# CONTENTS

Messages
- Fr. Joel E. Tabora, S.J., *University President*  
- Theresa Salaver-Eliab, *Director, Office of Student Affairs*  

A Brief History of Ateneo de Davao University  

The Life of St. Ignatius of Loyola  

Vision, Mission, and Goals of the University  

The Ateneo Seal and Motto  

The General University Policy  

School Administrators
- University Administration and Support Services  
- School of Arts and Sciences  
- School of Business and Governance  
- School of Nursing  
- School of Engineering and Architecture  
- School of Education  

Academic Policies
- Enrolment Procedure and Policies  
  - General Enrolment Procedure  
  - Admission Requirements for Freshman Students  
  - Admission Requirements for Returnees  
  - Admission Requirements for Audit Students  
  - Enrolment Procedures and Admission Requirements for International Students  
- Shifting Policy for First Year Students  
- Changing, Adding, and Dropping Subjects  
- Policy on Tutorial Classes in the Undergraduate Level  
- Withdrawal and Leave of Absence  
- Policy on Transfer Credit from Other Higher Educational Institutions  
- Grading System  
- Publication of Grades
Retention, Dismissal and Graduation 46
Class Attendance and Absences 48
Graduation Requirements 49
Honors and Awards 49
Grade Appeal Policy 52
Request for a Duplicate Copy of the Diploma 55
Student Discipline: Academic Misconduct 55
Approval for Academic Out-of-School Activities 62

Non-Academic Policies
Code of Discipline for Students 66
School Uniforms and Personal Attire 66
Identification Cards 82
Use of School Facilities 82
Areas for Restricted Use 83
Use of Laboratories, Libraries, Audio-Visual Rooms,
Chapel, Prayer Rooms, Elevators 83
Faculty Lounges 83
Notices/Bulletin Boards 83
Student Discipline: Non-Academic Misconduct 86
Offenses 86
Sanctions 90
Reporting Non-Academic Misconduct 93
Student Government and Organizations 95
Student Activities 95
Policies and Qualifications for Campus Clubs 96
Publications 101
Varsity 102
Club Awards 102
Student Fund-Raising Activities Guidelines 103
Approval for Non-Academic Out-of-School Activities 104
Student Representation in University Committees 105

Student Services
Office of Student Affairs 106
Admission and Aid Office 108
Health Services 109
Food Court and Commercial Spaces Office 110
Library 111
Audio-Visual Center 112
University Information Technology Office 113
Ateneo College Guidance Center 115
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center of Psychological Extension and Research Services</td>
<td>116</td>
</tr>
<tr>
<td>College Campus Ministry Office</td>
<td>116</td>
</tr>
<tr>
<td>Arrupe Office of Social Formation</td>
<td>117</td>
</tr>
<tr>
<td>Physical Plant Office</td>
<td>118</td>
</tr>
<tr>
<td>Athletics Office</td>
<td>118</td>
</tr>
<tr>
<td>College Bookstore</td>
<td>119</td>
</tr>
<tr>
<td>Post Office</td>
<td>119</td>
</tr>
<tr>
<td><strong>Miscellaneous Provisions</strong></td>
<td></td>
</tr>
<tr>
<td>Fees and Financial Regulations</td>
<td>119</td>
</tr>
<tr>
<td>Examination Permits</td>
<td>122</td>
</tr>
<tr>
<td>Policy on Late Exam Permit</td>
<td>122</td>
</tr>
<tr>
<td>Campus Security</td>
<td>123</td>
</tr>
<tr>
<td>Campus Curfew</td>
<td>124</td>
</tr>
<tr>
<td>Proper Channeling</td>
<td>124</td>
</tr>
<tr>
<td>Transitory Provision</td>
<td>124</td>
</tr>
<tr>
<td><strong>Appendix A (University Memo on Student IDs)</strong></td>
<td>127</td>
</tr>
<tr>
<td><strong>Appendix B (Implementing Rules: Anti-Sexual Harassment Act of 1999)</strong></td>
<td>129</td>
</tr>
<tr>
<td><strong>Appendix C (Republic Act No. 7610: Special Protection of Children Against Abuse, Exploitation and Discrimination, and for Other Purposes)</strong></td>
<td>136</td>
</tr>
<tr>
<td><strong>Appendix D (Policy on Theft)</strong></td>
<td>146</td>
</tr>
<tr>
<td><strong>Appendix E (Campus Map)</strong></td>
<td>148</td>
</tr>
<tr>
<td><strong>Appendix F (Jacinto Campus Directory)</strong></td>
<td>149</td>
</tr>
<tr>
<td><strong>Appendix G (In case of Emergency)</strong></td>
<td>150</td>
</tr>
<tr>
<td><strong>Appendix H (List of Accredited Dormitories)</strong></td>
<td>151</td>
</tr>
<tr>
<td><strong>Appendix I (SAMAHAN Constitution)</strong></td>
<td>154</td>
</tr>
<tr>
<td><strong>Appendix J (CHED Memorandum 17: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students)</strong></td>
<td>169</td>
</tr>
<tr>
<td><strong>Appendix K (CHED Memorandum 26: Policies, Guidelines and Procedures on International Educational Trips (IET) of Undergraduate and Graduate Students)</strong></td>
<td>177</td>
</tr>
<tr>
<td><strong>Appendix L (Agreement Compliance)</strong></td>
<td>188</td>
</tr>
</tbody>
</table>
Dear Students:

Welcome to the Ateneo de Davao University! I am pleased to present to you the Student Handbook for the school year 2016-2017, your friend and companion in your formative years in the Ateneo. There is always a great sense of renewal that accompanies the beginning of each school year and I encourage you to take part in the many enriching and exciting formative opportunities available at Ateneo de Davao!

This handbook provides a wealth of information about available resources, student responsibilities and rights, and the processes we use when those rights are abridged or responsibilities unfulfilled. It also includes an explanation of the policies that govern behavioral expectations, and key academic and administrative procedures.

Ateneo de Davao University is your school, your community, and your home. We are committed to the holistic development of all
students in a manner consistent with the Jesuit ideology, which seeks to
develop men and women who know themselves, advocate for others,
and are invested in serving the broader community. We expect students
to respect each other and the community in which they now belong.

I encourage you to become an engaged and involved student so
that you can fully appreciate everything Ateneo de Davao University
has to offer.

May your journey here in the Ateneo de Davao University be most
memorable and meaningful as you take your first steps toward a life-
long adventure of forming yourself according to the Ignatian ideals of
being men and women for others!

Sincerely in our Lord,

FR. JOEL E. TABORA, S.J.
MESSAGE FROM THE DIRECTOR OF STUDENT AFFAIRS

To our dear students,

My warm greetings of peace!

Let me welcome you once again to the Ateneo de Davao University (AdDU)! As always, the university is very grateful that you have chosen to entrust your ongoing academic and non-academic formation with us. For its part, AdDU as a Jesuit, Catholic and Filipino university continues to provide you, our students in higher education, the kind of environment that assist and facilitate integrative learning, encompassing the holistic formation of Ateneans who are called to lead in various capacities, according to the demands of specific disciplines.

The next six few years will be very crucial for all of us, both regionally and nationally, as our country once again finds its way navigating towards an era of change—as occasioned by a change in national leadership that resulted from the May 2016 elections. Rest assured that the university is up to the tasks of meeting this challenge by committing the use of its available resources to develop you to be well-rounded university-educated leaders. Towards this end, the university continues to promote the principle of forming the AdDU leaders sui generis—a distinct brand of leaders who dedicate their lives to serve others, especially those at the margins, in loving service as well as in faith and justice to achieve the common good.

And so AdDU is very pleased to present you this new edition of the Student Handbook (2016). We make every effort to update and upgrade the handbook every year, inorder to reflect the important changes in
university policies, especially those that relate to your rights, duties and responsibilities, privileges as well as the services that you enjoy being bonafide Ateneans. Overall, the academic aspects, the disciplinary measures and the formative components of holistic learning are all reflected in this new volume, making it very useful both as a manual and as a guide.

You, our dear students, are our front-liners, as it were. It is you who carry on the distinct tradition of this university. We, therefore, encourage you to make the most of this handbook. Kindly take the time to read and appreciate its contents, and by so doing, challenge yourselves to appropriate the Ateneo culture, to appropriate Ignatian Spirituality in your own specific contexts, and to imbibe integral learning that embodies the best ideals of Jesuit and Catholic education, especially in this new period of socioeconomic and political change.

Fortes in Fide!

THERESA SALAVER-ELIAB
Director
A BRIEF HISTORY OF THE
ATENEO DE DAVAO UNIVERSITY

Any chronicle of Ateneo de Davao University’s past begins with 1948, when American Jesuits, led by Fr. Theodore Daigler, assumed responsibility for St. Peter’s Parochial School then located along Jacinto Street in downtown Davao. With missionary zeal, the American fathers and Filipino scholastics built up Ateneo de Davao from a basic education unit to a small Liberal Arts college for men in 1951. In 1953, women students were welcomed to the college.

Courses leading to college degrees in Liberal Arts and Business were taught in a wooden hall named after St. Robert Bellarmine SJ. (Bellarmine was a 16th century Italian Jesuit bishop who, being an outstanding theologian, lecturer and writer, was meant to inspire rigorous intellectual pursuit in the service of the Church.)

By the 1960s, the student population had risen enough to warrant the construction of a hall in honor of St. Peter Canisius SJ, a Dutch Jesuit preacher and writer who defended the Catholic faith among German-speaking peoples of the sixteenth century. Canisius Hall is the oldest existing structure on the campus today.

Canisius Hall witnessed the development of postgraduate Ateneo education—the College of Law in 1961 and the Graduate School in 1968. The College of Law was established ten years after the first college courses were offered. Ranked as one of the Top Ten Law Schools of the country by the Supreme Court of the Philippines, the College of Law has maintained this excellent distinction and tradition for many years.

In 1969, the Ateneo de Davao College received its first accreditation from the Philippine Accrediting Association of Schools, Colleges, and, Universities (PAASCU). This formal recognition of the quality of education would be reaffirmed in regular PAASCU team visits in subsequent years.

Ateneo de Davao attained University status in 1977. Developments in the 1970s include the establishment of the College of Agriculture in 1977 and of the Regional Science Teaching Center (RSTC) in 1979. After fourteen years, the College of Agriculture was closed as part of
the agreement of the Mindanao Consortium of Ateneo Schools (which includes Ateneo de Davao, Ateneo de Zamboanga, and Xavier University). The RSTC is still organizing training workshops for science educators in Southern Mindanao to this day.

Other milestones in 1979 include the introduction of the Chemical Engineering program, the first of what are now seven Engineering courses, and the publication of *Kinaadman*, an academic journal containing research and scholarly articles especially focused on Mindanao. *Kinaadman* (Bisaya for wisdom) was a joint publication of the consortium.

The 1980s saw the birth of a homegrown journal and of three other engineering courses. Weaning itself off *Kinaadman*, Ateneo de Davao published the first issue of its own journal in 1984. Christened *Tambara* (Bagobo for “offering to the gods”), it publishes peer-reviewed, multidisciplinary articles on Mindanao issues. Courses in Civil Engineering, Electrical Engineering, and Mechanical Engineering were offered beginning 1984.

Physical facilities were also upgraded at this time. Bellarmine Hall was reconstructed. Five halls were built and dedicated to men of the cloth whose life and times are part of the history of Jesuits in the Philippines. The library building honors Fr. Mateo Gisbert SJ, a 19th century Spanish Jesuit whose mission area was Davao. Known for his love for the Bagobos, he respected their culture and learned their language so well he spoke it fluently and wrote *Diccionario Espanol-Bagobo* in 1892.

The hall that still accommodates engineering classrooms is named after Most Reverend Luis del Rosario, SJ, Bishop of Zamboanga. He is the one who invited the Jesuits to take over the administration of St. Peter’s Parochial School in 1948. The connecting hall is dedicated to Most Reverend Clovis Thibault PME, Bishop Prelate of Davao whose early support to the Jesuit educational apostolate is seen in the donation of the land for the Jacinto campus.

Also honored by way of halls is the lifework of two American Jesuit missionaries. Both teachers and counselors, Fr. Justus R. Wieman, SJ and Fr. John A. Dotterweich, SJ were regarded as friends of Ateneans in Davao in the 1970s to the 1980s.
Work in the 1980s did not only focus on developing academic excellence. Community engagement, particularly of students, was also a key concern. It found expression in the establishment of the Social Involvement Coordinating Office (SICO), which was a clear response to the need for conscientization and social involvement of college students. SICO is now known as the Arrupe Office of Social Formation.

Top of mind in the 1990s were high technology and high quality. The University kept in stride with the times with the Ateneo Computer Science Center, which awarded certificates in short computer courses and later a degree in Computer Science. Internet access as well as computer education were harnessed in aid of connecting faculty, staff and students to the rest of the wired universe. Further, courses in Electronics and Communications Engineering and Architecture were first taught at this time.

The University’s outstanding work in the areas of curriculum and instruction, faculty, administration, student services, physical plant and laboratories continued to be recognized by PAASCU reaccreditations as well as awards from the Commission on Higher Education (CHED). Ateneo de Davao was declared a CHED Center of Development in Business and Management Education in 1994 and in Chemistry and Mathematics Education in 1998 as well as a Center of Excellence in Teacher Education in 1996.

On the cusp of the 21st century, the University spun the School of Business and Governance off the College of Arts and Sciences; the leaner College became the School of Arts and Sciences. More degree programs were offered—in Nursing (2001), Information Technology and Information Management (2002), and Accounting Technology (2009). From 2000 to 2003, Ateneo de Davao was Region XI’s Center of Development for Excellence in Information Technology Education.

These improvements in organizational structure and program offerings were accompanied by a major change in the campus landscape. Finster Hall (named after Fr. Paul V. Finster, a much loved Jesuit who served the Ateneo de Davao community as Rector-President, treasurer, teacher and counselor for more than forty years) was constructed. The building drastically increased the instruction space in the campus. Through the years, various laboratories for computer instruction and interaction; for speech
lessons, journalism, and video editing; and for engineering experiments and research have been built up and constantly updated.

On the University’s 60th year, the cornerstone for Jubilee Hall was laid. Space was earmarked for classrooms and offices of student organizations and administrative units.

In 2009, the University earned the ultimate official accolade of a PAASCU Institutional Accreditation, one of only six such awards in the Philippines, “for the University’s long tradition of exemplary accomplishments in the areas of instruction, research and community service and high performance of its graduates in government licensure examinations; for the laudable practices leading to internal efficiency and external productivity; for its meritorious record of excellence as evidenced by the high level of performance of program accreditation and effective assurance mechanisms.”

Stronger, deeper, and richer institutional changes followed. Greater emphasis has been placed on the university functions of research and community service, leading to the creation of the University Research Council and the University Community Engagement and Advocacy Council in 2011.

The instruction function, however, remains paramount. On top of the School of Arts and Sciences and the School of Business and Governance, three other Schools were organized in 2012: the School of Nursing, the School of Engineering and Architecture, and the School of Education. Jointly, they award more than thirty college degrees, graduating more than a thousand students every school year.

As the Ateneo de Davao University gears up to celebrate its 68th Year, it moves forward to much greater service through excellent instruction and formation, robust research, and vibrant community service, all informed by Jesuit ideals of finding God in all things and working for God’s greater glory.
Early Life of St. Ignatius

Iñigo de Loyola was born in 1491 in Azpeitia in the Basque province of Guipuzcoa in Northern Spain. He was the youngest of thirteen children. At the age of sixteen years, he was sent to serve as a page to Juan Velasquez the treasurer of the Kingdom of Castile. As a member of the Velasquez household, he was frequently at court and developed a taste for all it presented, especially the ladies. He was much addicted to gambling, very contentious, and not above engaging in swordplay on occasion. For a number of years he went about in the dress of a fighting man, wearing a coat of mail and breastplate, and carrying a sword and other sorts of arms.

