. These principles are integral to your development as individuals who are not only academically competent but also ethically grounded and socially engaged.

As students, you must adhere to the rules and regulations set forth by the university, recognizing that your actions and behavior reflect on the university community as a whole. By embracing these standards,

you can contribute to a positive and productive learning environment, promoting mutual respect and accountability.

This Code of Conduct applies to all students currently enrolled at the university, as well as those who have not been officially separated from the university. It serves as a comprehensive framework to guide you on your rights and responsibilities, ensuring that your conduct aligns with the university's standards of academic and personal integrity.

Thus, as students, you must:

**Article 1.** always abide by all national laws and university policies and regulations.

**Article 2.** uphold dignity, moral standards, and professionalism at all times, whether on campus, off campus, or online, avoiding actions that could bring embarrassment or dishonor to the University.

**Article 3.** be honest, acknowledge your shortcomings, take personal accountability, and strive for personal improvement, while living by principles of love, justice, compassion, and concern for others, treating everyone with respect and kindness.

**Article 4.** resolve conflicts amicably, demonstrating tolerance and impartiality in your interactions.

**Article 5.** engage in sustainable practices, support environmental efforts, promote global awareness, and inclusivity, and advocate for social justice issues.

**Article 6.** use technology responsibly, respect digital privacy, and practice digital etiquette.

**Article 7.** uphold ethical standards in research, conduct research responsibly, respect intellectual property rights, and adhere to university guidelines on academic integrity.

**Article 8.** prioritize your health and well-being, avoiding substance abuse, excessive alcohol consumption, and other harmful behaviors, while promoting a balanced lifestyle that supports academic and personal success.

**Article 9.** participate in university governance, and cultural, athletic, and academic events, contributing to the vibrancy of campus life and fostering a sense of community.

**Article 10.** manage their time effectively, prioritize academic commitments, attend classes regularly, and complete assignments on time to achieve academic success.

**Article 11.** familiarize yourselves with and adhere to university safety protocols and emergency procedures and report unsafe conditions or behaviors promptly.

## **TITLE V. CODE OF DISCIPLINE**

Southern Leyte State University upholds a Code of Discipline to promote an environment conducive to learning, respect, and ethical conduct among its students. Penalties are imposed for violations of this Code to underscore the importance of upholding integrity, responsibility, and respect for oneself and the University community.

A penalty serves as a disciplinary measure aimed at guiding you to understand that any act of misconduct, deliberate violation, or defiance of established rules and regulations contradicts the values and principles upheld by the university. It is expected that you, upon receiving a penalty for violating the Code of Discipline, shall demonstrate a sincere commitment to self-improvement. Failure to do so may result in more severe consequences, including expulsion from the University.

The primary objectives of imposing penalties include instilling a sense of justice and respect for authority among students, correcting unacceptable behavior and promoting responsible conduct, strengthening the moral and ethical character of students, and safeguarding the reputation and integrity of both students and the University.

Penalties may range from reprimand, suspension, dismissal, expulsion, and other appropriate measures based on the gravity of the offense committed. Imposing penalties shall be exercised in accordance with due process.

**Article 1. Non-academic Offenses** - refer to actions or behaviors that disrupt the campus environment or violate community standards and institutional policies, excluding violations directly related to academic activities. These offenses undermine the safety, well-being, and integrity of the university community and are addressed to maintain order, respect, and a positive atmosphere on campus.

**Section 1. Minor Non-academic Offenses** typically involve violations of university policies or guidelines that do not result in significant harm to individuals or property. These offenses reflect a lapse in judgment or failure to adhere to behavioral expectations but do not indicate a pattern of severe or disruptive conduct.

**Sec. 1.1. Discrimination.** Acts or omissions, whether direct or indirect, that unjustly differentiate, exclude, or adversely treat individuals based on race, gender, religion, disability, age, sexual orientation, or other characteristics.

**Sec. 1.2 Disobeying Classroom Policies and Procedures.** The act of intentionally or repeatedly disregarding the duly established rules, guidelines, or protocols established by instructors or the university within a classroom setting

**Sec 1.3 Disrespect.** Acts of minor discourtesy or rude behavior displayed towards fellow students or employees at Southern Leyte State University which includes actions or speech that may be considered impolite, inconsiderate, or slightly offensive but do not rise to the level of serious misconduct or harassment.

**Sec. 1.4 Dress Code Violations.** Instances where students fail to adhere to the guidelines for school uniform and grooming. These violations include wearing inappropriate or prohibited clothing and accessories that do not conform to the guidelines set for academic or social settings on campus.

#### **Sec. 1.4.1 Wearing Inappropriate Top**

- sleeveless shirts, jerseys
- tops dresses with plunging necklines,



spaghetti straps, strapless designs

- any top that does not cover the shoulders, or is deemed too revealing during classes.

#### **Sec. 1.4.2 Improper Bottom Wear.**

- shorts, ripped jeans, miniskirts
- any bottoms that do not conform to specified length or decency standards during classes.

#### **Sec. 1.4.3 Non-Conforming Hair and Grooming.**

- extreme or unconventional dyeing of hair. Hair colors that are overly vibrant, unnatural, or distracting. This includes but not limited to neon shades (e.g. bright pink, electric blue or neon green, etc.), multiple contrasting colors (rainbow or ombré with bold hues), and patterns or designs dyed into the hair.
- overly defined or exaggerated eyebrow shaping
- excessive use of makeup that is not suitable for academic or formal settings (female)
- long hair beyond nape length (male)

#### **Sec. 1.4.4 Unauthorized Accessories.** Wearing earrings (male)

**Sec. 1.4.5 Violation of Specific Clothing Restrictions.** Wearing outfits that are not suitable for academic or formal settings, such as beachwear, pajamas, overly revealing outfits, ripped jeans or clothing with inappropriate graphics, offensive language or slogans.

**Sec. 1.4.6 Violation of Footwear Policy.**

Wearing slippers, flip-flops, or sandals during classes, except in cases of medical necessity (e.g., cuts, wounds) or rainy conditions.

**Sec. 1.5 Entering Unauthorized Areas.** Accessing or entering restricted or private spaces at Southern Leyte State University, such as other students' quarters, dormitories, or any off-limits locations without explicit permission or proper authorization.

**Sec. 1.6 ID or Campus Pass Refusal by University Authorities.** The act of not complying with a request to show proper identification or a valid campus pass by authorized university personnel.

**Sec. 1.7 Improper Use of Identification Cards.**

Using someone else's ID, library card, or any other university-issued access card without permission—specially to deceive, gain unauthorized access, or pretend to be someone else.

**Sec. 1.8 Insubordination.** Willful refusal to follow or comply with legitimate instructions, directives, or orders issued by Southern Leyte State University or its authorized employees which includes acts of defiance, disrespect, or intentional non-compliance.

**Sec. 1.9 Littering.** The act of improperly disposing of waste by dropping, leaving, or discarding items such as candy wrappers, fruit peels, paper, plastic, and other wastes in places other than designated waste receptacles.

**Sec. 1.10 Minor Vandalism.** The act of carving, staining, writing, or drawing on any property of the university without appropriate permission which includes defacing, marking, or otherwise damaging university-owned items or facilities. This includes, but not limited to, carving, staining, writing, or drawing on desks, walls, restrooms, chairs, or other university-owned items without permission.

**Sec. 1.11 Non-Attendance in Mandatory Events.** Failure to attend mandatory university events, including intramural games, anniversary activities, meetings de avance, orientations, seminars, or other

related mandatory activities without prior notice or valid justification.

**Sec. 1.12 Parking in Prohibited Areas.** Parking a vehicle in areas designated by the university as no parking zones.

**Sec. 1.13 Picking Campus Plants.** Harvesting or removal of fruits, flowers, plants, or any natural products from the grounds of the university without permission from the proper authority.

**Sec. 1.14 Public Disturbance and Misconduct.** Disruptive behaviors such as, but not limited to, shouting, whistling, wild laughter, and loud talking within the premises of the university that disrupt the peaceful and conducive atmosphere required for learning, working, and other activities on campus, affecting the overall environment and the well-being of the university community. This includes, but not limited to, being excessively loud in hallways, making unnecessary noise in classrooms or offices, or engaging in rowdy behavior that disrupts others' focus.

**Sec. 1.15 Sitting on undesignated Places.** Sitting or placing weight on areas not intended for seating, such as railings, windowsills, tables, or other surfaces, which can lead to damage to school property or pose safety hazards.

**Sec. 1.16 Smoking in the campus premises.** The act of lighting, smoking, or using tobacco products and electronic cigarettes inside the campus premises.

**Sec. 1.17 Unauthorized Activity.** Organizing or participating in assemblies, gatherings, or other student activities on the campus premises without obtaining a permit.

**Sec. 1.18 Unauthorized Removal of Notices.** Removing, erasing, defacing, altering, or tampering with official notices, posters, or announcements posted on campus bulletin boards, walls, or other designated areas without authorization that undermines communication and dissemination of important information within the university community

**Sec. 1.19 Unauthorized Use of University Facilities.** Utilizing university facilities, equipment, or resources

for non-academic purposes without prior approval from the appropriate university department or administrative authority which includes misuse of laboratories, classrooms, sports facilities, or any other university-owned property not intended for personal or unauthorized group activities.

**Sec. 1.20 Unauthorized use of University Seal, Logo, and Name.** The use of these official symbols and identifiers without explicit permission from the university which can lead to misrepresentation, legal issues, and reputational harm to both the individual or organization using the symbols and the university itself.

**Sec. 1.21 Unsanitary Practices.** Engaging in behaviors such as spitting, vomiting on walls or floors of campus buildings, or defecating in undesignated areas at the campus that pose health hazards, compromise hygiene standards, or contribute to a negative campus environment.

**Sec. 1.22 Using Cellphones During Class.** Texting, playing games, making phone calls, or engaging in any non-academic use of mobile phones or electronic devices while attending a class session.

**Sec. 1.23 Violation of Solid Waste Management Plan:**

- Disposing of waste materials in undesignated areas or failing to segregate waste according to the university's solid waste management plan.
- Burning waste materials, including paper or plastic, which contributes to air pollution and violates environmental regulations.
- Disposing of hazardous or prohibited materials, such as chemicals or electronic waste, in campus bins or areas.
- Failing to adhere to recycling guidelines set forth by the university, including the separation of recyclable materials from

general waste.

- Dropping or leaving trash, such as wrappers or food containers, in campus areas outside of designated waste bin

**Sec. 1.24 Violation of Visitor Access and Residential Conduct.** Remaining in dormitories, residential halls, or other designated areas of the opposite sex or restricted zones beyond the permitted visiting hours.

**Sec. 1.25 Other Analogous Cases**

## **Section 2. Penalties for Minor Non-academic Offenses**

**Sec. 2.1 First Offense:** Reprimand

**Sec. 2.2 Second Offense:** Community service of twenty-four (24) hours

**Sec. 2.3 Third Offense:** Suspension of two (2) to four (4) weeks and Community service of forty (40) hours upon readmission

**Section 3. Moderate Non-academic Offenses** are more serious violations that disrupt the academic environment, involve dishonesty, or affect the safety and well-being of the campus community. These actions demonstrate a disregard for university policies and can have a moderate impact on individuals or university property.

**Sec. 3.1 Attempted Arson.** The act of taking substantial and deliberate steps toward committing arson, such as preparing incendiary devices or initiating the process of setting a fire, with the clear intent to cause damage or destruction, but failing to complete the act or achieve the intended harm due to interruption, prevention, or other factors.

**Sec. 3.2 Bottle Smashing and Similar Acts.** Throwing, breaking, or shattering bottles or other objects that could result in accidental injuries to students, employees, or visitors, or damage to campus facilities.

**Sec. 3.3 Conduct Unbecoming of a Kingfisher.**

Behavior that fails to align with the ideals, values, and expected standards associated with being a student of Southern Leyte State University.

**Sec. 3.4 Cybersecurity Breaches.** Engaging in activities that compromise the security of university systems or data, including but not limited to spreading computer viruses, malware, or engaging in hacking attempts.

**Sec. 3.5 Destruction of Plants.** The deliberate and unauthorized act of damaging, uprooting, removing, or otherwise causing harm to economic or ornamental plants that belong to Southern Leyte State University, whether intentional or negligent actions, that result in the destruction or degradation of vegetation within the university grounds.

**Sec. 3.6 Disruptive Behavior.** Actions that intentionally disturb or interfere with the orderly conduct of university affairs, academic activities, administrative processes, or official events that undermine the university's environment, affecting the learning experience, safety, or operation of school functions. This includes, but not limited to, interrupting classes, obstructing official meetings or causing disturbances that delay university processes.

**Sec. 3.7 Drunkenness.** Being visibly intoxicated or under the influence of alcohol while attending classes, participating in university activities, or on university premises, exhibiting behaviors or impairments associated with alcohol consumption.

**Sec. 3.8 False Accusation or Testimony.** Intentionally making untrue allegations or providing deceitful testimony about another student, with the aim of misleading authorities, causing harm to the accused student, or gaining an undue advantage.

**Sec. 3.9 False Representation.** Intentionally misrepresenting oneself or providing false, misleading, or deceptive information to fellow

students or university employees that involves dishonesty in identity, academic credentials, or personal circumstances to gain an unfair advantage, avoid responsibilities, or deceive others within the university setting.

**Sec. 3.10 Inducing Others into Illegal, Immoral, or Policy-Violating Acts.** Persuading, pressuring, or otherwise influencing someone to engage in illegal, immoral, or unethical behavior, or to act in violation of University policies.

**Sec. 3.11 Joining boycotts.** The act of participating in a coordinated refusal to engage in specific activities or transactions within the campus as a form of protest or to exert pressure for change, to demonstrate disapproval of certain practices or policies, and to compel the targeted entity to alter its behavior or policies.

**Sec. 3.12 Illegal or Unauthorized Reproduction of University Materials.** The act of copying, duplicating, or distributing academic or administrative materials without proper permission from the university or the rightful copyright owner.

**Sec. 3.13 Involvement in Indecent Content Across Media.** Engaging in or participating in indecent shows, films, contests, appearing nude in any publication, or involving oneself in acts of indecency through electronic platforms (e.g., Facebook, Twitter, Instagram, blogs), which may include using offensive language or uploading indecent picture(s) or image(s).

**Sec. 3.14 Minor Malversation of Funds.** Illegal or improper use of public or entrusted funds for personal gain or unauthorized purposes (valued at Php 5,000 or less).

**Sec. 3.15 Moderate Misuse of IT Resources.** Unauthorized access to network resources or moderate abuse of internet services.

**Sec. 3.16 Moderate Vandalism.** The deliberate tearing, defacing, or damaging of library books, magazines, periodicals, or other school properties

or field experiments at the university that result in significant harm, destruction, or impairment to university resources, facilities, or educational materials, impacting the academic environment and educational opportunities for others. This includes, but not limited to, tearing pages, defacing important documents, damaging lab equipment, or destroying fieldwork projects.