Eventually he found himself at the age of 30 in May of 1521 as an officer defending the fortress of the town of Pamplona against the French, who claimed the territory as their own against Spain. The Spaniards were terribly outnumbered and the commander of the Spanish forces wanted to surrender, but Ignatius convinced him to fight on for the honor of Spain, if not for victory. During the battle, a cannon ball struck Ignatius, wounding one leg and breaking the other. Because they admired his courage, the French soldiers carried him back to recuperate at his home, the castle of Loyola, rather than to prison.
His leg was set but did not heal, so it was necessary to break it again and reset it, all without anesthesia. Although he was told to prepare for death on the feast of Saints Peter and Paul (June 29), he took an unexpected turn for the better. The leg healed, but he was left with one leg shorter than the other. For the rest of his life he walked with a limp.

Conversion of St. Ignatius

During the long weeks of his recuperation, he was extremely bored and asked for some romance novels to pass the time. Luckily there was none in the castle of Loyola, but there was a copy of the *Life of Christ* and a *Book of the Saints*. Desperate, Ignatius began to read them. The more he read, the more he considered the exploits of the saints worth imitating. However, at the same time, he continued to have daydreams of fame and glory, along with fantasies of winning the love of a certain noble lady of the court. The identity of this lady has never been discovered, but she seems to have been of royal blood. He noticed, however, that after reading and thinking of the saints and Christ he was restless and unsatisfied. Not only was this experience the beginning of his conversion, it was also the beginning of spiritual discernment, or discernment of spirits, which is associated with Ignatius and described in his *Spiritual Exercises*.

The *Exercises* recognize that not only the intellect but also the emotions and feelings can help us to come to knowledge of the action of the Spirit in our lives. Eventually, completely converted from his old desires and plans of romance and worldly conquests, and recovered from his wounds enough to travel, he left the castle in March of 1522.

He had decided that he wanted to go to Jerusalem to live where Our Lord had spent His life on earth. As a first step, he began his journey to Barcelona. He first proceeded to the Benedictine shrine of Our Lady of Montserrat, made a general confession, and knelt all night in vigil before Our Lady’s altar, following the rites of chivalry. He left his sword and knife at the altar, went out and gave away all his fine clothes to a poor man, and dressed himself in rough clothes with sandals and a staff.

The Experience of Manresa

He continued towards Barcelona but stopped along the river Cardoner at a town called Manresa. He stayed in a cave outside the town, intending to linger only a few days, but he remained for ten months. He spent hours
each day in prayer and also worked in a hospice. It was here that the ideas for what is now known as the *Spiritual Exercises* began to take shape. It was also on the banks of the Cardoner River that he had a vision, which is regarded as the most significant in his life. The vision was more of an enlightenment about which he later said that he learned more on that one occasion that he did in the rest of his life. Ignatius never revealed exactly what the vision was, but it seems to have been an encounter with God as He really is so that all creation was seen in a new light and acquired a new meaning and relevance, an experience that enabled Ignatius to find God in all things. This grace, finding God in all things, is one of the central characteristics of Jesuit spirituality.

Ignatius himself never wrote in the rules of the Jesuits that there should be any fixed time for prayer. Actually, by finding God in all things, all times are times of prayer.

He did not, of course, exclude formal prayer, but he differed from other founders regarding the imposition of definite times or duration of prayer. One of the reasons some opposed the formation of the Society of Jesus was that Ignatius proposed doing away with the chanting of the divine office in choir. This was a radical departure from custom, because until this time, every religious order was held to the recitation of the office in common. For Ignatius, such recitation meant that the type of activity envisioned for the Society would be hindered.

He finally arrived at Barcelona, took a boat to Italy, and ended up in Rome where he met Pope Adrian VI and requested permission to make a pilgrimage to the Holy Land. Once he arrived in the Holy Land he wanted to remain, but he was told by the Franciscan superior who had authority over Catholics there that the situation was too dangerous. (At the time, the Turks were the rulers of the Holy Land.) The Superior ordered Ignatius to leave. He refused, but when threatened with excommunication, he obediently departed.

**The Return to School**

By now he was 33 years old and determined to study for the priesthood. However, he was ignorant of Latin, a necessary preliminary to university studies in those days. So he started studying Latin Grammar with young boys in a school in Barcelona. After two years he moved to the University of Alcalá. There his zeal got him in trouble, a problem that continued
throughout his life. He would gather students and adults to explain the Gospels to them and teach them how to pray. His efforts attracted the attention of the Inquisition, and he was thrown into jail for 42 days. When he was released he was told to avoid teaching others. (In the eyes of Inquisitors, anyone who was teaching and was not ordained was suspect.)

Because he could not live without helping souls, Ignatius transferred to the University of Salamanca. There, within two weeks, the Dominicans had thrown him back into prison again. Though they could find no heresy in what he taught, he was told that he could only teach children and only simple religious truths. Once more he took to the road, this time for Paris.

At the University of Paris he began school again, studying Latin Grammar and literature, philosophy, and theology. It was also in Paris that he began sharing a room with Francis Xavier and Peter Faber. He greatly influenced a few other fellow students directing them all at one time or another in what we now call the Spiritual Exercises. Eventually six of them plus Ignatius decided to take vows of chastity and poverty and to go to the Holy Land. If going to the Holy Land became impossible, they would go to Rome and place themselves at the disposal of the Pope for whatever he would want them to do. They did not think of doing this as a religious order or congregation, but as individual priests. For a year they waited, however no ship was able to take them to the Holy Land because of the conflict between the Christians and Muslims. It was during this time that Ignatius was ordained a priest, but he did not say Mass for another year. It is thought that he wanted to say his first Mass in Jerusalem, in the land where Jesus himself had lived.

The Company of Jesus

Ignatius, along with two of his companions, Peter Faber and James Lainez, decided to go to Rome and place themselves at the disposal of the Pope. It was a few miles outside of the city that Ignatius had the second most significant of his mystical experiences. At a chapel at La Storta where they had stopped to pray, God the Father told Ignatius, “I will be favorable to you in Rome,” and that He would place him (Ignatius) with His Son. Ignatius did not know what this experience meant, for it could mean persecution as well as success since Jesus experienced both.

When they met with the Pope, he very happily put them to work teaching scripture and theology and preaching. It was here on Christmas
morning, 1538, that Ignatius celebrated his first Mass at the church of St. Mary Major in the Chapel of the Manger. It was thought that this chapel had the actual manger of Bethlehem, so, if Ignatius was not going to be able to say his first Mass at Jesus’s birthplace in the Holy Land, then this would be the best substitute.

During the Lent of 1539, Ignatius asked all of his companions to come to Rome to discuss their future. They had never thought of founding a religious order, but now that going to Jerusalem did not occur as planned, they had to think about their future whether they would spend it together. After many weeks of prayer and discussion, they decided to form a community, with the Pope’s approval, in which they would vow obedience to a superior general who would hold office for life. They would place themselves at the disposal of the Holy Father to travel wherever he would wish to send them for whatever duties. A vow to this effect was added to the ordinary vows of poverty, chastity, and obedience. Formal approval of this new order was given by Pope Paul III the following year on 27 September 1540. Since they had referred themselves as the Company of Jesus (in Latin, Societas Jesu), in English their order became known as the Society of Jesus. Ignatius was elected on the first ballot of the group to be the superior, but he begged them to reconsider, pray, and vote again a few days later. The second ballot came out as the first, unanimous for Ignatius, except for his own vote. He was still reluctant to accept, but his Franciscan confessor told him it was God’s will, so he acquiesced. On the Friday of Easter week, 22 April 1541, at the Church of St. Paul Outside the Walls, the friends pronounced their vows in the newly formed Order.

The Years as Superior General

Ignatius, whose love it was to be actively involved in teaching catechism to children, directing adults in the Spiritual Exercises, and working among the poor and in hospitals would, for the most part, sacrifice this love for the next fifteen years. From his election as superior general until his death, his work area was confined to two small rooms, his bedroom and next to it his office, directing this new society throughout the world. He would spend years composing the Constitutions of the Society and would write thousands of letters addressed to his fellow Jesuits all over the globe dealing with the affairs of the Society, and to lay men and women directing them in the spiritual life. From his tiny quarters
in Rome, he would live to see in his lifetime the Society of Jesus grow from eight to a thousand members. The Jesuits would found colleges and houses all over Europe and as far away as Brazil and Japan. Some of the original companions were to become the Pope’s theologians at the Council of Trent, an event that played an important role in the Catholic Counter Reformation.

The Jesuits and Schools

Perhaps the work of the Society of Jesus begun by Ignatius that is best known is that of education. It is interesting that he had no intention of including teaching as among the Jesuits’ work at the beginning. As already mentioned, the purpose of the first members was to be at the disposal of the Pope, to go where they would be most needed. Before 1548, Ignatius had opened schools in Italy, Portugal, the Netherlands, Spain, Germany, and India. These schools, however, were intended primarily for education of the new young Jesuit recruits. Ten of these Colleges built within six years indicated the rapid growth of the Jesuits. But in 1548 at the request of the magistrates of Messina in Sicily, Ignatius sent five men to open a school for lay as well as Jesuit students. It soon became clear by requests from rulers, bishops, and cities for schools that this work was truly one of the most effective ways to correct ignorance and corruption among the clergy and the faithful, to stem the decline of the Church in the face of the Reformation, and to fulfill the motto of the Society of Jesus, Ad Majorem Dei Gloriam, for the greater glory of God.

This was clearly in keeping with one of Ignatius’s first Principles in choosing apostolates: all other things being equal, choose those apostolates that will influence those who have the most influence on others. The best expression of this idea was somehow reflected in a letter he wrote about the founding of Colleges in December of 1551.

From among those who are now merely students, in time some will depart to play diverse roles—one to preach and carry on the care of souls, another to government of the land and the administration of justice, and others to other callings. Finally, since young boys become grown men, their good education in life and doctrine will be beneficial to many others, with the fruit expanding more widely every day.
From then on, Ignatius helped established Jesuit schools and Universities all over Europe and the world.

Ignatius the Person

It may be probably true that the image of Ignatius that most people have is that of a soldier: stern, iron-willed, practical, showing little emotion, and not a very attractive or warm personality. Yet, if this representation bears a resemblance of truth, it is hard to see how he could have had such a strong influence on those who knew him. Luis Goncalves de Camara, one of his closest associates wrote, “He (Ignatius) was always rather inclined toward love. Moreover, he seemed all love, and because of that he was universally loved by all. There was no one in the Society who did not have much great love for him and did not consider himself much by him.”

We regard a number of saints as great mystics but never think of Ignatius as one of them. We have recounted a few of the many visions and mystical experiences in his life. His holiness, however, did not consist in such, but in the great love that directed his life to do everything: A.M.D.G. for the greater glory of God.

Last Illness

Ever since his student days in Paris, Ignatius had suffered from stomach ailments and they became increasingly troublesome in Rome. In the summer of 1556, his health grew worse, but his physician thought he would survive that summer as he had done others. Ignatius, however, thought that the end was near. On the afternoon of 30 July, he asked Polanco, his Secretary, to go and get the Pope’s blessing for him, suggesting by this to Polanco that he was dying. Polanco, however, trusted the physician more than Ignatius and told him he had a lot of letters to write and mail that day. He would go for the Pope’s blessing the next day. Shortly after midnight Ignatius took a turn for the worse. Polanco rushed off to the Vatican to get the papal blessing, but it was too late. The former worldly courtier and soldier who had turned his gaze to another court and a different type of battle had rendered his soul into the hands of God. Ignatius was beatified on 27 July 1609 and canonized by Pope Gregory XV on 12 March 1622 together with St. Francis Xavier. Ignatius’s feast day is celebrated by the Universal Church and the Jesuits on 31 July, the day he died.
Vision

The Ateneo de Davao University is a Catholic, Jesuit and Filipino University. As a University, it is a community engaged in excellent instruction and formation, robust research, and vibrant community service. As Catholic, it proceeds *ex corde ecclesiae*—from the heart of the Church. As Jesuit, it appropriates the mission of the Society of Jesus and the spirituality of St. Ignatius of Loyola. As Filipino, it prepares students to benefit from, contribute to, and engage the global world.

Mission

The Ateneo de Davao excels in the formation of leaders for the Philippine Church and society, especially for Mindanao. It excels further in the promotion of the faith that does justice, in cultural sensitivity and transformation, and in inter-religious dialogue, particularly with the Muslim and Lumad communities of Mindanao. It promotes communities touched and transformed by the faith, communities of peace and human well-being, culturally resilient yet able to adapt to the modern world. It promotes social justice, gender equality, good governance, the creation of wealth and its equitable distribution. It engages vigorously in environmental protection, the preservation of bio-diversity, and the promotion of renewable energy. It leads in Philippine educational reform, especially for the peoples of Southern Philippines.

Goals

Given current challenges, the Ateneo de Davao University seeks to pursue the identified key goal directions and address priority concerns both in a University-wide fashion and at the level of its component schools and units.
As a Filipino University

A more systematic and critical understanding of the Filipino culture based on the insight that culture, being a creation of human society, is open to intelligent modification and choice.

A focus on distinctive areas of concern, among them are:

- Muslims and other ethnic minorities, children and women;
- Environment;
- Development and promotion of civic culture and consciousness and the promotion of responsive and responsible government; and
- Job creation and entrepreneurship to address the endemic problem of poverty.

As a Catholic University

The message of the Gospel focuses on the specific areas of concern of the students on self-identity and personal growth, family, civic society, Christ and the Church, and the meaning of life among others;

- The deeper understanding of the faith and inculturation into Philippine culture;
- The human and spiritual formation of faculty and students; and
- The growth of the University into a truly Christian community.

As a Jesuit University, it aims for:

- Excellence in all its programs;
- Strong foundation in Science and Math; Theology and Philosophy;
- High level of comprehension in spoken and written English;
- Incorporation of information technology into the very fabric of the University life and programs; and
- A sense and mission of service for others and the country.
The two top panels of the shield represent Davao. The gold and silver inverted crossed keys against a light blue background represent St. Peter, patron saint of the Davao Church (now the Cathedral). The light blue background represents Our Lady, Patroness of the Philippines and of Ateneo de Davao University (under the title of Assumption of Our Lady). The green mountain peaks represent Mt. Apo and its neighboring landscapes that are clearly visible from Davao City.

The two lower panels of the shield are the family arms of the founder of the Society of Jesus, St. Ignatius de Loyola of the House Onaz y Loyola. The seven red stripes against a gold background represent the seven sons of the House of Onaz who fought under their king for the liberties of the Christians in Spain, while the wolves and pot (lobos y olla) are a pun on the family name Loyola.

The crest above the shield is a silver medallion containing the monogram of the Society of Jesus. IHS are the first three letters of the name “Jesus” in Greek. The cross and nails recall His passion and death as Savior of humanity.

The Latin motto Fortes in Fide (Strong in Faith) is from 1 Peter 5:9. It is also the gist of a passage from St. Paul’s letter to Ephesians 5:10-20.
THE GENERAL UNIVERSITY POLICY

The Mission Statement of the Ateneo de Davao University proclaims that the Ateneo is a Filipino, Catholic, and Jesuit school. Far from diluting or weakening its Filipino and Catholic goals, its Jesuit character enhances and strengthens them by bringing them into the sharp focus and urgent vitality of the Jesuit apostolic mission.

As a Jesuit school, the Ateneo de Davao believes that each of its students whether female or male is a unique individual person with an invaluable intrinsic worth and dignity that springs from the reality of the student having been created to the image of God, and adopted, in Jesus Christ, as His child. The student’s uniqueness and invaluable intrinsic worth both define and are defined by the God-given talents and potentialities that God has bestowed and continues to bestow on him or her. To develop these talents and potentialities to their fullest is the personal challenge and responsibility that the student must successfully face if he/she is to become the person he/she can become. Moreover, founded on faith in the example and teaching of Jesus, the Ateneo de Davao believes that the fullest and richest fulfillment of the individual person lies in directing all his/her talents and potentialities to the service of his/her neighbor. Thus, the Ateneo de Davao looks upon each of its students as one who is called by God to accomplish in his or her life, through his or her talents and potentialities, a unique irreplaceable role of service in the community, in the country, and in the world so that each student, acting in full freedom and uniqueness, but united with other men and women of equal goodwill carries out the transformation of our family, our society, and our world.