**Sec. 3.17 Online Fraud or Scamming.** Engaging in fraudulent activities online, including phishing attempts, scamming fellow students or university employees, or misrepresenting oneself or the university in online interactions.

**Sec. 3.18 Prank Jokes Resulting in Injury.** Practical jokes or mischievous actions intended as humor or amusement that directly or indirectly cause physical harm or injury to another individual, whether intentional or reckless conduct disguised as a prank, that leads to bodily harm, requiring medical attention or causing significant discomfort or pain to the affected person.

**Sec. 3.19 Publishing Derogatory Statements.** The act of circulating or disseminating derogatory or negative remarks, either in print or online, about Southern Leyte State University, its employees, or fellow students which includes any form of written or digital communication that undermines the reputation, dignity, or integrity of the university community members or its institutional image.

**Sec. 3.20 Selling and Drinking Liquor on Campus.** Selling and consuming alcoholic beverages within the university premises, including classrooms, hallways, office buildings, dormitories, and other areas, except during authorized events where alcohol consumption is explicitly permitted and regulated (not exceeding 3% alcohol content or a maximum of 2.0oz spirit for cocktails with a daily maximum of 5 servings).

**Sec. 3.21 Stealing Minor Items.** Stealing minor properties of the university, employees, visitors, and fellow students (valued at Php 1,000 or less)



**Sec. 3.22 Unauthorized Photography and Videography.** The unauthorized creation, possession, or distribution of photos or videos of any academic community member, including recordings of classes, meetings, conferences, or conversations, without their consent or university authorization, and/or posting or sharing such content on any platform and sharing electronic access or links to these materials.

**Sec. 3.23 Violation of Data Privacy.** Unauthorized accessing, disclosing, processing, or sharing or improper handling of personal information and sensitive personal information of fellow students, visitors, or employees of the university.

### **Sec. 3.24 Other Analogous Cases**

## **Section 4. Penalties for Moderate Non-academic Offenses**

**Sec. 4.1 First Offense:** Reprimand and Suspension of two (2) weeks to three (3) months

**Sec. 4.2 Second Offense:** Suspension of three (3) months to one (1) semester and Community service of forty (40) hours upon readmission

**Sec. 4.3 Third Offense:** Suspension of one (1) semester to one (1) year and Community service of eighty (80) hours upon readmission

**Section 5. Major Non-academic Offenses** are severe violations that endanger the safety and security of individuals or the university community, involve significant acts of dishonesty or criminal behavior, or substantially disrupt university operations. These offenses reflect serious breaches of conduct and ethical standards.

**Sec. 5.1 Acts of Lewdness.** Behaviors or actions that are considered indecent, offensive, or sexually explicit, typically violating public decency or moral standards such as, but not limited to: intimate kissing, necking, cuddling another or allowing

another to cuddle one's self, sitting on another's lap or allowing another to sit on one's lap, resting the head on the lap/breasts or allowing another to rest on one's lap/breasts, and other behaviors/actions similar to the foregoing.

**Sec. 5.2 Accomplice to Crime.** Acting as an accomplice in any form of crime against persons or property.

**Sec. 5.3 Arson.** The deliberate and malicious act of setting fire to property, structures, or land, with the intent to cause damage, destruction, or harm, or with reckless disregard for the potential consequences.

**Sec. 5.4 Assault.** Assaulting, whether physically or verbally, any faculty, employees, or students inside the campus.

**Sec. 5.5 Blackmail.** Form of coercion where one person demands money, favors, or something else of value from another person by threatening to reveal damaging information, cause harm, or perform some unwanted action that involves the use of threats to gain undue advantage or control over the victim.

**Sec. 5.6 Bribery.** Offering, giving, receiving, or soliciting something of value to influence the actions of an individual in a position of authority or trust.

**Sec. 5.7 Drug-Related Offenses.** Selling, possessing, using, distributing, or peddling narcotics and other prohibited substances or dangerous drugs such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.

**Sec. 5.8 Forgery.** Forging, altering, or falsifying university documents, records, and other materials.

**Sec. 5.9 Gambling.** Participating in activities on campus where money or something of value is staked or risked on the outcome of a game, contest, or uncertain event, with the expectation of gaining something of greater value, except for approved

fund- raising activities conducted by registered student organizations.

**Sec. 5.10 Habitual Violation of the Code of Discipline.** Repeated and continuous non-compliance with established rules and regulations outlined in a Code of Discipline despite warnings and disciplinary actions, typically occurring at least five (5) times within two (2) academic years.

**Sec. 5.11 Hazing.** Engaging in or facilitating any form of hazing activities on the campus, defined as actions or behaviors, whether physical, mental, or emotional, that intentionally inflict pain, humiliation, or discomfort on an individual as a condition for joining or maintaining membership in a group or organization.

**Sec. 5.12 Illegal Strikes/Rallies.** Participating in illegal local, national, or institutional strikes, rallies, or demonstrations.

**Sec. 5.13 Major Theft.** Stealing significant properties of the university, employees, visitors, and fellow students (valued at more than Php 1,000).

**Sec. 5.14 Malversation of Funds.** Illegal or improper use of public or entrusted funds for personal gain or unauthorized purposes (valued at more than Php 5,000).

**Sec. 5.15 Obstruction and Intimidation.** Engaging in acts that prevent others from performing their duties or exercising their rights within the university, or using threats, intimidation, or coercion to influence or manipulate individuals or groups in a manner that disrupts academic, administrative, or social functions.

**Sec. 5.16 Physical Violence.** Fighting or resorting to physical violence to settle disputes.

**Sec. 5.17 Possession of Weapons.** Carrying deadly weapons like knives, guns, or any lethal instruments.

**Sec. 5.18 Sabotage.** Conniving with bad elements to sabotage, steal, or endanger the university.

**Sec. 5.19 Severe Misuse of IT Resources.** Hacking, spreading malware, or causing major disruptions through IT resources.

**Sec. 5.20 Subversion.** Engaging in acts of subversion or affiliation with or participation in subversive movements.

**Sec. 5.21 Making bomb threat or bomb joke.** The act of communicating, whether verbally, in writing, or through electronic or digital means, any statement or information—regardless of truth—that threatens the presence, placement, or detonation of a bomb, explosive, or incendiary device in any location, causing harm, panic, or disruption to individuals, institutions, or public safety.

**Sec. 5.22 Other Analogous Cases**

## **Section 6. Penalties for Major Non-academic Offenses**

**Sec. 6.1 First Offense:** Reprimand, suspension of one (1) semester to one (1) year and community service of one hundred twenty (120) hours upon readmission

**Sec. 6.2 Second Offense:** Dismissal or Expulsion

**Article 2. Academic Misconduct** refers to actions that compromise the integrity of academic processes and violate the ethical standards expected in educational environments. Such misconduct undermines the value of academic achievements and the trustworthiness of academic institutions.

**Section1. Breach of Confidentiality.** Disclosing or using confidential academic or research information without proper authorization.

**Section. 2. Cheating.** Engaging in deceptive practices to gain an unfair advantage in academic assessments, including but not limited to the use of unauthorized materials or assistance.

**Section 3. Collusion.** Unauthorized collaboration between individuals to produce work that is falsely represented as solely their own effort.

**Section 4. Data Misrepresentation.** Manipulating, fabricating, or selectively presenting research data or results to mislead or deceive.

**Section 5. Deception.** Using dishonest methods or false information to gain academic benefits or avoid academic responsibilities.

**Section 6. Duplicate Submission.** Submitting the same or substantially similar academic work for credit in more than one course or assignment without prior authorization.

**Section 7. Ethical Violations in Publishing.** Breaching ethical standards in the publication process, including duplicate submission, failure to credit authors, or misrepresentation of research findings.

**Section 8. Exam Misconduct.** Any unauthorized behavior or use of prohibited resources during an examination or test that compromises its integrity.

**Section 9. Falsification.** Deliberately altering or inventing information, data, or citations in academic work or official academic records.

**Section 10. Ghostwriting.** Submitting academic work that has been written in whole or in part by someone other than the student, representing it as the student's own.

**Section 11. Impersonation.** Assuming the identity of another person in academic contexts, such as during exams or while submitting assignments.

**Section 12. Improper Conduct in Research.** Violating ethical or procedural standards in conducting research, including mistreatment of subjects, falsifying research data, or violating research protocols.

**Section 13. Improper Use of Resources.** Using academic resources, facilities, or equipment for purposes not authorized or intended, contrary to institutional policies.

**Section 14. Intellectual Property Theft.** Taking and using another's intellectual creations without permission, including ideas, research findings, or creative works.

**Section 15. Interference.** Obstructing or disrupting the academic work of others or the operation of academic systems and processes.

**Section 16. Misleading Academic Records.** Providing false or misleading information on academic records, applications, or other official documents.

**Section 17. Plagiarism.** The act of presenting another person's work, ideas, expressions, or data as one's own without proper acknowledgment.

**Section 18. Sabotage.** Intentionally disrupting, damaging, or interfering with another student's academic work or resources to harm their academic performance.

**Section 19. Tampering with Test Materials.** Engaging in the unauthorized taking, copying, distribution, or destruction of test papers, exam materials, or answer keys, whether electronically or physically, whether before or after an examination that compromises the integrity and security of academic assessments.

**Section 20. Unauthorized Collaboration.** Working with others without permission on tasks or assignments that are intended to be completed independently.

**Section 21. Unethical Peer Review.** Engaging in biased, dishonest, or unprofessional conduct during the academic peer review process, compromising the fairness and integrity of the evaluation.

**Section 22. Unethical Use of Artificial Intelligence (AI).** Using AI tools or services to generate content, complete assignments, or perform similar tasks in a way that breaches academic integrity policies.

### **Sec. 23. Other Analogous Cases**

**Article 3. Penalties of Academic Misconduct.** Penalties for academic misconduct shall be determined based on the severity and impact of the violation, with consideration given to the nature, intent, and consequences of the misconduct.

**Section 1. Minor Academic Misconduct** involves isolated or inadvertent actions that breach academic integrity. These offenses typically result from misunderstanding, carelessness, or lack of awareness and have minimal impact on overall academic integrity. They are often first-time or unintentional offenses and usually involve a small portion of the student's

work or a minor infraction. Minor academic misconduct involves an (a) unintentional or low-level breach of academic rules, (b) limited scope, often involving minor assignments or components of a larger project, (c) minimal impact on the overall integrity or fairness of the academic environment, and/or (d) are often the result of misunderstandings or oversight rather than deliberate actions.

**Sec. 1.1 First Offense:** Reprimand and Redo of learning task (if applicable)

**Sec. 1.2 Second Offense:** Zero on the specific learning task

**Sec. 1.3 Third Offense:** Automatic failure in the subject

**Section 2. Moderate Academic Misconduct** includes deliberate actions that involve a more significant breach of academic integrity. These offenses are typically premeditated and have a substantial impact on assignments or exams, but they do not compromise the integrity of the academic system to its fullest extent. They might involve serious violations that affect a significant portion of coursework but are not pervasive or extremely severe. Moderate academic misconduct involves (a) a deliberate breach of academic integrity guidelines, (b) greater scope, often involving major assignments, exams, or significant portions of work, (c) a noticeable impact on fairness and academic integrity, and/or (d) may indicate a pattern of behavior rather than an isolated incident.

**Sec. 2.1 First Offense:** Verbal warning and/or written reprimand and Zero on the specific learning task

**Sec. 2.2 Second Offense:** Automatic failure in the subject

**Sec. 2.3 Third Offense:** Dismissal or Expulsion

**Section 3. Major Academic Misconduct** involves severe and systematic violations of academic integrity, often characterized by intentional and premeditated actions that significantly undermine the fairness and integrity of the academic

environment. These actions have a broad impact on academic assessments and can involve fraud, substantial plagiarism, or repeated offenses. Major misconduct compromises the academic process and can have serious repercussions. Major academic misconduct involves (a) intentional and significant breaches of academic integrity policies, (b) large scope, often affecting critical assessments like final exams, major projects, or multiple courses, (C) serious impact on academic fairness, trust, and integrity, and/or (d) often involves systematic or repeated violations, possibly including fraud or impersonation.

**Sec. 3.1 First Offense:** Verbal warning and/or written reprimand and Automatic failure in the subject

**Sec. 3.2 Second Offense:** Dismissal or Expulsion

**Article 4.** If a **registered student organization** commits any non-academic offenses or engages in academic misconduct, any of the following penalties will be imposed based on the severity and frequency of the violations:

**Section 1.** Verbal warning and/or written reprimand;

**Section 2.** Prohibition on organizing any activities for one semester; and/or

**Section 3.** Revocation of the certificate of registration for one academic year;

**Article 5.** Offenses related to gender-based sexual harassment and other forms of sexual harassment shall be addressed in accordance with the procedures outlined in the SAFE Manual and/or the Anti-Sexual Harassment Code of SLSU.

**Article 6. Prescriptive Period.** Any action arising from the violation of any of the provisions of this manual shall prescribe as follows:

**Section 1.** Non-academic offenses shall prescribe in one semester.

**Section 2.** Academic Misconduct shall prescribe in one semester.



**Article 7. Imposition of Penalties.** The student disciplinary panel shall take into account the student's age, level of understanding, potential for future growth, disciplinary history, and other important factors when deciding on the penalty. If the penalty imposed is suspension, the respondent shall be subject to the following prohibitions:

**Section 1. Attending Classes and Academic Activities/Rendering Work.** The respondent shall be barred from attending any classes, academic activities, or performing any work or duties assigned by the university.

**Section 2. Entering University Premises.** The respondent shall be restricted from entering all university academic, office, and service buildings and their surrounding premises.

**Section 3. Using University Facilities.** The respondent shall be prohibited from utilizing any of the university's facilities, including but not limited to, athletic facilities, libraries, and computer laboratories. Exceptions to this prohibition include dormitories for dormitory residents, health services, houses of worship, resource generation areas, residences, and any other areas as may be specifically recommended by the authorized officer or the committee on discipline.

**Section 4. Participating in University Activities.** The respondent shall be excluded from participation in all university activities conducted within the university premises.

**Section 5. Holding Student Office Position.** The respondent shall be disallowed from holding any office positions within the university.

**Section 6. IT Privileges.** The respondent shall be denied access to IT privileges as defined by the university's current policies on IT use and resources, with the exception of access required for online enrollment purposes.

**Section 7. Accessory Penalties.** In addition to the prescribed penalties, irrespective of the frequency of the offense, the following corrective measures may be enforced during the penalty period. These include the following, but are not limited to:

**Sec. 7.1** written or oral apology;

**Sec. 7.2** counselling or orientation;

**Sec. 7.3** restitution of the stolen or lost amount or payment for the damage (where the offense involves monetary value).