The role of the Ateneo de Davao University as a Jesuit school can be described in the appropriate image of the early Greek philosopher Socrates as that of a “midwife”. The development and growth of the human person (of which intellectual or academic formation is merely a part) can be accomplished only by the student himself or herself. It is for him/her a personal achievement. The role of the school is to provide the program of studies, the facilities, laboratories, the libraries, equipment and technologies and, above all, the mentors both in and out of the classroom, so that the school creates an environment, a culture that can encourage and stimulate, support and sustain, the efforts of the students to grow and develop to his or her fullest potentialities.
Thus, the most basic contract between the University and the student, implied when a student applies and is accepted in the Ateneo de Davao University, is this: on the part of the student, he or she, in applying for acceptance into the school, manifests his/her resolve to pursue his/her personal growth and formation under the guidance of the University, following the ideals of the school as a Jesuit University. The University for its part, in accepting the student, manifests its commitment to provide, within the means available to it, all the support and guidance to assist the student achieve this task.

All the rules and regulations of the school and all the sanctions that accompany them are grounded in this most basic mutual understanding and contract between the student and the school. The most fundamental obligation on the part of the student, therefore, is to participate as fully as he/she can in the total program of formation of the school, which involves not only academics and classroom instruction, but also co-curricular and other University activities and formation programs of all types: personal, spiritual, and (without violation of the freedom of religion of the student) even religious formation.

For its part, the most basic obligation of the school is to provide, to the greatest degree that its resources will allow, the fullest support to this effort of the student.

Thus, the most basic transgression that a student can commit in the school is to renege on, or refuse to carry out his/her obligation in the contract. In the extreme case, when it becomes reasonably clear that the student is not willing or able to carry out his/her obligations under this basic contract, the student will, after due process, be separated from the school. All the more is the transgression serious when a student undermines, obstructs, or violates the rights of other students to pursue the goal of personal growth and development for which they have come to the Ateneo. In such instances the University considers it its serious obligation to protect and preserve the rights of the other students under its care.

How then does the school evaluate whether a student is committed to the fulfillment of his/her obligations under the basic contract? There are two traditional areas which the school considers: the academic performance and external behavior of the student.
The details of the rules and regulations (and sanctions) concerning the academic performance of the student are treated in a separate section of this Manual below.

There is, however, this very important policy concerning academic performance that is being followed in the Ateneo de Davao University. Every student who is accepted in the University is presumed to have sufficient natural talent to be able to successfully complete his/her course of studies. The basis for this presumption is the fact that the student passed the entrance exams and the screening qualifications and was accepted into the school. Thus, provided the student is committed to learn and is willing to put in the work and study required, it is the policy of the school to help such a student successfully complete his/her program of studies. A characteristic of Jesuit education that the school is committed to preserve is that of cura personalis, the care for the individual person. All the administration and faculty of the University, as well as all its ancillary services of guidance and counseling, student affairs office, various formation programs and activities, and so on, are directed towards actualizing this quality of cura personalis.

The logic behind this policy is quite simple and direct. If the students feel and experience that they are cared for, then there is greater hope that they will live out the fundamental mission of Ateneo de Davao University to develop as men and women for others.

Finally, because the total formation of the individual person is the ultimate objective of the school, the gravest misconducts that in the extreme (and after due process) will merit dismissal from the school, consist of those actions that directly violate this objective. Among such actions are: dishonesty, whether in word or in deed; stealing; vandalism; cheating; lying; and so on. And where such evil acts are employed to mislead others and disrupt the work of others and of the school, then the transgressions merit even more serious and immediate disciplinary actions, because in such a case, the erring student not only does injustice to him/herself, but also to others.

Thus, this Student Handbook is directed towards developing, within the Ateneo, a culture that will encourage and support not only the school itself, so that it may accomplish the task for which it exists as a Jesuit school; but also the student, so that he/she may accomplish the task for
which he/she has come to the Ateneo, namely: his/her total and integral
development to the fullest of his/her capacities. Among the characteristics
of this culture are: excellence in all things; competence and hard work;
honesty and integrity; cooperation with and caring for others; aspiring
and working for the greater good; a healthy sense of independence, of
self-pride, and of self-dignity, tempered by sincere modesty and humility.

These are the ideals we must develop and sustain in the culture that
is the Ateneo and you, as the student, are not merely the beneficiaries of
this culture, but also, its creators.
UNIVERSITY ADMINISTRATION AND SUPPORT SERVICES

University President
Fr. Joel E. Taboera, S.J., Ph.D.

Academic Vice President
Ms. Gina L. Montalon, Ph.D.

University Treasurer
Mr. Jimmy E. Delgado, C.P.A.

Director, Ignatian Spiritual and Formation Office
Mr. Elvi C. Tamayo

Director, University Information Technology Office
Fr. Ramon Prudencio S. Toledo, S.J.

University Registrar
Atty. Edgar B. Pascua II

Director, University Athletics
Mr. Emmanuel Rene S. Ayo

Admission and Aid Director
Mr. Ian Clark R. Parcon

Director, Student Affairs
Ms. Theresa Salaver-Esilb, M.S.

Assistant Director, Student Affairs
Atty. Edmund Cyril S. Galvez

Director, University Physical Plant Office
Engr. Florian Z. Ramaolino

STUDENT HANDBOOK 2016-2017
Director, Arrupe Office of Social Formation
Ms. Lilbeth L. Arcena, M.A.

Director, University Clinics
Ms. Josefinna J. Alinglan, RN

Director, College Guidance & Testing Center
Ms. Leah C. Reparado, RGC

Director, College Campus Ministry
Mr. Ryan Rolf F. Puentes, M.A.

Director, University Libraries
Ms. Fretzie F. Allaro, M.S.LIS

Coordinator, First Year Development Program
Ms. Gina F. Villagonzalo, M.A.
SCHOOL OF ARTS AND SCIENCES (SAS)

Dean
Mr. Renante D. Pilapil, Ph.D.

Asst. Dean for Computer Studies
Fr. Carlos G. Cenzon, Jr., S.J., Ph.D.

Asst. Dean for Humanities and Letters
Fr. Erwin Rommel C. Torres, M.A.

Asst. Dean for Natural Sciences
Fr. Antonio M. Basilio, S.J., Ph.D.

Asst. Dean for Social Sciences
Mr. Efren John P. Sabado, Ph.D.

Chair, Computer Science Department
Ms. Grace S. Tacadno, M.S.

Chair, Information Systems Department
Ms. Novie Joy C. Pelobello, M.S.

OIC, Chair, Information Technology Department
Mr. Jose Marie V. Freires

Chair, Language, Literature, and Arts Department
Ms. Rhodora S. Santalan, Ph.D.

Chair, Mass Communication Department
Mr. Joseph A. Laurencin

Chair, Philosophy Department
Mr. Jeremy Glen A. Tuvinda, M.A.

Chair, Theology Department
Mr. Lumar F. Fuyega, M.A.

Chair, Biology Department
Ms. Ma. Cristina S. De las Llagas, Ph.D.

Chair, Chemistry Department
Ms. Agnes T. Arama, Ph.D.

Coordinator, B.S. Environmental Science Program
Fr. Daniel J. McNamara, S.J., Ph.D.

Coordinator, AB Islamic Studies Program
Ustadar Janor C. Bolo

Chair, Math Department
Mr. Ronald F. Femenias, Ph.D.
SCHOOL OF BUSINESS AND GOVERNANCE (SBG)

Dean
Mr. Jenner Y. Chan, DBM

Asst. Dean for Graduate Programs

Asst. Dean for Undergraduate Programs
Ms. Rowena Mae C. De Jesus, D.B.M.

Chair, Accountancy Department
Mr. Leopoldo R. Medina, C.P.A., M.S.A.

Chair, Accounting Technology Department
Ms. Lenore A. Lequeuque, C.P.A., D.B.M.

Chair, Entrepreneurship Department
Mr. Jeffrey L. Gorne, M.B.A.

Coordinator, Entrepreneurship in Agri-Business Program
EnP Reynaldo C. Revilla, M.P.D.

Chair, Finance Department
Ms. Lady Margaret G. Cagape, M.B.A., C.I.S.

Chair, Human Resource Management Department
Ms. Michelle Rose M. Juadiong, M.B.A.

Chair, Business Management Department
Ms. Divina V. Sabanal, D.B.M.

Chair, Marketing Department
Ms. Rodilma B. Marte, M.B.A.

Chair, Governance Department
Ms. Emilie Jane M. Alvor, D.P.A.
SCHOOL OF NURSING (SON)

Dean
Ms. Patria V. Manalaysay, R.N., Ph.D.

RLE Coordinator
Ms. Grace E. Gutiguiten, R.N., M.N.

Academic Coordinator
Ms. Apple Alvarez, R.N., M.N.

Community Extension & Advocacy Head
Ms. Ma. Nelia C. Ruta, R.N., M.N.
SCHOOL OF EDUCATION (SOE)

Dean
Ms. Annabel J. Casumpa, Ph.D.

Chair, Educational Leadership Department
Ms. Ma. Teresa B. Isidoro, Ph.D.

Chair, Teacher Education Department
Ms. Eddelyn B. Guetere, Ph.D.

Chair, Physical Education Department
Ms. Cresilda M. Galero, M.Ed.
1. ENROLMENT PROCEDURES AND POLICIES

1.1. GENERAL ENROLMENT PROCEDURE

<table>
<thead>
<tr>
<th>PRE-REGISTRATION/ENROLMENT PERIOD</th>
</tr>
</thead>
</table>

1.1.1. Students check their grades from their previous semester (or summer term) on the announced date of release of grades. This is done by logging into their Student Information System (SIS) account. “Students whose grades are not reflected in the online system are expected to immediately inform their professors and the Registrar’s Office regarding the matter.” (Cf 15.2)

1.1.2. Students who wish to apply for change of grades are advised to follow the Grade Appeal Policy in Section 17 of the Student’s Handbook

1.1.3. At the end of the second semester, students whose annual QPI do not meet the requirement are advised to follow the Retention, Dismissal, and Graduation Policy in Section 13 of the Student’s Handbook

1.1.4. RETURNING STUDENTS (those who did not enrol the previous semester) should go to their departments for evaluation before the registration-enrolment days.

<table>
<thead>
<tr>
<th>REGISTRATION/ENROLMENT PERIOD</th>
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</thead>
</table>

1.1.5. STUDENTS register. To Register:

a. Students log into the system and either accept the generated list or modify the list by adding and dropping.

b. Students insure that they sign up for all required subjects and resolve conflicts of schedule by modifying their list. If needing a PRE-REQUISITE OVERRIDE or SLOT EXTENSION, students follow procedures as described below.

c. Students On Campus may go to computer laboratories designated by the MIS for registration/enrollment.

d. Students are required to update their profile especially addresses, contact information, contact persons’ names and numbers during registration.

e. Students print out and keep the registration list
1.1.6. Students enroll. To Enroll:
   a. STUDENTS remit payment to designated banks or the Finance Office within the enrolment period. Unpaid registration will expire by the end of the enrolment period.
   b. Students are tagged by the Finance Office as enrolled and are issued an official receipt. Bank Payments are tagged in the morning after the day of payment.
   c. STUDENTS who paid in designated banks must retrieve and keep the official receipt from the Finance Office.

1.1.7. STUDENTS have their I.D.’s validated at the OSA.
   The OFFICE OF STUDENT AFFAIRS shall validate only the I.D.’s of students who have been tagged enrolled in the system.

1.1.8. Online Adding and Dropping.
   a. At the designated time (cf specific registration/ enrolment schedule for each semester), enrolled Students may add and drop online for newly vacated slots. These are slots opened because of unpaid registrations or unused reservations.
   b. Students should print out and keep their new registration list.

1.1.9. Late Enrolment.
   Students proceed to their respective departments for late enrolment. Students with expired registration may secure late enrolment. (Cf. cf specific registration/ enrolment schedule for each semester)

1.1.10. Over-the-Counter Adding and Dropping
   a. Students may, for reasons specified in the Manual Adding and Dropping Policy in Section 3 of the Student’s Handbook, apply for adding and dropping for subjects. Forms are available in their home departments and at the Registrar’s Office.
   b. Students submit application for adding and dropping for final approval to the Registrar’s Office.

1.1.11. After a whole week of classes, Students must verify their updated registration list in their SIS account. Changes may have occurred, because of merging and dissolution or adding and dropping.
## 1.2. PRE-REQUISITE OVERRIDES

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1.</td>
<td>Students get Pre-Requisite Override Form from the home department.</td>
</tr>
<tr>
<td>1.2.2.</td>
<td>Students must have their home department fill in the reason for the override and endorse the request.</td>
</tr>
<tr>
<td>1.2.3.</td>
<td>Students must have the providing department endorse the request.</td>
</tr>
<tr>
<td>1.2.4.</td>
<td>Students submit the form to AVP Office. The AVP Office evaluates the request. If approved, the AVP Office overrides the pre-requisite and informs the student. If disapproved, the AVP Office informs the student.</td>
</tr>
<tr>
<td>1.2.5.</td>
<td>Students proceed to REGISTRATION and ENROLMENT Step 1.1.5. a.</td>
</tr>
</tbody>
</table>

## 1.3. CLASS EXTENSION SLOTS

<table>
<thead>
<tr>
<th>STEP</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3.1.</td>
<td>Students get Class Extension Form from the home department.</td>
</tr>
<tr>
<td>1.3.2.</td>
<td>Students have the home department endorse the request.</td>
</tr>
<tr>
<td>1.3.3.</td>
<td>Students submit the request to the providing department. The PROVIDING DEPARTMENT evaluates the request. If approved, PROVIDING DEPARTMENT extends the slot and includes the student in the class list and informs the student. If disapproved, PROVIDING DEPARTMENT informs the student.</td>
</tr>
<tr>
<td>1.3.4.</td>
<td>Students proceed to REGISTRATION and ENROLMENT Step 1.1.5. a.</td>
</tr>
</tbody>
</table>

## 2. ADMISSION REQUIREMENTS FOR FRESHMAN STUDENTS

- a) Original Notice of Acceptance (NOA) from the Admissions Director
- b) Original Highschool School Report Card, [Form 138-A]
- c) NSO Authenticated Birth Certificate
- d) Photocopies of Marriage Contract (for married students)
- e) Medical Certificate from the University Clinic, Ground Flr, Weiman Bldg.
f) Certificate of Good Moral Character

g) Four (4) recent 1x1 ID photos

[For Non-Filipino applicants, kindly approach the International Student Admission Officer.]

3. ENROLMENT PROCEDURES AND ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS

3.1 Submit four sets of enrolment documents to the Transfer Students Counter at Room J301, Third Floor, Jubilee Hall. (Original documents are for the Admission and Aid Office; photocopies are for the Department Office, Guidance Center, and the student applicant.)

- Original Notice of Acceptance (NOA) from the Admissions Director
- Transfer Credentials or Honorable Dismissal
- Original Transcript of Records or Certified Academic Records for evaluation
- Certificate of Good Moral Character
- Letters of Recommendations from Dean of Student Affairs, Guidance Counselor, and a Faculty Member of the last school attended. Forms can be downloaded from the Ateneo website: www.addu.edu.ph
- Medical Certificate from the University Clinic, Ground Floor, Wieman Hall
- NSO-authenticated Birth Certificate
- Four recent 1” x 1” ID photos
- A copy of the Description and Syllabus of courses already taken
- Photocopies of the Marriage Contract (for married students)

Non-Filipino applicants, kindly approach the International Student Admission Officer.