**Article 8. Parallel and Complementary Actions.** Nothing in this manual shall be construed to limit the rights of the victim of any offense and from pursuing civil, criminal, and other legal actions as may be provided by law.

## **TITLE VI. UNIVERSITY STUDENT DISCIPLINARY PROCEDURES**

Southern Leyte State University is committed to maintaining a safe, respectful, and conducive learning environment for all members of its community. The University Student Disciplinary Procedures (USDP) are established to uphold these principles and to address violations of the university's Code of Conduct and Discipline fairly and effectively

### **Article 1. Submission of Student Disciplinary Report**

**Section 1.** Any university employees, students, parents, visitors, or stakeholders, herein referred to as complainants, are authorized to submit a Student Disciplinary Report using the standardized form.

**Section 2.** For moderate and minor offenses or misconduct, the standardized Student Disciplinary Report Form must be submitted along with evidence supporting the allegation.

**Section 3.** For major offenses or misconduct, the standardized Student Disciplinary Report Form must be submitted with evidence supporting the allegation and a Certification of Truthfulness and Authenticity or a notarized statement.

### **Article 2. Receipt of Student Disciplinary Report**

**Section 1.** For academic misconduct, it shall be reported and addressed first at the Faculty/Department level.

**Sec. 1.1** Within three (3) working days from the observation or report, the faculty member, academic staff or student who identifies an act of academic misconduct shall document the incident and gather supporting evidence and submit to the Program Head and/or Faculty Dean.

**Sec. 1.2** Within two (2) working days after submission to the Program Head/Faculty Dean, the concerned student should be notified through writing, clearly detailing the nature of the alleged academic misconduct and will be allowed to provide initial written explanation within seventy-two (72) hours.

**Sec. 1.3** Within two (2) working days upon receipt of the written explanation, the Faculty Dean shall arrange a closed-door meeting involving the Instructor, Program Head, respondent and relevant witnesses.

**Sec. 1.4** Within three (3) working days after the closed-door meeting, the Faculty Dean shall evaluate all gathered evidence and testimony to determine the validity of the allegations.

**Sec. 1.5** If the evidence does not sufficiently support the allegation, the Faculty Dean shall formally dismiss the report. The respondent and the complainant should be notified in writing on the reasons for the dismissal. Additionally, the respondent shall be referred for counseling services.

**Sec. 1.6** If the allegation is substantiated, the Faculty Dean shall prepare a comprehensive report on the academic misconduct including a detailed account of the findings, evidence considered, testimonies, and the rationale for the conclusion. This report, along with the

evidence and/or a Certification of Truthfulness and Authenticity by the instructor (in cases of major misconduct), will be attached to the Student Disciplinary Report Form. The report shall be submitted to the head of the Office of Student Development Services (for the main campus) or the Office of Student Affairs and Services (for satellite campuses).

**Section 2.** For non-academic misconduct, it shall be received by the Head of Office of Student Development Services (OSDS) (for the main campus) or Office of Student Affairs and Services (OSAS) (for external campuses).

**Sec. 2.1** The report shall be assessed to determine its sufficiency in form and substance.

**Sec. 2.2** A report is sufficient in form and substance if all the elements provided in the Code of Discipline are present.

**Sec. 2.3** If the report is found to be insufficient in form or substance, it will be dismissed, and the complainant will receive written notification detailing the reasons for dismissal.

### **Article 3. Processing of the Report**

**Section 1.** If the report is sufficient in form and substance, the first offense of minor non-academic offenses and academic misconduct shall be addressed by the Head of OSDS/OSAS within three (3) working days, in accordance with the guidelines specified in the Code of Discipline.

**Section 2.** For reports other than minor non-academic offenses and academic misconduct, if found sufficient in form and substance, they shall be forwarded to the Student Disciplinary Panel within three (3) working days.

### **Article 4. Creation of Student Disciplinary Panel (SDP)**

**Section 1.** The Student Disciplinary Panel (SDP) serves as an independent internal grievance mechanism and acts as the primary body for investigating and resolving cases related to the second offense of minor offenses or misconduct to the moderate and major offenses or misconduct outlined in the Code of Discipline, as well as other student-related concerns within the university. This excludes cases of gender-based sexual harassment and other forms of sexual misconduct.

**Sec. 1.1 Composition of the SDP.** The SDP of Southern Leyte State University shall be composed of the following:

**Chairperson:** Director, SAS (for Main Campus) or SAS Head (for external campus);

**Members:** One (1) faculty member as recommended by the President of faculty organization;

One (1) non-teaching personnel as recommended by the President of administrative staff association;

One (1) student representative as recommended by the President of Supreme Student Council (SSC) officers;

One (1) representative from University Information Systems and Analytics (for online or technology-related offenses or misconduct); and

One (1) secretary who shall be appointed by the Chairperson in his/her non-voting capacity.

**Sec. 1.2** The members of the SDP shall serve for a term of one academic year, with the possibility of reappointment for a maximum of two consecutive terms.

**Sec. 1.3** Each member shall identify an alternate who shall assume their responsibilities in cases of absence, temporary incapacity, or voluntary or involuntary refusal. These alternates shall be vested with the authority to make decisions to prevent delays in the proceedings and ensure the continuity of deliberations.

**Sec. 1.4** A member may be removed from the SDP for cause, including but not limited to misconduct, neglect of duty, or conflict of interest, in accordance with the due process procedures set forth in this manual.

**Sec. 1.5** A member intending to resign must submit a written notice of resignation to the Chairperson at least three (3) days prior to the intended resignation date. The resignation shall become effective upon acceptance by the Chairperson.

**Sec. 1.6** The Chairperson shall appoint a successor to fill any vacancy arising within the SDP.

## **Article 5. Investigation and Hearing Procedures**

**Section 1.** The SDP shall convene within three (3) working days of receiving the report from the OSDS/OSAS to determine the appropriate actions to be undertaken.

**Section 2.** Following the SDP meeting, the respondent shall be notified of the allegations and required to provide a written response within three (3) working days of receiving the notification.

**Section 3.** Within two (2) working days of receiving the respondent's written response, both the complainant and the respondent shall be notified at least two (2) working days in advance regarding the date, time, and purpose of the hearing.

**Section 4.** If either the complainant or the respondent fails to appear for the initial hearing after due notice, or without sufficient cause, the hearing shall proceed, and this absence shall be recorded, allowing the party to participate in subsequent hearings.

**Section 5.** Hearings may be postponed for valid reasons, including but not limited to medical emergencies, natural disasters, personal crises, institutional closures or suspensions, conflicting legal or official obligations, or other unforeseen circumstances.

**Section 6.** Both parties may bring witnesses to the hearing, who shall have the opportunity to testify.

**Section 7.** Parents of the involved parties may be invited if deemed necessary and appropriate, subject to applicable regulations and the specific circumstances of the case.

**Section 8.** For first-time minor offenses, the OSDS/OSAS shall conduct an initial investigation to assess the nature and circumstances of the violation.

## **Article 6. SDP Findings and Recommendations**

**Section 1.** The SDP shall document all findings within three (3) working days following the conclusion of the final hearing.

**Section 2.** Based on the findings, the SDP shall submit a formal recommendation to the University President (for the main campus) or Campus Director (for the satellite campus) within ten (10) working days after the final hearing.

**Section 3.** The recommendation shall specify the proposed penalties in accordance with the Code of Discipline.

**Section 4.** The Student Disciplinary Panel (SDP) is vested with the authority to adjudicate and resolve complaints or concerns autonomously, without the necessity of forwarding recommendations to the University President or Campus Director, contingent upon the absence of penalties such as suspension beyond three (3) months, dismissal, expulsion, or

other equivalent measures. The SDP is mandated to render and issue their final decision within a period not exceeding three (3) working days following the conclusion of the final hearing.