3.2 Secure the Transfer Students Admission Form (Form 20TR) and the OSA Student Profile.

3.3 Fill out Form 20 TR and the OSA Student Profile in any of the rooms provided for this purpose.
3.4 Pay the Cashier (Finance Office) the nonrefundable processing and application fee (Php 500.00).

3.5 Present your accomplished Form 20TR and OSA Student Profile to the Transfer Student Counter Officer. Students who qualify for Credit Transfer Validation will have to accomplish the validation process before proceeding to their respective programs.

3.6 Proceed to your Department for the essay and the interview. Secure your printout, which contains your class schedule and enrolment assessment. Submit your Form 20TR and its attachments to your Department.

3.7 Pay the Cashier (Finance Office) the necessary fees. Claim your Official Receipt and your printout with the stamp “Enrolled.” Keep your printout and Official Receipt.

**Reminder:** If payment is not made within the day, make sure that the required downpayment is paid within 72 hours after the digital encoding of your subjects. Otherwise, the system assigns your enrolment slot to the next enrollee.

3.8 Bring photocopies of your NOA and High School Report Card and one 1” x 1” photo to the Guidance Office, Ground Floor, Wieman Hall. You will be given an Orientation on the services of the Guidance Office.

3.9 Proceed to the Enrolment Area of the Office of Student Affairs for your official school I.D. and the school uniform design sheet. Submit one 1” x 1” ID photo, and claim your OSA Kit.

4. **ADMISSION REQUIREMENTS FOR RETURNEES**

4.1. Students who dropped out for reasons other than disciplinary and academic problems may be readmitted. The requirements for readmission are:
   
a. Updated Transcript of Records
b. Clearance from their former Department
c. Recommendation Letters from
c.1 Program Coordinator/Director
c.2 Guidance Counselor/Director
c.3 OSA Director

c.4 FYDP Facilitator/Former Teacher

d. Leave of Absence form

4.2. Old students
a. Copy of previous semester’s grades
b. ID Card for validation purposes
c. Students are allowed to stay in the University for a maximum of
   - Full time semesters for a five-year course
   - Full time semesters for a four-year course

5. ADMISSION REQUIREMENTS FOR AUDIT STUDENTS

5.1 Students may apply as non-degree seeking/audit status at any time during the school term for audit purposes without earning credits. The Admission Office requires only an application, interview, application fee, payment of necessary fees as determined by the Office of the Treasurer and other documents as the Admission Director may require.

5.2 Students can audit only certain courses subject to the availability of courses and faculty, after the approval of the Department Chair. Students must register officially to audit a course. Students may not change from credit to audit or audit to credit.

5.3 A special temporary identification card will be issued by the OSA.

5.4 Non-degree seeking/audit students are not eligible for financial aid.

5.5 Non-Filipino applicants who wish to register as audit students are required to submit to the Admission Office the following documents: a special Study Permit (SSP) from the Bureau of Immigration; photocopy of passport where the applicant’s name, photo, visa and authorized stay in the Philippines appear. The submission of these documents should be prior to registration.

5.6 Courses on audit are non-credit and should bear a mark NC (non-credit) at the end of term for documentation purposes.

5.7 Students on audit may request for a certification attesting to their admission as special students (on audit / non-degree seeking) for a specific period.
ENROLMENT PROCEDURES AND ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

6.1 Bureau of Immigration Requirements

Procedures in Processing Applications for Change of Immigration Status Temporary Visitor and Issuance of Student Visa under Section 9 (f).

(For more information, please go to immigration.gov.ph.)

6.2 All applications for a change of immigration status from temporary visitor to that of student visa shall observe the following procedures, to wit:

6.2.1 Filing the application duly supported by the documentary requirements enumerated above and a quick review of their completeness.

6.2.2 Verifying travel and derogatory records, assessment of filing and other fees as well as generating the system Order of Payment Slip (OPS);

6.2.3 Releasing the OPS;

6.2.4 Paying the fees to the collecting officer and issuance of the Official Receipt (OR) evidencing payment of the required fees.

6.2.5 Enrolling the applicant in the BI-designated biometric kiosk;

6.2.6 Preparing the recommendation by the Student Desk Officer and the recommending approval by the IRD Chief;

6.2.7 Approving the visa conversion by the Commissioner;

6.2.8 Updating records, implementing the visa and generating the systems Endorsement for Registration;

6.2.9 Releasing the passport and the endorsement for registration; and

6.2.10 Archiving the documents.
6.3 Procedures in Processing Applications for Extension of Student Visa under Section 9f

Applications for a student visa under section 9f shall observe the following procedures, to wit:

6.3.1 Receiving the application with documentary requirements;
6.3.2 Verifying travel and derogatory records, assessment of filing and other fees and generation of Order of Payment Slip (OPS);
6.3.3 Releasing the OPS;
6.3.4 Payment Collecting Officer’s issuance of an Official Receipt;
6.3.5 Updating records, implementing the visa, and generating the Notice to the Registrar on the action taken;
6.3.6 Approving the visa extension;
6.3.7 Releasing the passport; and
6.3.8 Archiving the documents.

6.3.9 Checklist of Requirements for Student Visa

a. Duly notarized letter request from the applicant;
b. Duly notarized General Application Form accomplished by the applicant (BI Form No. MCL-07-01, downloadable from immigration.gov.ph);
c. Original Notice of Acceptance (NOA) containing a clear impression of the school’s official dry seal or a duly notarized written endorsement from the school for the conversion of the applicant status signed by the school’s Registrar;
d. Original Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious, or loathsome disease and is mentally fit;
e. Plain photocopy of applicant’s passport bio-page, latest admission and authorized stay; and
f. NICA Clearance; and
g. Bureau of Immigration (BI) Clearance Certificate.

6.3.10 A non-Filipino who is admitted as a non-immigrant cannot remain in the Philippines permanently. To obtain permanent admission, a non-immigrant must depart voluntarily to a foreign country and procure from the appropriate Philippine Consul the proper visa and thereafter
undergo examination by the officers of the BID at a Philippine port of entry for determination of his admissibility in accordance with the requirements of the Immigration Act.

Contact information
Bureau of Immigration Davao District Office
JP Laurel Avenue, Bajada, Davao City
Attention: Alien Control Officer
Tel. No. (082) 228-6477 / CP No. 09177053576

6.3.11 Note: Applicants who are below 18 years old should get a Special Study Permit (SSP) from the Bureau of Immigration and Deportation. Please inquire at the Admission Office about the requirements for an SSP.

6.3.12 An official liaison of the University may assist to advise the applicant on procedures of the Bureau of Immigration and Deportation in processing the application for visa conversion. Immigration fees shall be paid for by the applicant. International student applicants are strongly urged to submit the required documents to the Admission Office before the following dates:

Third week of January
Until the last week of June
Second week of September

The Admission Office may not be able to process applications that are not submitted on time or have incomplete information or requirements. A valid student visa or a special study permit is needed to be able to enroll in the University.

For more information, please contact the Admission Office:

INTERNATIONAL STUDENTS UNIT
Admission and Aid Office
Ateneo De Davao University
Roxas Avenue, 8016 Davao City
Philippines
Tel. +63 (82) 221.2411 local 8303 or 8302
[Telephone available only from 9AM to 5PM]
PHT (+8:00 GMT)]
Fax +63 (82) 226.4116
E-mail admissions@addu.edu.ph
Website: www.addu.edu.ph
Send a SMS to the Admission Office through SMART Mobile Phone. Key in ADMISSION [space] FEEDBACK [space] YOUR MESSAGE, and send to 700 ADDU or 7002338.

* Ateneo de Davao University is a BID-accredited University.

7. SHIFTING POLICY FOR FIRST YEAR STUDENTS

First year students are allowed to shift to another course after the completion of the first semester.

8. CHANGING ADDING, AND DROPPING SUBJECTS

8.1 Online Adding and Dropping

Online adding and dropping can be done during the enrolment period.

8.2 Manual Adding and Dropping

8.2.1 Request for adding/dropping of subjects is permitted within the first week of the semester or the first two days during summer.

8.2.2 Dropping of subjects is allowed for any of these reasons:
   a. Conflict of schedule
   b. Change of program/degree sought
   c. Contingencies, such as cutting down on the number of units, employment, and other reasons provided that the Chair or Program Director approves the request for adding or dropping of subjects.

8.2.3. Students who fail to officially drop the subject within the specified time will receive a mark of FD.

8.2.4. The adding/dropping form must be signed by the following:
   1. Subject Teacher
   2. Chair/Director
   3. Chair/Director of the Servicing Department
   4. Registrar
   5. Finance Office
9. POLICY ON TUTORIAL CLASSES IN THE UNDERGRADUATE LEVEL

The University maintains a policy against the creation of tutorial classes in the undergraduate level. The policy shall be observed strictly without precluding the possibility that it may be the only recourse in very singular cases.

Implementing Protocol

9.1 Hence, all previous forms to create tutorial classes are now considered obsolete and should no longer be used or reproduced. The Finance Office shall be informed not to honor any of these forms.

9.2 The faculty and administrators shall refrain from suggesting tutorial classes as an alternative to regular classes to their students.

9.3 Imminent graduation upon completion of a single course does not constitute a singular reason for allowing a tutorial class.

9.4 The school’s academic departments must therefore foresee the needs of their majors and execute their scheduling of classes so that situations that have in the recent semesters required the use of tutorial classes may be avoided. For example, a major subject with a prerequisite should not be scheduled at the same time as the prerequisite class. This will allow students who fail the prerequisite class to take it again, presuming they get the necessary approval for an override.

9.5 The academic departments are also strongly urged to review their curricula to minimize long sequences of prerequisite subjects, especially the cases in which the last subject is scheduled for the last semester of the program of study.

9.6 If a very singular situation requiring a tutorial class does arise, the Dean may write a request to the Academic Vice President (AVP) to approve its creation. The letter must contain the compelling reason for the request. It is assumed the Dean would have already conferred with the Chair and Teacher concerned before making the request.

9.7 After assessing the request and conferring with the Registrar, the AVP may approve the request.

9.8 The approved request shall then be honored by the Finance Office.
10. WITHDRAWAL AND LEAVE OF ABSENCE

10.1. Withdrawal from the University

10.1.1 A student may officially withdraw from enrolled courses upon the recommendation of the Dean and the approval of the University Registrar within six weeks from the start of the semester or within two weeks from the start of the summer school. The student must accomplish the official withdrawal form. No request for withdrawal from courses will be entertained after the sixth week from the start of the semester or after the second week from the start of summer school.

10.1.2 The student should not have exceeded the number of absences permitted by the school for the course(s).

10.1.3 Officially withdrawn courses will be given a grade of WP. Unofficially withdrawn courses will be given a mark of FD.

10.1.4 In authorized withdrawals, tuition charges and fees will be made in accordance with the following schedule:

a. Withdrawal / leave dated within the registration period shall be charged Php 250.00;

b. Withdrawal / leave dated on or before the end of the first week of the semester shall be charged ten percent (10%) of the total assessment;

c. Withdrawal / leave dated on or before the end of the first week of the semester shall be charged ten percent (10%) of the total assessment;

d. Withdrawal / leave dated on or before the end of the third week of the semester shall be charged twenty percent (25%) of the total assessment;

e. Withdrawal / leave dated on or before the end of the sixth week of the semester shall be charged seventy-five percent (75%) of the total assessment;

10.1.5 The date of official withdrawal shall be the date of submission of the duly accomplished or completed withdrawal and leave of absence forms to the Finance Office and shall be the basis for the appropriate tuition charges and fees as stated above.

10.1.6 An authorization to withdraw will not be given to a student who does not have a clear financial record. Withdrawal and leave from the University shall only be approved upon payment of appropriate charges.
10.1.7 The above provisions shall apply regardless of whether the student attended the classes or not for whatever reason.

10.2. Leave of Absence and Reinstatement of Student Status

10.2.1 College students are assumed to enroll on a continuous basis until their degree program is completed. Any break in enrollment requires the filing of a leave of absence.

10.2.2 The term “leave of absence” (LOA) refers to absence from the University. A student who is on an LOA is not enrolled in any course, is not considered a bonafide student, and is not allowed to enter the campus except as an occasional visitor transacting with certain offices.

10.2.3 A student who is on an LOA is not permitted to enroll and study in another educational institution. No course taken from another school by a student on an LOA will be credited towards the completion of a degree in the University.

10.2.4 An approved LOA is a permission from the University to temporarily interrupt studies. As a general rule, it carries with it an implied guaranty to accept the student as a returnee subject to other policies of the University.

10.2.5 Courses/subjects enrolled during the semester/term will be given a mark of FD (Failure Debarred) if the application for an LOA is accomplished after the sixth week from the start of the semester or after the second week from the start of the summer school.

10.2.6 Claims for refund are processed according to the policies as stated in this Manual.

10.2.7 A student on an LOA will need to apply for reinstatement of student status prior to registration.

10.2.8 Procedures and forms in filing the LOA or Reinstatement of Student Status are established and released by the Admissions Office.

12. POLICY ON TRANSFER CREDIT FROM OTHER HIGHER EDUCATIONAL INSTITUTIONS

12.1 The University Academic Council has clarified rules, regulations, and procedures for crediting courses taken from
other higher educational institutions (HEIs) for degree requirements at ADDU.

12.2 Courses taken in other HEIs by transfer applicants may be transferred (credited) provided that these courses are equivalent to ADDU courses and that the number of units to be transferred (credited) does not exceed fifty percent (50%) of the total number of units required in the ADDU program.

12.3 Courses are deemed equivalent when they have similar course titles, course descriptions, and course content.

12.4 Courses deemed equivalent but differ in the number of units may be transferred (credited). No additional payment will be required.

12.5 Courses with grades of 80% (or their equivalent) and above are not subject to a validation exam. Courses with grades less than 80% (or their equivalent) require a validation exam. Depending on the HEI from which the courses have been taken, however, the crediting Department office may exercise discretion on the requirement of a validation exam for the applicant.

12.6 Documents for Submission by Transfer Student Applicants

Transfer students who wish to apply to transfer credits of courses already taken from previous schools should submit the following:

a. Transcript of Records
b. Course Syllabi or Course Outlines containing course title, description, references used in previous school for every course (subject) to be credited.

12.7 Crediting Processes for Transfer Student Applicants

The process of transferring credits to be followed by the student will be as follows:

12.7.1 The transfer applicant applies for the credit transfer at the Admissions Office. The applicant does so prior to the assignment of year level. He/she receives the credit transfer validation form (Form 20-B) to which are attached: the submitted Transcript of Records, course information, and the Letter of Endorsement from the Admissions Office.

12.7.2 The transfer applicant submits his documents to the Credit Transfer Assessment Officer who can evaluate the courses for credit. The transfer applicant submits the evaluated courses to the Department Chair or
Coordinator in charge of his program, who finally approves the course credits to be transferred and recommends to the Admissions Office the student’s year level and status. Finally, the transfer applicant returns to the Admissions Office with the copy of approved courses for transfer (credit) and the recommendation on his/her year level and status.

12.7.3 Courses taken from other schools should be transferred (credited) on the first term/semester of studies at ADDU. No other course taken from other schools would be credited subsequent to the approval of the credit transfer in the first semester of study in ADDU.

12.8 Crediting Processes for Credit-Transfer Assessment Officer

The Credit-Transfer Assessment Officer (Chair/ Director Coordinator) follows this credit transfer process:

12.8.1 First, the Credit-Transfer Assessment Officer sees to it that the applicant submits the necessary documents, which are as follows:
   a. Letter of Endorsement from the Admissions Office
   b. Credit Transfer Validation Form (Form 20-B)
   c. Official Transcript of Records; and
   d. Course syllabi or course outlines containing course title, description, outline, and references used in the previous school for every course (subject) to be credited.

12.8.2 Second, the Credit-Transfer Assessment Officer determines the following
   a. Equivalence between the Ateneo’s and the previous school’s course description, outline and references used (based on comparison between previous institution’s and ADDU’s syllabi).
   b. The grade earned for the course (based on the applicant’s TOR).
   c. The reputation of the HEI where the applicant came from (based on the Department’s shortlist of accredited HEIs).
   d. The need for a validation exam.

12.8.3 Third, the Department Chair prepares four copies of the summary report on the student’s credited courses and initial year level. The Department Chair attaches
the first copy to the student’s documents (which are kept as Department file) and gives to the student three copies. If the student’s initial year level is first year, then the student’s documents and the first copy of the summary report should be sent to the Admissions Director. The student keeps the second copy and submits to the Admissions Office the remaining two copies. The Admissions Office keeps the third copy and submits the fourth copy to the Registrar’s Office.

13. GRADING SYSTEM: WEIGHTED PERCENTAGE AVERAGE

At the end of the semester, students receive a letter grade for their enrolled courses. The letter grades and their percentage equivalents are as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage Grade</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92% to 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>B+</td>
<td>88% to 91%</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>84% to 87%</td>
<td>Good</td>
</tr>
<tr>
<td>C+</td>
<td>80% to 83%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>C</td>
<td>76% to 79%</td>
<td>Acceptable</td>
</tr>
<tr>
<td>D</td>
<td>72% to 75%</td>
<td>Minimal Pass</td>
</tr>
<tr>
<td>F</td>
<td>below 72%</td>
<td>Failure</td>
</tr>
<tr>
<td>FD</td>
<td></td>
<td>Failure Debarred (for students whose attendance is less than 80% of total class hours)</td>
</tr>
<tr>
<td>WP</td>
<td></td>
<td>Withdrawn with Permission (for students who withdrew all enrolled courses within the first six weeks of the semester, or the first two weeks of summer classes)</td>
</tr>
</tbody>
</table>
14. GRADING SYSTEM: QUALITY POINT INDEX

14.1 Each letter grade has a corresponding quality point equivalent:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>FD</td>
<td>0</td>
</tr>
<tr>
<td>WP</td>
<td>Not counted in QPI</td>
</tr>
<tr>
<td>No Grade</td>
<td>0</td>
</tr>
</tbody>
</table>

14.2 The formula for the computation of the quality point index (QPI) is

\[
\sum \left( \text{quality point equivalent of each course} \right) \times \frac{\text{no. of units of each course}}{\text{Total No. of Units}}
\]

14.3 The QPI is rounded off to two decimal places.

14.4 The QPI includes all academic courses enrolled by the student for credit, even if not required by the student’s program.

14.5 CREDITING OF ATHLETES’ PERFORMANCE FOR PE 3 and PE 4

Athletes who are into individual and dual sports will have their performance rating by coaches credited for PE 3. Athletes who are into team sports will have their performance rating credited for PE 4.

14.6 INTERIM POLICY ON QPI

Policy Statement

Given that the implementation of the QPI has not been thoroughly appreciated, a progressive implementation of the retention requirements/policy of the system will be enforced beginning the Second Semester of the School Year 2013-2014 to School Year 2016-2017. Grade requirements for retention and probation shall be adjusted from school year to school year progressively approximating and equally the levels indicated in the Ateneo Student Handbook.
Implementing Rules and Regulations

14.6.1 The levels for each school year will be determined by the Deans’ Consult.
14.6.2 The Deans’ Consult through the Academic Vice President shall declare the levels through a memorandum released by the first week of January.
14.6.3 Students shall not consider the adjustments of the grade requirement as a right.
14.6.4 The probationary period is one year instead of one semester. Students on probation will be evaluated on an annual basis.
14.6.5 The Base 40 will be used in the computation of the grades in all programs, departments, and schools of the College.
14.6.6 Departments of courses, especially those that have board exams or are classified as honors courses, may impose a higher QPI requirement for retention in the program. These should however be submitted to and approved by the Academic Council.
14.6.7 The school shall provide auxiliary services to assist the students to adjust to higher grade requirements.
14.6.8 The faculty shall continue to be oriented to the QPI system.
14.6.9 Necessary studies shall be made in order to inform further revision of the system.
14.6.10 All previous decisions on student retention and probation shall not be reversed by this interim policy.

15. PUBLICATION OF GRADES

15.1 Students are enjoined to periodically log into their SIS account to check whether or not their grades for the semester have been uploaded online (http://sis.addu.edu.ph).
15.2 Students whose grades are not reflected in the online system are expected to immediately inform their professors or teachers and the Registrar’s Office regarding the matter.
15.3 Once the Registrar’s Office has submitted the grades for the semester (Form 19) to the Commission on Higher Education (CHED), no other grade submitted for that semester will be accepted.
15.4 In cases described in 15.3, the student shall be required to reenroll the subject.

15.5 The Registrar’s Office, in cases described in 15.3, lets the teacher and the student determine who is at fault and who will be liable for all the consequences.

15.6 The Registrar’s Office follows the official school calendar for the deadline of the submission of grades that the proper authority of the University periodically issues.

16. RETENTION, DISMISSAL, AND GRADUATION

16.1 For students to be retained in the University, they must have an annual QPI of 1.60 or higher for the first year; 1.80 or higher for the second year; 2.0 or higher for the third year to the final year. Students under programs with board examinations should follow the retention policy of their respective departments.

16.2 The evaluation of students will be done on a yearly basis. The computation of the QPI shall include all enrolled academic courses during the previous summer, First Semester, and Second Semester. A course failed the first time it was enrolled and passed the second time it was enrolled within the same year are both counted in the computation of the QPI.

16.2.1 First Year student evaluation – The annual QPI is based on First and Second Semester grades.

16.2.2 Second Year, Third Year, Fourth and Fifth Year student evaluation – The annual QPI is based on the grades for the summer (if any), the First and Second Semester.

16.3 Students who have not met the QPI requirement may be dismissed from the University or placed on probation. Students need to apply for and be granted probationary status. They can only avail of this probation status once. The probation period is one semester only. At the end of their one-semester probation period, they will be evaluated for retention or dismissal.

16.3.1 First year students with an annual QPI of 1.40 to 1.59, second year students with an annual QPI of 1.60 to 1.79, and third, fourth, and fifth year students with an annual QPI of 1.80 to 1.99 may apply to the Standards Committee for probationary status.
16.4 Students on probation who fail to meet the QPI requirement again—whether during the semester of probation or the following years of stay in the University—will be dismissed automatically from the University.

16.5 FYDP and NSTP grades are not counted in the QPI. But, students who get an F or an FD in FYDP will be dismissed from the University. Appeals for reconsideration may be submitted to the FYDP Follow-up Committee.

16.6 For students to graduate from the University, an annual QPI of 2.0 during their senior year/final year or a cumulative QPI of 2.0 for the entire stay at the University must be earned. Students who have not met this QPI requirement will not be issued a diploma. Students who fail to get the QPI of 2.0 in his/her final year or a cumulative QPI of 2.0 may, under the academic advisement of the Standards Committee, take an additional summer term or regular semester of at least 9 units of subjects not previously taken. If he/she gets at least a QPI of 2.0 in this additional term, he/she will be allowed to graduate.

16.7 Students who have been dismissed from the University due to failure to meet the required QPI may be readmitted to the University provided they have acquired satisfactory grades in two regular semesters of full-time study of at least 15 units each semester elsewhere. Readmission is at the discretion of the Standards Committee. If students fail to meet the required QPI after readmission, they will be dismissed from the University. (As stated in 16.3, they can avail of a probation status only once).

16.8 Policy on Conditional Admission

16.8.1 Students who are on conditional admission status must take the remediation course required as indicated by the Admissions Office. All remediation units are paid units but do not earn QPI credit for the student.

16.8.2 The conditional admission status will be lifted if students meet the following requirements:
   a. An annual QPI of at least 1.60 after the first full school year in the university; and
   b. A grade of at least D in the subject areas that they failed in the ACAT.
17. CLASS ATTENDANCE AND ABSENCES

17.1 Regular attendance is required of all students. Attendance is counted from the first day of regular classes regardless of the date of the student’s enrollment.

17.2 As provided for in Sec. 1551 of the *Manual of Regulations for Private Schools*, a student who has incurred absences of more than 20% of the total number of class meetings in a given time should not be given credit.

Any subject meeting once a week = 3 absences maximum
= 4 absences over cut

Any subject meeting twice a week = 7 absences maximum
= 8 absences over cut

Any subject meeting thrice a week = 10 absences maximum
= 11 absences over cut

However, for a five-unit course (i.e., 3 units lecture, 2 units laboratory) any student who has exceeded the allowable number of absences for lecture or laboratory will automatically be debarred for the whole 5-unit course.

In the summer, the prescribed maximum number of cuts for a particular subject is five meeting days. This is regardless of the number of units assigned to the subject.

17.3 Any student who exceeds the prescribed maximum number of cuts for a particular subject is considered Debarred and will receive a corresponding mark of FD (Failure Debarred) for the semester regardless of the student’s performance in the class as of the date of debarment.

17.4 An absence from a class—whether personal or official—is still to be recorded as an absence. University scheduled recollections and retreats are considered as class hours.

17.5 Students are primarily responsible for keeping track of their attendance. Teachers are only responsible for keeping records and providing information when asked.

17.6 On Lateness

a. A student is late when he/she is not yet present during the roll call and until the fifteenth minute from the start of the class. The start of class is signaled by the ringing of the bell.
b. Lateness beyond fifteen minutes is considered an absence in all courses, regardless of the duration of the class.
c. Three instances of lateness are counted as one absence.

17.7 “Honor students,” i.e., students on the President’s or Dean’s List for a given semester are given the privilege of “unlimited cuts” in all their courses/subjects during the semester immediately following.

a. While these honor students are responsible, like all other students, for all the course requirements as set for the course, they have the privilege of “unlimited cuts” in all their courses in the semester immediately following and may therefore not be debarred from a course because of absences.
b. Honor students are asked to inform their teachers and provide the necessary documentation.

18. GRADUATION REQUIREMENTS

18.1 Degrees are conferred by the Ateneo de Davao University only on those who have met the following requirements:

a. Completion of the specified requirements in the curriculum in which the student is enrolled.
b. Residence of at least 2 years or 4 semesters.

18.2 No candidate for graduation shall be allowed to participate in the commencement exercises unless the student has passed and completed all the courses required by the degree program he/she is supposed to graduate from.

18.3 All candidates for graduation must apply for graduation. No application, no graduation.

This means students who have yet to complete all requirements in the following semester or summer shall not be allowed to participate in the graduation ceremonies preceding the summer or semester of completion.

19. HONORS AND AWARDS

19.1 The President’s List and Dean’s List are lists of students who have excelled academically and have not been otherwise disqualified
from receiving honors by the University. The lists are published at the end of each semester by the University Registrar.

19.1.1 The President’s List includes students whose semestral QPI is from 3.70 to 4.00 and whose grades are without Fs and FDs.

19.1.2 The Dean’s List includes students whose semestral QPI is from 3.40 to 3.69 and whose grades are without Fs and FDs.

19.2 Graduation Honors

19.2.1 To qualify for honors, a student must have:
   a. Completed at least 80% of the total required academic courses for graduation in the Ateneo de Davao University.
   b. Earned no F nor FD in any subject.

19.2.2 Scholastic requirements for academic honors for graduation are as follows:
   a. Summa cum laude - cumulative QPI of 3.80 to 4.00
   b. Magna cum laude - cumulative QPI of 3.60 to 3.79
   c. Cum laude - cumulative QPI of 3.40 to 3.59

19.2.3 For transferees who may qualify for honors, only grades earned in Ateneo de Davao University are included in the QPI computation.

19.2.4 To be a recipient of Graduation Honors, a student must not have been otherwise disqualified from receiving honors by the University.

19.3 Graduation Student Awards

19.3.1 Valedictorian / Salutatorian. The University bestows the award of Valedictorian and Salutatorian to graduates whose life and performance integrate well the aims of Jesuit education, academic excellence, growth in faith and service to others.

   The selection of Valedictorian and Salutatorian is based on a 60-40% evaluation of a student’s academic performance and involvement/service.

   The School or Cluster, CAMIN, ARRupe, Guidance and OSA in consultation with the SAMAHAN will be asked to provide proof or testimony of involvement and service in and off the campus.
19.3.2 Leadership Award. To be eligible for the Leadership Award, the student must have a cumulative QPI of at least 3.0 and must have taken at least 80% of the required units for graduation at Ateneo de Davao University and must not have been found guilty of a serious infraction of University disciplinary rules.

The School or Cluster, CAMIN, ARRUPE, Guidance and OSA in consultation with the SAMAHAN will be asked to provide proof or testimony of a student’s performance as a leader following the University ideals.

19.3.3 Jesuit Mission Award. The University confers the Jesuit Mission Award on a graduate whose life has been one that exemplified the virtues of faith that does justice integral to which is the advancement of interreligious and intercultural dialogue as well as the commitment to the preservation and protection of the environment.

The recipient of the Jesuit Mission Award must have a cumulative QPI of at least 3.0, must have taken at least 80% of the required units for graduation at Ateneo de Davao University, and must not have been found guilty of a serious infraction of the University’s disciplinary rules.

The School or Cluster, CAMIN, ARRUPE, Guidance and OSA in consultation with the SAMAHAN will be asked to provide proof or testimony of the graduate’s involvement and service to others out of a strong faith conviction.

19.3.4 School Award. Each School may give a School Award to a student who excels in academic leadership and services, spiritual maturity, and social involvement.

The recipient of a School Award must have a cumulative QPI of at least 3.0, must have taken at least 80% of required units for graduation at Ateneo de Davao University, and must not have been found guilty of a serious infraction of the University’s disciplinary rules.
Implementing Procedure

One awardee may be conferred a School Award for each of the following clusters of Departments:

1. School of Arts and Sciences – Computer Studies
2. School of Arts and Sciences – Humanities and Letters
3. School of Arts and Sciences – Natural Sciences and Mathematics
4. School of Arts and Sciences – Social Sciences
5. School of Business and Governance – Accountancy
6. School of Business and Governance – Business
7. School of Nursing
8. School of Engineering and Architecture
9. School of Education

19.3.5 Blue Knight Award. The Blue Knight Award is given to a graduate who has studied from Grade School to the end of College at the Ateneo de Davao University.

The Committee on Student Honors and Awards makes nominations for these student graduation honors and awards, with the final approval to be given by the University President. The Committee is authorized to set rules and regulations for the selection of the awardees, within the general guidelines approved by the College Academic Council.

The giving of student awards is a prerogative of the University. No student has the right to claim an award.

19.4 Special Awards

Most Outstanding Student Award. The University awards the Most Outstanding Student Awards to students selected from among the Department nominees based on their academic performance, spiritual maturity, and social involvement. The Most Outstanding Second Year, Third Year and Fourth Year (for students enrolled in a five-year course) shall be determined by a committee formed by the Academic Vice President.

The Most Outstanding First Year Award shall be determined by the Honors and Awards Committee.

20. GRADE APPEAL POLICY

20.1 The purpose of the Grade Appeal Policy is to assure that grades represent a fair and consistent evaluation of student performance.
It is the responsibility of the Undergraduate Standards Committee to determine whether the grade assigned was determined in a fair and appropriate manner; it is not in its province to grade or re-grade individual assignments, quizzes, final exams, projects, and other requirements. Faculty members should determine appropriate evaluation criteria in each course, should inform students of those criteria specified in the course syllabus or course outline at the beginning of the course, and should determine the extent to which each student has met those criteria.

Arbitrarily assigning a grade or determining a priori that a percentage of a class will receive a specific grade are two examples of grading procedures that are inimical to academic responsibility and to the rights of the individual. Because students may seek redress against arbitrary or capricious evaluations through the procedures indicated in the following paragraphs, faculty members must keep adequate records. For example, record of grades, examinations, homework assignments, etc. shall be kept by faculty members for a period of one year.