## **Article 7. Action of the University President or Campus Director**

**Section 1.** The University President or Campus Director shall undertake an automatic review of the recommendation submitted by the SDP and render a decision thereon.

**Section 2.** The University President or Campus Director is vested with the authority to affirm, reverse, decrease, or increase the penalties recommended by the SDP in the case under review.

**Section 3.** The decision of the University President or Campus Director shall become final and executory ten (10) working days from the date the respondent receives the decision unless a motion for reconsideration is filed and accepted within this period.

## **Article 8. Motion for Reconsideration**

**Section 1.** A motion for recommendation may be filed by the respondent with the University President or Campus Director on the following grounds:

**Sec. 1.1 New Evidence:** Presentation of evidence that was not available during the original hearing and could significantly affect the outcome of the case.

**Sec. 1.2 Procedural Errors:** Identification of errors or irregularities in the disciplinary process that may have impacted the fairness or integrity of



the proceedings.

**Sec. 1.3 Severity of Penalties:** Assertion that the penalties imposed are disproportionate to the nature and gravity of the offense or misconduct.

**Section 2.** The motion for reconsideration shall be filed ten (10) working days from the receipt of the final decision.

## **Article 9. Effect of the Decision**

Any decision involving penalties of suspension or dismissal rendered within thirty (30) days prior to final examinations shall take effect in the subsequent semester, except where the respondent is graduating, in which case the penalty shall be enforced immediately.

## **Article 10. Review by the Board of Regents**

The Board of Regents (BOR) may review the decision made by the University President or Campus Director if the penalty imposed includes expulsion, suspension for more than one (1) academic year, or any other penalty of comparable severity.

## **TITLE VII. HELP HUB**

For complaints or concerns against students or teachers that are not governed by the Code of Conduct and Discipline or do not involve gender-based sexual harassment or other forms of sexual misconduct, the minimum operating standards of the Help Hub shall be adhered to.

**Article 1. Communication Channels.** The complaint shall be sent

to any of the following communication channels: university quality form, short message service, electronic mail, postal service, Google form, and official Facebook page (*ACE of SLSU Help Hub*). Complainants may opt to remain anonymous; however, anonymity may limit the extent to which the concern can be verified and resolved.

**Article 2. Operating Hours.** The complaint shall be entertained by the Head of the Office of Development Services (OSDS) on the main campus and the Head of the Office of Students and Auxiliary Services (OSAS) on the external campus, through any of its communication channels, eight (8) hours a day, from 8:00 AM to 5:00 PM only, every Monday to Friday, excluding national holidays and work suspensions.

**Article 3. Restrictions.** A complaint lodged through any of the communication channels shall be immediately reviewed to verify its authenticity and to prevent the flood of prank complaints. Only the verified complaint shall be acted upon.

**Article 4. Process Flow.** A verified complaint received through any of the communication channels shall immediately be referred, directly or indirectly, to the concerned individual/unit/office/department/college for appropriate action. As much as the circumstances permit, the complainant shall be given advice or feedback on the status of the concern until its resolution. The university's quality process for handling complaints/grievances shall be followed at all times.

**Article 5. Period to Take Action.** A complaint lodged through any of the communication channels shall have a concrete and specific action within three (3) working days from receipt of the concern by an individual or proper unit/office/department/college. The OSDS/OSAS shall either dismiss it if it finds no ground to continue with the investigation or issue a written notice to the respondent to answer, attaching to it a copy of the complaint and its supporting affidavits and documents.

## **TITLE VIII. SUPPLETORY APPLICATION**

### **Article 1. Suppletory Application of RA No. 8292**

The provisions of RA No. 8292, otherwise known as the “Higher Education Modernization Act of 1997”, shall be an integral part of this Manual and shall serve as part of the Governing Charter of the University.

### **Article 2. Suppletory Application of Relevant Laws, Rules and Regulations.**

All relevant laws and the rules and regulations promulgated by the Commission on Higher Education and such other competent authority shall apply suppletorily in this Manual.

## **TITLVE IX. RIGHTS OF STUDENTS**

**Article 1. Right to Academic Advising.** Students have the right to effective academic advising to assist them in course selection, degree planning, and understanding graduation requirements.

**Article 2. Right to Academic Continuity.** Students admitted by the university have the right to continue and pursue their course of study up to graduation, barring academic deficiency or violations of disciplinary regulations.

**Article 3. Right to Academic Integrity.** Students have the right to expect fair evaluation of their academic work and to be protected from academic fraud or misconduct by peers and instructors.

**Article 4. Right to Academic Support.** Students have the right to access academic support services, such as tutoring, mentoring, and study resources, to aid their learning and academic success.

**Article 5. Right to Access Campus Facilities.** Students have the right to access and use campus facilities, such as libraries, recreational centers, and laboratories, according to established policies and schedules

**Article 6. Right to Access School Records.** Students have the right to access their personal school records, with the confidentiality of these records maintained and preserved by the university.

**Article 7. Right to Accessibility and Inclusivity.** Students with disabilities have the right to reasonable accommodations to ensure equal access to educational opportunities and campus facilities, in compliance with applicable laws and university policies

**Article 8. Right to Career Guidance.** Students have the right to receive current and adequate information on work opportunities and career development from the university

**Article 9. Right to Choose Field of Study.** Students have the right to freely choose their field of study within the existing curricula and to continue their studies up to graduation, provided they meet academic standards and adhere to disciplinary regulations.

**Article 10. Right to Cultural and Religious Expression.** Students have the right to express their cultural and religious identities and to practice their faiths, provided such expression does not infringe on the rights of others or violate university policies.

**Article 11. Right to Dignity and Respect.** Every student is entitled to be treated with dignity and respect. No student shall be subjected to exploitation, involuntary servitude, or unusual punishment.

**Article 12. Right to Due Process.** Students have the right to due process in all disciplinary proceedings and decisions affecting their academic standing or personal welfare.

**Article 13. Right to Environmental Sustainability.** Students have the right to a campus that promotes environmental sustainability and practices that reduce waste, conserve resources, and support ecological health.

**Article 14. Right to Ethical Treatment in Research.** Students

involved in research have the right to ethical treatment, including informed consent, confidentiality, and the right to withdraw from research activities without penalty.

**Article 15. Right to Fair Grading.** Students have the right to receive fair, unbiased, and timely grading of their academic performance, with access to clear grading criteria and the opportunity to appeal grades through established procedures.

**Article 16. Right to Feedback and Improvement.** Students have the right to provide feedback on courses, teaching, and university services, and to have this feedback considered in efforts to improve academic and administrative practices.

**Article 17. Right to Financial Transparency.** Students have the right to transparent information regarding tuition fees, financial aid, scholarships, and other financial obligations, including how funds are used by the university.

**Article 18. Right to Form and Join Organizations.** Students have the right to form, establish, join, and participate in organizations and societies recognized by the university, promoting cultural, intellectual, spiritual, and physical growth, as long as these organizations operate within the law.

**Article 19. Right to Free Expression.** Students have the right to express their opinions and suggestions freely and to have effective channels of communication with appropriate university bodies.

**Article 20. Right to Freedom from Harassment and Discrimination.** Students have the right to a learning environment free from harassment, bullying, and discrimination based on race, gender, sexuality, religion, nationality, disability, or any other protected characteristic.