In cases where the grade appeal is based on a complaint involving sexual harassment (Please refer to the University Anti-Sexual Harassment Policy), the deadline for filing the formal appeal will not apply. In such cases, the Undergraduate Standards Committee will refer the student to the Anti-Sexual Harassment Committee or the Disciplinary Board before proceeding further.

20.2 Duration of Grade Appeal

Grade appeals must be submitted not later than the last day of final exams of the succeeding semester or summer term.

20.3 Procedure for Grade Appeal

Grade appeals are allowed only within one semester from the deadline of submission of the final grade. This ensures the University’s compliance with CHED Memorandum Order no. 40 series of 2008 and reinforced by CHED Regional Memorandum Order no. 60, series of 2013.
20.4 Student-Initiated Appeal

20.4.1 The student accomplishes the Undergraduate Grade Appeal Form available at the Registrar’s Office.

20.4.2 The student attaches supporting documents to the form (syllabus/course outline, which specifies the grading system, class record, quizzes, exams, projects and other material evidence).

20.4.3 The student asks the teacher concerned if he/she accedes to the request. If the teacher accedes, he/she submits the requests with all the documents to the Department Chair of the teacher for the latter’s remarks and comments.

20.4.4 Should the concerned teacher not accede, the student submits directly to the Department Chair. A letter is attached asking the Department Chair to look into the matter. The Chair, then, requires a written response or comment from the teacher concerned.

20.4.5 The Department Chair forwards the documents to the Undergraduate Standards Committee with his/her remarks and comments.

20.4.6 The Standards Committee gives its decision within a month from the date it receives the request. The Standards Committee may call the student and/or faculty member concerned to appear in a hearing.

20.4.7 The Standards Committee decision is forwarded to the student, the faculty member, the Department Chair, and the Registrar’s Office.

20.5 Faculty-Initiated Appeal

20.5.1 The faculty member accomplishes the Undergraduate Grade Appeal Form available at the Registrar’s Office.

20.5.2 The faculty member attaches supporting documents to the form (syllabus/course outline, which specifies the grading system, class record, quizzes, exams, projects and other material evidence).

20.5.3 The faculty member submits the form and supporting documents to his/her Department Chair for the latter’s remarks and comments.
20.5.4 The Department Chair forwards the request to the Undergraduate Standards Committee with his/her remarks and comments.

20.5.5 The Standards Committee gives its decision within a month from the date it receives the request. The Standards Committee may call the student and/or faculty member concerned to appear in a hearing.

20.5.6 The Standards Committee decision is forwarded to the student, the faculty member, the Department Chair, and the Registrar’s Office.

21. REQUEST FOR A DUPLICATE COPY OF THE DIPLOMA

21.1 A duplicate copy of the Diploma may be issued upon request. However, the notation “Duplicate copy” and the date it was prepared shall be indicated, usually at the lower right hand portion of the document.

21.2 If the signatories of the original diploma are no longer in school, or no longer in their designation when they signed the original, the duplicate diploma may be signed by the school officials who have replaced them.

22. STUDENT DISCIPLINE: ACADEMIC MISCONDUCT

The University in its effort to provide a well-rounded education focuses not only on the student’s academic excellence, growth in faith, and social involvement but also aims to develop the virtues of a good Christian. To this end, the University inculcates the values of honesty, respect, self-reliance, and responsibility among our students to generate a more open approach and responsive valuing of their Christian formation.

Academic misconduct is any form of dishonesty that constitutes any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This form of dishonesty violates the values of honesty, self-reliance, respect
and responsibility among others that run in contradiction with the Ateneo Christian formation.

22.1 **Cheating** is intentionally using or attempting to use unauthorized materials, information and notes, study aids etc., in a test quiz or academic exercise. Unauthorized communication of information during academic exercise, is cheating. Cheating includes:

a. Possessing and/or making use of unauthorized notes, crib sheets, etc. during an examination;
b. Altering test answers and then claiming the test was improperly graded;
c. Giving or receiving answers during a test using signals or any other way;
d. Stealing or making use of stolen test questions.

22.2. **Plagiarism** is intentionally or knowingly presenting the work of another as one’s own.

Plagiarism occurs whenever:

a. One quotes another’s actual words or writings without due acknowledgement. This includes all information from any source, including the Internet;
b. One uses another’s ideas, opinions, work, data, theories, though paraphrased, without due acknowledgment.
c. One uses data, statistics or other illustrative materials without due acknowledgment.
d. One fails to acknowledge with a citation any close or extended paraphrasing from another;
e. One fails to use quotation marks when quoting directly the work of another.

22.3. Other forms of cheating

22.3.1 **Fabrication or falsification** is intentionally and knowingly making unauthorized alterations to information or inventing information or citations in an academic exercise. Fabrication is inventing or counterfeiting information; falsification is altering information. They occur:

a. When one alters or falsifies a graded work after it has been evaluated by the instruction and re submits it for re-grading;
b. When one invents data or provides a false account of the method by which data were generated;
c. When one misrepresents by fabricating otherwise justifiable excuses such as illness, injury, accident, etc., in order to avoid timely submission of an academic work or to avoid or delay taking of a test or examination.

22.3.2. **Complicity in academic dishonesty** is intentionally or knowingly helping attempting to help another to commit an act of academic dishonesty. Complicity includes:

a. Permitting another student to copy one’s work during a test or allowing another to copy one’s paper, lab report, etc.

b. Talking an examination or another portion for a course for another student; writing a paper, lab report, etc. for another student.

22.3.3. **Abuse of academic materials** is intentionally or knowingly destroying, stealing, or making inaccessible library or other resource materials.

22.3.4. **Multiple submissions** occur when one intentionally knowingly submits substantial portions of the same academic work, including oral report, for credit more than once without the explicit knowledge and authorization of both instructors.

22.3.5. Regarding the above types of academic dishonesty and others of a similar nature, the College Academic Council leaves the penalties to be given to the instructors concerned. These penalties may include:

a. Revision or completion of the work in question, with or without a grade reduction;

b. A reduced grade, including “F” or 60 for academic work or assignment;

c. A reduced grade, including “F” or 60, for the entire course.

*Cases here additional disciplinary sanctions are sought (such as suspension, exclusion of permanent expulsion) would have to be elevated to the Disciplinary Board, following prevailing University practice, rules and regulations.*
22.4. Rules during Examinations and Quizzes

22.4.1 Before the start of the examination, the student’s desk must be cleared of any material which may be a possible source of answers to questions in the examination, and which can be surreptitiously concealed thereby, except those that may be required by the examiner.

22.4.2 Students must refrain from any form of verbal written, or non verbal communication. This includes among others, glancing at their seatmate’s paper, whispering to another one’s answer, or using any sign language to convey an answer, or using any sign language to convey an answer to the other. Any act analogous to those previously mentioned will be taken against the students.

22.4.3 Cheating may be understood to include the following:
   a. Copying from or allowing a seatmate to copy from one’s test paper,
   b. Passing on to and receiving from another student answers to test questions.
   c. Using sign language or cellular phones to convey or acquire information during examinations.
   d. Soliciting answers or “leakage” from personnel who have access to test questions.
   e. Deliberately supplying false information or tampering of official records.
   f. Plagiarism (copying of someone’s work and claiming it as his/her own)
   g. Using books and notes during examination where these are explicitly prohibited.

22.4.4 Any student found guilty of cheating will have his/her examination / quiz result nullified or cancelled, and he/she will be subject to disciplinary action.

22.4.5 Any problem that may be encountered pertaining to the examination shall be addressed either to the proctor or the instructor concerned.

22.5 Rules for students caught “in the act of cheating” during major examinations (prelims, midterms, prefinals, finals).

22.5.1 The faculty members and/or proctor who catches a student in the act of cheating during major examinations
will immediately and on-the-spot inform the student caught in the act of cheating.

22.5.2 The incident will immediately be reported to the proper College Dean (of the student) who shall review the incident.

22.5.3 If upon administrative review, the Dean confirms the cheating violation, the College Dean will then inform the student in writing of the sanctions for cheating in a major examination:

a. The student gets a failing grade in the course:

b. He/She will be suspended during the succeeding semester. If he/she intends to continue studying at the University. He/She will not be allowed to “cross-enroll” in another school during the suspension period.

c. However, if the student chooses to transfer to another school, he/she may be granted “honorable dismissal.” He/she will not be re-admitted in some future date to finish collegiate studies in the University.

d. After the suspension, a subsequent violation of the rules on cheating in major examination will mean a failing mark in the course and dismissal from the University at the end of the school term.

22.5.4 The decision of the College Dean on cheating in major examinations may be appealed to the Office of the President.

22.5.5 At major examinations, faculty / exam proctors are asked to remind students of these cheating regulations and of the serious sanctions imposed; faculty are asked to include in their exam question sheets a brief reminder on these rules and regulations on cheating in major examinations.

22.5.6 Cheating and academic dishonesty in other instances, other than in major examinations, will continue to be handled as they have been by the faculty involved and/or the Discipline Board should the case be elevated to the body.

22.6 Reporting Academic Misconduct

22.6.1 Faculty Resolution Form/Referral Form for Academic Misconduct

This form is used by faculty in academic misconduct situations (i.e., cheating, plagiarism, etc.). The form allows
the teacher to indicate if the student accepts responsibility for the alleged violation and the faculty has resolved the matter together with the student, or if the teacher refers the matter to the Office of the Dean concerned for hearing due to circumstances impeding resolution.

22.6.2. Submission of Faculty Resolution Form

If the case is resolved by the teacher and the student accepts responsibility and its corresponding sanction, the teacher is required to submit the faculty resolution form to the Office of the Dean concerned. While this may be a student’s first incident, it does not mean the student does not have prior incidents on campus. Materials will be submitted to the Office of the Dean to track recurring incidents and patterns while maintaining accurate, current and confidential records of academic misconduct.

22.6.3. Hearing by the Department Collegial Panel

The Office of the Dean concerned requires certain documentation before proceeding to a hearing of the case. Thereafter, within ten (days) from the receipt of the referral form for academic misconduct, the Dean concerned shall form a departmental collegial panel to receive and hear the case. In order to expedite the information-seeking process, the teacher-complainant shall submit to the panel the following information along with this completed form:

- Complaint form indicating the name of the student, the act/s being complained about
- a copy of the course syllabus
- the original version of the work in question (i.e., test/quiz, essay, blue book, lab report, etc.)
- other supporting documentation (i.e., sources, other students’ work, correspondence with student, etc.)

The Departmental Collegial Panel shall hear and decide on the case after receiving documentary and testimonial evidence. The aggrieved student may seek the assistance of his/her parents or counsel if he/she may deem it necessary. The decision of the panel is reached upon the vote of simple majority of 50% + 1.
The panel shall explain and indicate in its decision the basis, rationale and the imposable penalty applicable. The student concerned shall be informed in writing by the Office of the Dean concerned about the resolution of the case. The same shall be immediately executory unless the student informs the dean of his/her intention to make an appeal before the University Standards Committee within five (5) days from the receipt of such notice.

22.6.4. Appeal

In case the student or the teacher-complainant is not satisfied with the decision of the Office of the Dean concerned through the departmental collegial panel created to hear the case, the aggrieved party may file an appeal before the University Standards Committee for review.

If the student is aggrieved with the decision of the Standard Committee he/she may avail of the final appeal to the University President for reconsideration of the Standards Committee’s decision. Upon the receipt of a copy of a student’s appeal to the University President, the Dean concerned shall immediately suspend the implementation and execution of the Standard Committee’s decision until the same is affirmed or reversed by the University President. Appeals must be made in writing to the University President and must be based on new information not available at the time of the hearing, significant procedural error, or other good cause.

22.7 Sanctions

22.7.1. Minor Sanctions

a. Zero score for that particular quiz/test or recitation
b. Letter Grade of F or a failed grade in the subject
c. Community Service
d. Letter of apology
e. Zero score for that particular homework/assignment/ reflection paper/journal/experiment
f. Letter of reprimand to the student, copies of which are sent to the department chair and the parents/guardians of the said student

g. Such other sanctions as may approved by the Professor/Department Collegial Panel

22.7.2 Major Sanctions

a. Public Apology
b. Suspension
c. Upon reinstatement, signed agreement that the would be dismissed should any other cheating incident occur
d. Automatic disqualification from receiving of graduation honors
e. Expulsion
f. Withdrawal of honors
g. Cancellation of scholarship
h. Denial of graduation privileges
i. Disqualification from any honor or award
j. Disallowing of readmission to the college due to academic undesirability
k. Disqualification from holding or seeking any position either by election or appointment
l. Revocation of academic degree
m. Exclusion from graduation ceremonies
n. Withholding of degree/diploma
o. Such other sanctions as may approved by Departmental Collegial Panel

23. APPROVAL FOR ACADEMIC OUT-OF-SCHOOL ACTIVITIES

Academic out-of-school activities shall be approved by the Dean and/or Unit Head on the recommendation of the Department Chair (Council Resolution 2012-10-02).

The following procedures will be followed:

23.1 All requirements per CHED Memorandum Orders pertaining to out-of-school activities shall be prepared and submitted by
the Professor within the deadlines set by the same CHED Memorandum Orders to the Department Chair who shall recommend approval.

23.2 From the Department, the Professor concerned shall bring the document(s) to the Dean’s Office for final approval.

23.3 The Dean’s Office concerned shall issue the Parents’ Consent Form to the Professor. The Professor, in turn, shall distribute the form to the students and retrieve the reply slip duly signed by the parents. The reply slip shall be turned over to the Dean’s Office for filing purposes. Students whose parents did not give their consent to the activity shall not be allowed to join the group. In lieu of said activity, however, the students will be given alternative work as provided in the Parents’ Consent Form. Lost forms will not be replaced until an Affidavit of Loss shall have been submitted.
NON-ACADEMIC POLICIES
NON-ACADEMIC POLICIES

24. CODE OF DISCIPLINE FOR STUDENTS

The rules and regulations of the University are intended to maintain the order necessary for an academic environment and to ensure an atmosphere conducive to the formation of Christian men and women for others.

24.1 Students and clubs have the responsibility of projecting and upholding the good name and reputation of Ateneo de Davao University since people do identify them with the school they are attending.

24.2 When acting as official school representatives, students have the obligation to abide by the written instructions of the duly designated school authorities. No student and club may participate as the representative of the school without the written authorization of the OSA.

24.3 In cases where students and clubs participate in their private capacities, they have the responsibility to conduct themselves with proper decorum.

24.4 Students should respect authority. The usual norms of politeness and etiquette are to be followed when dealing with administrators, faculty members, office personnel, maintenance staff, security officers, fellow students, and campus visitors.

24.5 A student may leave the class only if summoned by means of a written call slip signed either by the School Dean, OSA Director, Department Chair/Director/Coordinator, Guidance Counselor, and Admissions Director.

24.6 All students should show respect to their teachers and classmates inside and outside classrooms.

25. SCHOOL UNIFORM AND PERSONAL ATTIRE

25.1 The school uniform must be worn with respect and dignity. Only students wearing the prescribed uniform will be allowed to enter the school premises and the classroom. Second-courser students are required to wear the prescribed uniform.
25.2 All students are required to wear the standard school uniform properly on all school days except Wednesdays. The standard school uniform is not required during summer classes. The standard school uniform for female students is a white blouse and skirt uniform, a blue ribbon with a college pin, and black shoes. Likewise, the standard school uniform for male students is a powder blue or subtle blue loose-fitting shirt with a college pin, khaki (brown) trousers, and plain black or brown leather shoes. (Male students are not allowed to wear sandals on Wednesdays and in the summer).

25.3 In the event that a student is unable to wear the prescribed uniform by reason of force majeure (fire, flood, etc.) or exigency of the situation, the following must be complied with, before entering the campus:

25.3.1 A letter from a parent stating the occurrence of such force majeure or exigency of the situation shall be presented to the guard for approval by the OSA Director or Assistant Director.

25.3.2 After due assessment as to the veracity of the reasons cited, a uniform exemption slip shall be granted by the OSA Director or Assistant Director to the student for a prescribed period of time as the latter may deem fit.

25.3.3 Other analogous circumstances, such as the wearing of an incomplete uniform (wearing of sandals, slippers etc.) by reason of feet injury, shall be subjected to verification by a school physician or nurse. The physician or the nurse may indicate therein the projected number of days for recuperation. This will be the basis of the OSA Director or the Assistant Director in issuing the exact number of days within which a student may be allowed to wear sandals, slippers, and the like.

25.4 Students who are pregnant may apply for a uniform exemption permit. The OSA Director and the Assistant Director will deliberate on the application for uniform exemption after all requirements shall be have been submitted. The guidelines for uniform exemption application are available at the OSA.
The granting of the permit is merely a privilege. Hence, it can be revoked any time if the documents submitted are found to be fraudulent.

25.5 Student assistants are required to wear the prescribed school uniform.

25.6 All students on practicum are required to wear their prescribed practicum uniforms. Students should avoid tight-fitting jeans. The practicum uniform should not be worn by students who are not yet doing practicum.

25.7 The uniform for Physical Education (PE) is considered the school uniform on the day a student is scheduled to have his PE classes.

Implementing Protocol

For PE classes held in the Jacinto campus, the following protocol shall apply:

25.7.1 The class beadle shall inform the teachers of the PE schedule of the class within the first week of the start of the semester;

25.7.2 Students who belong to the class but have a different PE schedule shall immediately inform the class beadle of this matter. The latter shall then inform the teachers of the different PE schedule of these students;

25.7.3 The teachers shall take note of the class’s PE schedule and shall consider the students in their PE uniforms who are attending their academic classes as wearing their proper school uniform (Council Resolution 2010-10-01).

25.8 Any violation of the above provisions may serve as a ground for denying entry to the campus. However, a student may be allowed to enter the campus and may be admitted to class for a valid reason, provided item 25.3.3 hereof shall be complied with.
Regular School Uniform for Male and Female Students
Regular School Uniform for Female Muslim Student
P.E. Uniform for Male and Female Students
Practicum and Working Student Uniform for Male and Female Students
Practicum and Working Student Uniform for Female Muslim Student
Uniform for Female Student Nurse (Type A)
Uniform for Female Student Nurse (Type B)
Uniform for Male Student Nurse (Type B)
Uniform for Female Student Nurse (Type C)
Uniform for Male Student Nurse (Type C)
PROHIBITED PERSONAL ATTIRE DURING NON-UNIFORM DAYS

All students are prohibited from wearing the following while in campus during non-uniform days. (Wednesday and Saturday during the regular semesters and Monday through Saturday during summer classes)

Sleeveless / sando shirts / blouses

Dresses or blouses with plunging neckline
Dresses or blouses with spaghetti straps

City or skimpy shorts

Mini skirts

Low waist or hip-hugging pants /
Torn shirts or pants
Midriff, tube blouses or shirts / blouses
“See-through” or knitted shirts / blouses / dresses

T-shirts with vulgar or offensive prints and designs
Slippers
26. IDENTIFICATION CARDS

26.1 The OSA issues an identification card (ID) to all *bona fide* students. This ID is validated every semester during enrolment.

26.2 Students are required to wear their IDs at all times while inside the campus. (*See Appendix A - Re: Memo of the President dated December 4, 2008 on “Student IDs”*)

26.3 Security guards are under instruction to check students’ IDs at all entry points of the school.

26.4 Lost ID cards may be replaced after submission of an affidavit of loss.

26.5 A lost or destroyed ID must be replaced immediately. Dilapidated IDs are to be surrendered to the OSA for replacement, after payment of the same shall have been made.

26.6 Only *bona fide* students with valid ID cards may use the library and other school facilities.

26.7 All ID cards must be surrendered to the OSA after graduation or upon withdrawal from the University.

26.8 The school ID is non-transferable. Any form of tampering, defacement, unauthorized use, or lending to others is strictly prohibited and may result in confiscation, revocation, or disciplinary action.

27. USE OF SCHOOL FACILITIES

27.1 Only enrolled students and recognized clubs whose activities have been approved by the OSA may use school facilities.

27.2 The following steps are to be followed to avail of the regulated use of school facilities.

A letter of request indicating the activity and facility to be used must be submitted for approval to:

a. OSA if the activity is scheduled during the activity period
b. Office of the University Registrar if the activity is during class hours

If the activity is approved, the letter is sent to the Physical Plant Office for the reservation form. The form must be signed by the Teacher/ Moderator and noted by the Department Chair/ Program Director and the Dean for academic activities;
and by the Moderator and the OSA Director for non-academic activities.

27.3 The College Chapel and Prayer Rooms should be kept as places of prayer and worship.

28. AREAS FOR RESTRICTED USE

28.1 Students should neither loiter in the corridors and stairways nor sit on the ledges.

28.2 The library is to be used for study and research and not for small group discussions.

29. USE OF LABORATORIES, LIBRARIES, AUDIO-VISUAL ROOMS, CHAPEL, PRAYER ROOMS, ELEVATORS

29.1 Eating inside laboratories, libraries, audio-visual rooms, the chapel and prayer rooms, and elevators is not allowed.

29.2 The following areas are for official business only: Clinic, Conference Rooms, Speech Laboratory, Audio-Visual Rooms, Mini-Auditorium, Finster Auditorium, Mass Communication Laboratory, and Faculty Lounges.

30. FACULTY LOUNGES

The faculty lounges shall be for the exclusive use of faculty members only. Students who wish to consult their teachers may wait at the receiving area.

31. NOTICES/ BULLETIN BOARDS

31.1 Important notices of the school administration are posted on their respective bulletin boards. It is the responsibility of the students to read these notices and to respond immediately if summoned through them.

31.2 All administrative, departmental, and activity bulletin boards are for official use only; tampering with them is a serious offense. Posters and announcements for meetings and other
club activities shall be displayed only in designated places after the OSA Director has duly approved them. These posters must be removed immediately after the activity ends.

31.3 Guidelines for Posting Tarpaulins and Posters

31.3.1 Student clubs and organizations shall secure the approval of the OSA for all promotional and informative tarpaulins and posters.

31.3.2 A draft layout (hard or soft copy) must first be submitted to OSA for approval before the final printing of the tarpaulin or poster. Once the draft is approved, the student applicant may proceed with the printing of the tarpaulin/poster. The final tarpaulin/poster shall be returned to OSA for the affixing of the “official sticker” that indicates its approval and the allowed duration of its posting. (Submit a draft first and avoid reprinting to save on costs.)

31.3.3 Due to the limited space in the University, a student club or organization may be allowed to post just one tarpaulin the size of which is not to exceed 32” x 62” (inches). Two smaller tarpaulins measuring 16” x 31” are allowed as well. These shall be posted at the place preferred by the student club and organization subject to space availability. If the preferred space is not available, the Physical Plant Office (PPO) shall have the discretion upon consultation with the concerned club and organization to post the same in another place within the confines of the University. (This is to give all student clubs and organizations the equal opportunity to post promotional and informative tarpaulins/posters.

31.3.4 A maximum of two posters measuring 12” x 18” of clubs and organizations shall be allowed for posting (two-limit rule) subject to the same guidelines as herein provided. However, student clubs and organizations may also utilize their official bulletin boards for the same purpose.

31.3.5 Student clubs and organizations shall be responsible for the removal and disposal of their respective tarpaulin/poster after the expiration of the approved duration of posting. If the assistance of the Physical Plant Office is necessary, a request should be made accordingly. Used tarpaulins/
posters may be endorsed to PPO for proper disposal and recycling. A violation of this particular policy may warrant club and organization sanction following the usual procedure provided for in the Ateneo Student Handbook. (Clubs and organizations shall also be responsible for maintaining the order and cleanliness of the University; dispose and CLAYGO - clean as you go.)

31.3.6 Tarpaulins/posters endorsed by University offices for posting shall still need the approval of OSA. The discretion, however, as to how many tarpaulins/posters will be allowed for posting shall be with the PPO subject to the availability of space and arrangements with the requesting office.

31.3.7 Tarpaulins and posters for promotion, information, and advertisement that are not related or connected with any student club, organization, and Ateneo offices (and therefore non-Ateneo) shall be submitted to OSA for approval. The posting of the tarpaulins/posters shall be at the sole discretion of the OSA, subject to its internal guidelines and procedures.

31.4. Guidelines for TV Advertising

Advertisements should accurately reflect the nature of the product. It should be created with a sense of responsibility toward the public.

31.4.1 Length and duration
a. Commercial – minimum of 30 seconds and maximum of 1 minute
b. Advocacy – minimum of 1 minute and maximum of 3 minutes
c. Infomercial – maximum of 90 seconds
d. Film trailer – minimum of 15 seconds and maximum of 2 minutes and 50 seconds
e. Music video – minimum of 1 minute and 30 seconds and maximum of 2 minutes and 50 seconds

31.4.2 Resolution and file format

Videos must have a minimum resolution of 720p HD, minimum of 1280 x 720 and maximum of 2048 x 1152 (2k) at an aspect ratio of 16:9. Videos should have 24 or 30 frames per second. Videos must be rendered
or compressed in H.264, H.265 quicktime.mov, .mp4. Uncompressed or .avi and .wmv videos are not accepted.

31.4.3 Audio should be encoded with a minimum bitrate of 128 kbps.
31.4.4 Subtitles should be incorporated into the videos when necessary.
31.4.5 Prohibitions on depictions
   a. Violence and sex
   b. Alcohol and drugs
   c. Offensive verbal or body expressions

32. STUDENT DISCIPLINE: NON-ACADEMIC MISCONDUCT

Students may be subjected to disciplinary measures for improper conduct in the University or for irresponsible use of the name of the University.

The Disciplinary Board or the OSA as the nature of the offense warrants may impose sanctions for the commission or attempted commission (including aiding or abetting the commission or attempted commission) of the following types of violations by students (as specified by the ADDU Student Manual), as well as such other violations as may be specified in campus regulations:

32.1 OFFENSES
   a. Disobedience to the Security Guards
   b. Smoking inside and within the immediate vicinity of Ateneo de Davao including parking areas
   c. Tampering with or lending of ID cards between Ateneo de Davao students
   d. Wearing of Practicum Uniform of Non-OJT Students
   e. Wearing of PE Uniform without PE Classes
   f. Loitering along corridors
   g. Sitting on ledges
   h. Loud talking, laughing, singing, and other forms of disturbance while classes are going on
   i. Use of language that is morally above reproach; use of words that are offensive, vulgar, indecent, or blasphemous.
   j. Non-wearing of school ID on campus

Towards safer environment for work and learning, all students are required to wear their official ADDU ID while on campus.
This photo ID should be worn at all times while on campus and should be presented upon request of University personnel teachers and security and safety officials.

k. Use of mobile phones

Students are not allowed to use mobile phones, pagers, handsets and other similar gadgets while classes are ongoing. The teachers are empowered to confiscate mobile phones of students violating this policy in addition to the payment of fines as mandated by the ADDU Student Handbook. The confiscated mobile phones and other gadgets shall be endorsed to the OSA for appropriate action.

l. Not wearing proper uniform
m. Using other Ateneo de Davao students’ ID
n. Sitting on ledges
o. Littering
p. Loud talking in areas such as the library, chapel, elevator and faculty lounge
q. Entering restricted areas inside the campus
r. Unauthorized use of school facilities
s. Improper attire during non-uniform days
t. Scandalous display of amorous behavior in public
u. Gambling inside the campus
v. Wearing prohibited civilian attire during Wednesday and Saturdays including summer classes
w. Improper parking in Ateneo parking areas

32.2. Grave Offenses

a. Disrespect for and/or insubordination to any member of the academic community
b. Voyeurism
c. Possession and dissemination of immoral or obscene literature or phone videos
d. Misappropriation of school funds
e. Fighting on-campus or off-campus
f. Assaulting fellow students or employees on-campus or off-campus, if the incident originated in the campus
g. Possession of deadly weapons
h. Disruption of school activities
i. Intoxication or bringing into, consumption of intoxicating liquor within the campus
Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, University policy or campus regulations.

j. Possession or use of marijuana, hallucinogens and narcotic drugs

   Unlawful manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of illegal substance as identified by Republic Act No. 9165.

k. Stealing or theft

   Theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the student had knowledge or reasonably should have had knowledge that it was stolen.

l. Gambling

m. Forging of and/or tampering/falsifying school documents, including those in official administrative, department and activity bulletin board;

n. Tampering with or lending of ID cards between Ateneo de Davao students

o. Tampering with or lending of ID cards excuse slips or other official documents to other students of different universities or outsiders

p. Use and possession of tampered and/or falsified document, receipt, certificate ID card, excuse slip, and other official school documents

q. Preventing or threatening students and faculty and administrator from discharging their duties and from attending their classes or entering school premises;

r. Any form of public immorality on campus or during University function

s. Frequent and contemptuous disregard of established school policies

t. Any serious violations of the laws of the land within or outside the campus

u. Possession, carrying of explosives, firecrackers in campus;

v. Murder and homicide
w. Grave threat
x. Sexual assault/rape
  Physical abuse including but not limited to rape, sexual assault, sex offenses, and other physical assault; or other conduct that threatens the health or safety of any person.

y. Grave injury (physical/nonphysical)
z. Amorous/Illicit Relationship between Teachers and Students;
  aa. Acts of lasciviousness
bb. Prostitution or Cyber-prostitution
cc. Bullying or Cyber Bullying
dd. Hazing
  Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person

e. Unauthorized use/ misuse of emergency button
  The emergency button is meant to save lives. The unauthorized use or misuse of the same is considered a grave offense and warrants dismissal/expulsion from the University.

ff. Vandalism
  Vandalism is defined as the malicious destruction or damaging of University property. This act is considered a grave offense and warrants dismissal/expulsion from the University.

gg. Discrimination and other forms of harassment
  Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities, that the person is effectively denied equal access to the University’s resources and opportunities on the basis of his or her race, color, national or ethnic origin, age, sex, religion, age, sexual orientation, gender identity, marital status, veteran status, physical or mental disability, or perceived membership in any of these classifications.

hh. Stalking
  Stalking is behavior in which a student repeatedly engages in a course of conduct directed at another person and makes a credible threat with the intent to place that
person in reasonable fear for his or her safety, or the safety of his or her family; where the threat is reasonably determined by the University to seriously alarm, torment, or terrorize the person; and where the threat is additionally determined by the University to serve no legitimate purpose.

All other acts punishable by the Revised Penal Code, Special Laws and Davao City Ordinances.

32.2 SANCTIONS

32.2.1 Major Sanctions

The Manual of Regulations for Private Higher Education specifies three categories of disciplinary administrative sanctions, which may be imposed on erring students and which should be commensurate to the gravity of the violation of school rules and regulations.

a. Dropping

The University reserves the right to drop or dismiss at any time a student who is found after due investigation to have violated the rules and regulations of the school, the CHED, and the laws of the land. A student who is dropped should be issued his transfer credentials immediately.

b. Suspension

A school may suspend an erring student during a school year or term for a maximum period not exceeding 20 percent of the prescribed school days. Suspension, which will involve the loss of an entire year or term, shall not be effective unless approved by the CHED.

c. Expulsion

The penalty of an expulsion is an extreme administrative sanction, which may debar a student from all public and private schools. To be valid and effective, the penalty of expulsion requires the approval of the CHED.

d. Withdrawal of honors

e. Cancellation of scholarship

f. Denial of graduation privileges

g. Such other sanctions as may be determined by the Disciplinary Board

h. Disqualification from any honor and award
i. Disallowing of readmission to the college due to academic undesirability
j. Disqualification from holding or seeking any position either by election or appointment

32.2.2 Minor Sanctions
a. Reprimand or admonition
b. Public apology
c. Payment of actual damage inflicted
d. Payment of fines

From the President’s Memo
Effective 05 January 2009, monetary fines will be enforced as a penalty for students not wearing their ADDU ID while on campus:
1. First offense: Warning;
2. Second offense: A fine of Php 100;

Fines collected will be used for the Daily Bread Program of the University.

e. Counseling
f. Community service
g. Exclusion from extra-curricular activities
h. Such other sanctions as may approved by the Disciplinary Board.

32.2.3 Mitigating Circumstances
a. Lack of intent to commit so grave a wrong as that act committed.
b. Sufficient provocation or threat on the part of offended party prior to the committed act.
c. Commission of the act in immediate vindication of grave offense to one committing the felony his natural or adopted siblings or relatives by affinity within the same degree.
d. Act done on impulse so powerful as to produce passion of obfuscation.
e. Offender voluntarily surrenders to a person in authority or his agents.
f. Offender is deaf, dumb, blind or suffering some physical defect restricting his means of action, defense of communication with others.

g. Illness of offender, which diminishes the exercise of willpower without deprivation of consciousness of acts.

h. Exempting of justifying circumstances (self-defense, defense of relatives, performance of duty, obedience to superior, defense of strangers) without all the requisites to justify exempt the act.

32.2.4 Aggravating Circumstances

a. Advantage taken by the offender of his public position. (e.g., officer of Samahan Central Board)

b. Offense committed in contempt of or with insult to person in authority.

c. Offense done with insult or disregard of respect due to the offended party on account of his rank age of sex.

d. Offense done with abuse of confidence or obvious ungratefulness.

e. Offense done in the office or residence of University officials, and student government officials and student government or in their presence, or in a place dedicated to religious worship.

f. Offense done at nighttime or in an uninhabited place, or by group (more than three malefactors).

g. Offense done during a conflagration, earthquake, or other calamity or misfortune.

h. Offense done with aid of armed men or persons to ensure impunity.

i. The offender is a habitual offender.

j. The offender had been previously punished for an offense of equal or greater penalty.

k. Offense done for a price, reward, or promise.

l. Offense done with evident premeditation.

m. Offense done employing craft, fraud, or disguise.

n. Use of superior strength or skills (e.g., karate) or means employed to weaker defense.

o. Use of treachery.

p. Offense done after an unlawful entry.
32.3 Reporting Non-Academic Misconduct

32.3.1 Non-Academic Incident Report Form

To report an incident involving an ADDU student or student organization, an incident report must be accomplished (*The Incident Report Form is available at the OSA*). All reports must be submitted in writing. Anonymous reports may not necessarily merit administrative action from the OSA. The following information should be available when completing the form:

a. Name of alleged student(s) and/or student organization(s)

b. Date, time, and location of alleged incident

c. Detailed statement of what you observed/heard/experienced (the report)

d. Names and contact information for any witnesses

e. Any additional pertinent information

32.3.2 Process of Hearing and Resolution

a. Complaint Received

When the OSA receives information or a complaint that indicates that a student may have engaged in behavior that appears to violate the *ADDU Student Handbook*, the OSA will inform the student-respondent in writing within five days from the receipt of the information/complaint and directs the student to make an answer in writing within five days from the receipt thereof.

b. Resolution

Based on the information/complaint filed, the OSA Director or the Assistant OSA Director shall conduct an initial investigation. If an informal resolution or settlement is reached in the initial meeting and both the complaint and student-respondent accept the resolution or settlement, then the case is immediately resolved.

c. Formal Resolution - Hearing

If no settlement is reached in the initial meeting or misconduct reported is considered a grave offense as defined herein, the case shall be forwarded to the Disciplinary Board for a hearing. Prior to the hearing, the complainant and student-respondent will be asked to submit any information for the hearing body to review.
d. Disciplinary Board’s Decision – Sanctions

The Disciplinary Board shall convene within 15 days from the receipt of the written endorsement from OSA for hearing or a request for hearing from the complainant or the student-respondent. Parties to the case shall be notified of the schedule of the hearing through the OSA. Parents may likewise be invited at any stage as observers of the proceeding, should the Board or any of the parties find their presence necessary.

After the hearing, the decision is issued by the Disciplinary Board containing the essential facts of the case, its findings and recommended sanction. The resolution of the case by the Board is reached by a simple majority of 50% + 1. The decision of the Board shall then be forwarded to the OSA for its implementation and execution. The sanctions imposed upon the student aim to help the student reflect on his/her actions, to learn how to act in ways that are congruent with the community expectations, to repair any harm caused, and sometimes to remove the student from campus if warranted.

In the course of determining the gravity of the violation committed, the following circumstances shall be considered:

a. Degree of violation
b. Occasion/frequency
c. Year level
d. Presence of mitigating and aggravating circumstances

However, decisions involving grave offenses must always be referred to the University Lawyer before being finalized and implemented.

Moreover, Disciplinary Board resolutions involving grave offenses that impose sanctions of dropping, suspension, and expulsion shall be executed and implemented in accordance with the provisions of the Manual of Regulations for Private Higher Education.
33. STUDENT GOVERNMENT AND ORGANIZATIONS

33.1 SAMAHAN NG MAG-AARAL NG ATENEO

The students are represented by a Student Council called the SAMAHAN Central Board. Composed of elected leaders, SAMAHAN is responsible for initiating as well as coordinating co-curricular and extra-curricular activities. This includes both in-campus and off-campus activities in the field of sports, social action, culture and arts. The SAMAHAN is the official student government of the Ateneo de Davao University.

33.2 CAMPUS CLUBS ORGANIZATION

The Campus Clubs Organization (CCO) is the arm of the SAMAHAN that coordinates with the different clubs and organizations in the campus in unifying and promoting concerted efforts.

33.3 GENERAL ASSEMBLY

The General Assembly (GA) is composed of all class presidents from First to Fifth Years.

33.4 COMELEC

The COMELEC is the student constitutional body vested with the power to conduct yearly elections of the Samahan ng Mag-aaral ng Ateneo.

34. STUDENT ACTIVITIES

In cognizance of the three main thrusts of the University, students are encouraged to get involved and to participate in the different activities of the University. At the same time, students who participate in these activities are expected to maintain a good academic standing. Hence, the University reserves the right to limit, disallow, or suspend the student participation in the activities if these get in the way of their studies. The students may participate in any of these activities.

34.1 Co-curricular Activities

These include all activities concerned with the improvement and enhancement of the academic experience, such as:

a. Organization of seminars, lectures, exhibits, panel discussions, etc.

b. Exposure to and affiliation with professional organizations and activities.
34.2 Extra-curricular Activities

These include all activities of school clubs in the following areas: community service, sports and games, cultural, social and special projects.

35. POLICIES AND QUALIFICATIONS FOR CAMPUS CLUBS

35.1 Qualifications

All bona fide students currently enrolled in the University may become members of student organizations and varsity teams, provided that they meet the necessary entrance requirements of the organization, club, or team. It has been resolved that first year students may join organizations and varsity teams after the first grading period provided they have not incurred a failing grade in any course during that grading period and provided that a recommendation from the FYDP Guide is obtained (Council Resolution 2012-01-04).

The number of school organizations a student may join depends on the student’s QPI during the previous semester, thus:

<table>
<thead>
<tr>
<th>QPI</th>
<th>Number of Organizations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.40 – 1.99</td>
<td>None</td>
</tr>
<tr>
<td>2.0 – 2.49, with no failing grades</td>
<td>1</td>
</tr>
<tr>
<td>2.50 up, with no failing grades</td>
<td>2</td>
</tr>
</tbody>
</table>

Those with QPI of 3.0 and above may join an unlimited number of clubs provided that they do not neglect their academic responsibilities. Members who are found to have a poor academic standing will be advised to exert extra effort to improve their academic performance. If they fail in any of their subjects, their membership in the organization may be at stake.

35.2 Fees

Clubs may collect a membership fee upon the recommendation of the CCO and the approval of OSA provided it is fairly reasonable. A receipt must be issued as an acknowledgement of the payment.
35.3 Club Classifications

35.3.1 School clubs are classified according to the following categories and shall be under their designated offices:

<table>
<thead>
<tr>
<th>Co-curricular</th>
<th>Department offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spiritual or religious clubs</td>
<td>Campus Ministry</td>
</tr>
<tr>
<td>Sociopolitical/Socio-civic clubs</td>
<td>ARRUPE</td>
</tr>
<tr>
<td>Cultural</td>
<td>OSA</td>
</tr>
</tbody>
</table>

35.3.2 Campus clubs, except special clubs, must submit their Constitution and By-Laws promulgated by its members and approved by the University Administration (through the Student Affairs Committee) in accordance with the Vision, Mission, and Goals of the University.

35.3.3 Support offices may provide activities for the club, especially geared towards the attainment of the Vision, Mission and Goals of the University.

35.3.4 School clubs and organizations, which are local chapters of national or international clubs or organizations, must redirect their goals and objectives so that these would be in consonance with the Vision, Mission and Goals of the University.

35.4 Election of Officers

35.4.1 Each club should elect its new set of officers during the Second Semester, preferably in December. However, outgoing officers may still hold their offices until 31 March.

35.4.2 A student may become a President of one club only whether by election or by appointment.

35.4.3 Key officers (President, Vice President, Secretary, and Treasurer) of campus clubs are subject to clearance by the OSA.

35.5 Orientation and Leadership Program

All student leaders must undergo a University Leadership Program. They are encouraged to attend a one-day growth session on leadership concepts and skills after the election period.
35.6 Moderators

35.6.1 Selection
Club Moderators shall be chosen from the three nominees submitted by the club to the Student Affairs Committee and the Student Services Committee for their approval.

35.6.2 Functions
The Moderator shall see to it that the organization follows the general directions of the University and/or the Department on social concern, academic excellence, and spiritual formation.

The Moderator shall support the club in maintaining its good name and in observing administrative policies and the laws of the land.

Club-level Orientation Seminars will be conducted by the club during the first month of the semesters to be facilitated by the club officers and moderators.

35.7 Recognition of Clubs

35.7.1 All clubs seeking to be recognized must pass through a recognition process. A duly recognized organization is allowed to operate for a period of one year and can be allowed to renew operations subject to the policies and regulations set by the University. A recognized status shall be conferred upon all qualified clubs that have satisfactorily met that standards set by the Student Affairs Committee.

35.7.2 The final decision on the recognition of clubs is given by the Student Affairs Committee. The clubs will be informed in writing of the Committee’s decision.

35.8 Status of Clubs

35.8.1 Recognized Clubs
Recognized clubs are those that have satisfactorily complied with the standards set by the Student Affairs Committee. These clubs may enjoy privileges, such as availing of school facilities, including bulletin boards. They may sponsor symposia, fora, and other activities that may be approved by the OSA.

35.8.2 Recognized Probationary Clubs
Recognized probationary clubs are those that have failed one of the points for evaluation. A probationary status of one semester shall be conferred upon these clubs. Probationary
clubs may enjoy to a limited extent the privileges granted to recognized clubs. These clubs must improve their performance in the area in which it failed. They will be placed under stricter supervision by the administration.

35.8.3. Revitalized/Reorganized Clubs
Revitalized clubs are those that have previously existed in the Ateneo and are reapplying for recognition.

35.9. Application for Club Recognition
The CCO does the preliminary screening for club recognition. Thereafter, CCO will send a recommendation to OSA on the second Saturday of March on or before 12 o’clock noon for the final deliberation by the Student Affairs Committee.

Unrecognized clubs cannot use school facilities during the school year in which their application for recognition has been denied. Likewise, these clubs cannot bring the name of Ateneo or represent the same in outside activities.

Documentary Requirements
35.9.1 New Clubs/Revitalized/Reorganized Clubs
Clubs applying for recognition should accomplish the following requirements:

a. Application letter addressed to the OSA and CCO.

b. Constitution and By-Laws. The Constitution of the applicant clubs should be in line with the mission statement and objectives of the ADDU.

c. List and directory of officers and members with their respective QPIs. The minimum number of members for a club is fifteen.

d. Three moderatorship forms duly signed by faculty members with a regular status. The moderatorship forms should be arranged or properly labeled by the club according to their priority.

e. Recommendation from the designated office, e.g. ARRUPE, CAMIN, Department, and OSA.

f. Annual plan of activities in three areas (academic excellence, social involvement, and spiritual formation).

g. Recommendation from CCO
All these requirements should be submitted to the CCO on the last Saturday of February, on or before 12 o’clock noon. Preliminary screening shall be done by the CCO. The CCO’s recommendation shall be submitted to OSA on the second Saturday of March, 12:00 noon.

35.9.2. Renewal of Club Recognition (Recognized and Probationary Clubs)

These requirements shall be submitted by both Recognized and Probationary Clubs:

a. Annual Plan of activities in three areas (academic excellence, social involvement, and spiritual formation)

b. Official list and directory of officers and members with their respective QPIs. The minimum number of members for a club is fifteen.

c. Three moderatorship forms duly signed by faculty members with a regular status. The moderatorship forms should be arranged or properly labeled by the club according to their priority.

d. Annual accomplishment report.

e. Annual audited financial report.

f. Club evaluation of the moderator by club members, including the total number of hours of the moderator spent with the club (attending officers meetings, general assemblies, etc). The club’s evaluation of the moderator shall be one of the bases for the moderator’s retention for the next school year.

g. Outgoing officers clearance

h. Application letter

i. Recommendation from CCO

j. Evaluation and recommendation of the club by the Moderator.

k. Constitution and By-Laws

l. Recommendation and evaluation from a designated office (Specify the office)

m. Recommendation and evaluation from the Office of Student Affairs (OSA)

All these requirements should be submitted to the CCO on the last Saturday of February, on or before 12:00 o’clock noon. The CCO does the preliminary screening and submits to the OSA its recommendation on the second Saturday of March, 12:00 o’clock noon.
35.10 Criteria for Recognition
The criteria for recognition are as follows:

35.10.1 Submission of required documents. All requirements must be submitted, otherwise the SAC will not evaluate the applicant club.

35.10.2 Assessment of past activity vis-a-vis with ADDU’s vision-mission and goals.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Excellent</td>
<td>All three areas not only satisfied but emphasized</td>
</tr>
<tr>
<td>4 Very good</td>
<td>All three areas satisfied</td>
</tr>
<tr>
<td>3 Good</td>
<td>Two areas satisfied</td>
</tr>
<tr>
<td>2 Fair</td>
<td>One area satisfied the thrust of the club</td>
</tr>
<tr>
<td>1 Poor</td>
<td>One area - less satisfied</td>
</tr>
</tbody>
</table>

35.10.3 Conduct of members and officers in relation to club activities

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>All three areas not only satisfied but emphasized</td>
</tr>
<tr>
<td>3</td>
<td>All three areas satisfied</td>
</tr>
<tr>
<td>1</td>
<td>Two areas satisfied</td>
</tr>
</tbody>
</table>

36. PUBLICATIONS
The official student publications of the University are:

36.1 Ateneous - The Ateneo official student publication run by a student staff assisted by a faculty moderator.

36.2 Kalasag - The College yearbook prepared by a staff from the fourth year and third year classes and assisted by a faculty moderator.

To qualify for the editorial board and staff, the aspirant must be able to pass the editorial and staff examination given every year. The aspirant must have at least a QPI of 2.5 with no failing mark in any subject.

For purposes of choosing a Moderator, the publication must submit three names of full-time faculty members who must have work experiences related to publication to the SAC.
The administration, through the SAC, shall effect the selection of the Publication Moderator, in a manner provided for in the selection of a Club Moderator.

In no case shall any publication bring the name or represent the school in any outside activity without obtaining prior approval from the Moderator and the OSA Director.

In engaging the contract of services of a printing press, the Moderator of the publication shall act as the school representative. He or she shall be an indispensable party to the contract the absence of whom shall render the contract void.

The editor-in-chief, the managing editor, or his/her authorized representative shall submit a monthly financial report to the Moderator and furnish a copy to the OSA.

The equipment, which is directly and necessarily