**Article 21. Right to Freedom from Involuntary Contributions.** Students have the right to be free from involuntary contributions, except those voluntarily approved by their own organizations and societies.

**Article 22. Right to Health Services.** Students have the right to access medical, dental, and first-aid services provided by the university, ensuring their health and well-being are supported.

**Article 23. Right to Information on Rules and Regulations.** Students have the right to be informed about the rules and regulations that affect them, ensuring they understand their rights and responsibilities.

**Article 24. Right to Issuance of Official Documents.** Students have the right to receive official documents, including certificates, diplomas, transcripts of records, grades, and transfer credentials, within thirty days of their request

**Article 25. Right to Participate in Activities.** Students have the right to participate in relevant curricular and co-curricular activities that are duly authorized and recognized by the university.

**Article 26. Right to Participate in Governance.** Students have the right to be represented and to participate in university governance and decision-making processes, including membership in committees that affect student life and academic policies.

**Article 27. Right to Participate in Policy Formulation.** Students have the right to participate, upon invitation, in the formulation and development of university policies through representation in appropriate university bodies, as determined by the governing board.

**Article 28. Right to Privacy in Accommodation.** Students residing in university accommodations have the right to privacy in their living spaces, subject to reasonable regulations necessary for the safety and maintenance of university housing.

**Article 29. Right to Publish and Organize Events.** Students have the right to publish a student newspaper and similar publications, as well as to invite resource persons for assemblies, symposia, and other activities, fostering an environment of free intellectual exchange.

**Article 30. Right to Quality Education.** Students have the right to receive competent instruction and relevant, quality education that aligns with national goals and promotes their holistic development as individuals with human dignity.

**Article 31. Right to Safety and Security.** Students have the right to reasonable protection and security within the university premises, ensuring a safe learning environment.

**Article 32. Right to Student Grievance Redressal.** Students have the right to seek redressal of grievances related to academic, administrative, or personal matters through established grievance redressal mechanisms.

**Article 33. Right to Student Welfare Services.** Students have the right to access welfare services that support their well-being, such as counseling and support for mental health issues.

**Article 34. Right to Technological Resources.** Students have the right to access technological resources necessary for their education, including internet access, computer labs, and software, in a manner that supports their academic work.

**Article 35. Right to Use of Intellectual Property.** Students have the right to retain ownership of their intellectual property created during their studies, subject to university policies on intellectual property rights.

## **TITLE X. RESPONSIBILITIES OF STUDENTS**

**Article 1. Responsibility for Academic Engagement.** Students are responsible for actively participating in their chosen field of study, meeting academic standards, and complying with disciplinary regulations.

**Article 2. Responsibility for Academic Engagement.** Students are responsible for actively engaging in their studies, participating in class discussions, completing assignments on time, and striving for academic excellence.

**Article 3. Responsibility for Academic Honesty.** Students are responsible for upholding academic integrity, ensuring that their academic work is their own and free from plagiarism or cheating.

**Article 4. Responsibility for Academic Performance.** Students are responsible for actively engaging in their studies, meeting deadlines, and striving for academic excellence while adhering to academic and disciplinary regulations.

**Article 5. Responsibility for Academic Progress.** Students are responsible for maintaining satisfactory academic progress and meeting the academic requirements necessary to continue their course of study up to graduation.

**Article 6. Responsibility for Active Participation.** Students are responsible for actively participating in relevant curricular and co-curricular activities authorized by the university, contributing positively to their personal and academic development.

**Article 7. Responsibility for Adhering to Campus Policies.** Students are responsible for familiarizing themselves with and

adhering to campus policies regarding the use of campus facilities, including libraries, recreational centers, and laboratories.

**Article 8. Responsibility for Career Planning.** Students are responsible for actively engaging in career planning activities and utilizing career guidance services provided by the university to explore work opportunities and develop career goals.

**Article 9. Responsibility for Collaboration in Accessibility and Inclusivity.** Students are responsible for collaborating with the university to ensure accessibility and inclusivity for all students, including those with disabilities, by advocating for reasonable accommodations and respecting campus diversity policies.

**Article 10. Responsibility for Compliance with Rules and Regulations.** Students are responsible for understanding and adhering to university rules and regulations, ensuring they are aware of their rights and responsibilities as members of the academic community.

**Article 11. Responsibility for Confidentiality of School Records.** Students are responsible for maintaining the confidentiality of their personal school records and using this information responsibly.

**Article 12. Responsibility for Environmental Stewardship.** Students are responsible for contributing to a campus environment that promotes environmental sustainability, including participating in initiatives to reduce waste and conserve resources.

**Article 13. Responsibility for Ethical Conduct in Research.** Students engaged in research are responsible for adhering to ethical standards, including obtaining informed consent, maintaining confidentiality, and conducting research in a manner that upholds academic integrity.

**Article 14. Responsibility for Financial Transparency.** Students are responsible for seeking and understanding transparent information regarding tuition fees, financial aid options, scholarships, and other financial obligations from the university.

**Article 15. Responsibility for Organizing Events.** Students organizing events, such as student publications and symposia, are responsible for ensuring these activities adhere to university policies and contribute positively to campus intellectual exchange.

**Article 16. Responsibility for Participation in Due Process.** Students are responsible for participating in disciplinary proceedings in a cooperative and respectful manner, adhering to due process rights and procedures.



**Article 17. Responsibility for Participation in Governance.** Students are responsible for participating in university governance processes, including serving on committees and contributing to decisions that impact student life and academic policies.

**Article 18. Responsibility for Participation in Organizations.** Students are responsible for participating responsibly in university-recognized organizations and societies, adhering to organizational rules and promoting a positive campus culture.

**Article 19. Responsibility for Personal Health.** Students are responsible for maintaining their personal health and utilizing university-provided health services, including medical, dental, and first-aid services as needed.

**Article 20. Responsibility for Personal Safety.** Students are responsible for taking reasonable precautions to ensure their personal safety on campus, including following campus security guidelines and reporting safety concerns.

**Article 21. Responsibility for Policy Input.** Students are responsible for providing input and feedback on university policies and initiatives when invited to participate in policy formulation processes.

**Article 22. Responsibility for Promoting a Respectful Environment.** Students are responsible for promoting a learning environment free from harassment, discrimination, and bullying, and for reporting any incidents that violate these principles.

**Article 23. Responsibility for Providing Constructive Feedback.** Students are responsible for providing constructive feedback on courses, teaching methods, and university services to contribute to ongoing efforts to improve academic and administrative practices.

**Article 24. Responsibility for Respectful Conduct.** Students are responsible for treating others with dignity and respect, refraining from behavior that exploits or harms others within the university community.

**Article 25. Responsibility for Respectful Expression.** Students are responsible for expressing their cultural and religious identities respectfully and in accordance with university policies, ensuring that their expression does not infringe upon the rights of others.

**Article 26. Responsibility for Respecting Intellectual Property.** Students are responsible for respecting the intellectual property rights of others and adhering to university policies governing the use and creation of intellectual property.

**Article 27. Responsibility for Respecting Privacy.** Students

residing in university accommodations are responsible for respecting the privacy of their peers and complying with reasonable regulations established for the safety and upkeep of university housing.

**Article 28. Responsibility for Responsible Expression.** Students are responsible for expressing their opinions and suggestions in a manner that respects the rights and viewpoints of others and contributes positively to campus discourse.

**Article 29. Responsibility for Responsible Use of Technology.** Students are responsible for using university-provided technological resources responsibly and in accordance with university policies, ensuring these resources support their academic endeavors.

**Article 30. Responsibility for Seeking Academic Advising.** Students are responsible for actively seeking and utilizing academic advising services to assist them in course selection, degree planning, and understanding graduation requirements.

**Article 31. Responsibility for Seeking Academic Support.** Students are responsible for actively seeking and utilizing academic support services, such as tutoring and mentoring, to enhance their learning and academic success.

**Article 32. Responsibility for Seeking Welfare Services.** Students are responsible for seeking support services, such as counseling and mental health resources, to address personal challenges and promote their well-being.

**Article 33. Responsibility for Timely Document Requests.** Students are responsible for submitting requests for official documents, such as certificates and transcripts, in a timely manner and complying with university procedures for document issuance.

**Article 34. Responsibility for Utilizing Grievance Redressal Mechanisms.** Students are responsible for utilizing university grievance redressal mechanisms to seek resolution for academic, administrative, or personal grievances in a respectful and cooperative manner.

**Article 35. Responsibility for Voluntary Contributions.** Students are responsible for participating voluntarily in contributions approved by their organizations or societies, ensuring that contributions align with their interests and values.

You are expected to observe the norms of moral conduct and personal discipline. As such, you should exhibit the following qualities.

**Article 1.** You shall conduct yourself properly at all times inside and outside the campus

**Article 2.** You shall respect the rights of others as you would want his/her own rights to be respected.

**Article 3.** You shall preserve and protect school property.

**Article 4.** You should be honest to yourself, accepts your shortcomings and strives to improve change.

**Article 5.** You should be fair and just in your dealings with your fellowmen.

**Article 6.** You should live by the precepts of love, justice, compassion and concerns for others.

**Article 7.** You should devote yourself to the fulfillment of your obligations and considers your right as means to the same.

**Article 8.** You should learn to forego the enjoyment of certain rights and privileges for the benefit of others who are needier and for the greater good of society.

**Article 9.** You should resolve problems and conflicts without prejudicing others.

**Article 10.** You should be tolerant and humble enough to accept that others may be better than you are.

**Article 11.** You should develop to be temperate with propriety in words and in action, especially against vices, e.g. gambling, drinking, drugs, sexual excesses, aberrations, and the like.

## **TITLE XII. INSTITUTIONAL GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS OF SLSU**

Southern Leyte State University adopts a policy of mandatory drug testing of students to new enrollees, returnees, transferees or continuing, as part of the University's admission and retention policies. Specifically, compulsory drug testing shall be observed upon admission to the University while the random selection of subject students shall be considered for continuing students. In the event where positive results yielded during the

drug test, the University is not barred from admitting the student or applicant, unless there is a valid reason not to admit the same on grounds other than the positive findings as a result of the drug test.

In compliance to RA 9165 and other statutory and regulatory issuances or requirements, the Southern Leyte State University hereby formulates the institutional guidelines for the conduct on drug testing of students by adhering to the following issuances to wit: Republic Act No. 9165: *“Comprehensive Dangerous Drugs Act of 2002”*; Republic Act No. 10173: *“Data Privacy Act of 2012”*; CHED Memorandum Order No. 18, s. 2018: *“The Implementing Guidelines for the Conduct of Drug Testing of Students in all Higher Education Institutions (HEIs)”*; Dangerous Drugs Board Regulation No. 6, s. 2003: *“General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students”*; and Dangerous Drugs Board Regulation No. 3, s. 2009: *“General Guidelines for the Conduct of Random Drug Testing for Students of Secondary, Tertiary, Vocational and Technical Schools, Amending Board Regulation No. 6, series of 2003”*.

This “Institutional Guidelines for the Conduct of Drug Testing of Students of SLSU” manual was approved by the Board of Regents per BOR Resolution No. 86, s. 2019 dated 19 October 2019 at Pavillion Hotel, San Jose, Tacloban City, Philippines.

### **TITLE XIII. POLICIES FOR ALL SOCIAL AFFAIRS**

**Article 1.** All social affairs must follow the procedures stipulated under Student Activities.

**Article 2.** All social affairs must stop at 12:00 midnight and shall be the responsibility of the SAS Head or the faculty adviser to announce such.

**Article 3.** No one is allowed to ingest intoxicating liquor. Anyone caught under the influence of liquor will be given disciplinary action by the SDP through the endorsement of the Security Officer.

**Article 4.** Dress code for every affair should be disseminated. Maintain modesty and appropriateness for university setting.

**Article 5.** All students are expected to show courtesy and

thoughtfulness for others and to maintain proper decorum during social affair or activity.

#### **TITLE XIV. GENDER AND DEVELOPMENT**

At Southern Leyte State University, we recognize that gender plays a crucial role in shaping individual experiences and opportunities in education and society. Our commitment to gender equality is fundamental to our mission of fostering an inclusive academic environment where all students can thrive.

We strive to empower all members of our community—regardless of gender—by promoting equitable access to resources, support, and leadership opportunities. We encourage critical engagement with issues of gender and development, emphasizing the importance of diversity, inclusivity, and respect in our academic discourse and social interactions. As part of our dedication to social responsibility, we urge students to actively participate in initiatives that promote gender equity both on campus and in the wider community.

#### **TITLE XV. LAWS AND OTHER GUIDELINES/POLICIES**

1. REPUBLIC ACT 7877 AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES
2. REPUBLIC ACT 11053 “AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF, AMENDING FOR THE PURPOSE REPUBLIC ACT NO. 8049 ENTITLED AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR”
3. REPUBLIC ACT NO. 7877 A PRIMER ON ANTI-SEXUAL HARASSMENT

4. REPUBLIC ACT NO. 9262 AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES
5. REPUBLIC ACT NO. 9442 AN ACT AMENDING REPUBLIC ACT NO.7277, OTHERWISE KNOWN AS THE "MAGNA CARTA FOR DISABLED PERSONS, AND FOR OTHER PURPOSES"
6. REPUBLIC ACT NO. 9165 AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT NO. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND FOR OTHER PURPOSES
7. REPUBLIC ACT NO. 10931 UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION ACT OF 2017
8. CMO NO. 63, S. 2017 POLICIES AND GUIDELINES ON LOCAL- CAMPUS ACTIVITIES
9. CMO NO. 1, S. 2015 ESTABLISHING THE POLICIES AND GUIDELINES ON GENDER AND DEVELOPMENT IN THE COMMISSION ON HIGHER EDUCATION AND HIGHER EDUCATION INSTITUTIONS (HEIs)
10. CMO NO. 09, S. 2013 ENHANCED POLICIES AND GUIDELINES ON STUDENT AFFAIRS AND SERVICES
11. CMO NO. 18, S. 2018 THE IMPLEMENTING GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS IN ALL HIGHER EDUCATION INSTITUTIONS
12. BOR RESOLUTION NO. S. 2019, DECEMBER 2019 INSTITUTIONAL GUIDELINES FOR THE CONDUCT OF DRUG TESTING OF STUDENTS OF SLSU
13. BOR RESOLUTION NO. 163, S. 2024, REVISED ADMISSION POLICY FOR UNDERGRADUATE PROGRAMS IN SLSU
14. BOR RESOLUTION NO.7, S. 2019, MECHANISM FOR OPT-OUT OF THE FREE HIGHER EDUCATION SUBSIDY FOR TUITION AND OTHER SCHOOL FEES AND MECHANISM FOR VOLUNTARY CONTRIBUTION
15. BOR Resolution No. 59, s. 2022 KALAMPUSAN MO KALIPAY KO: SLSU ADOPT-A-STUDENT PROGRAM
16. CMO No. 26 2015 POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDEN

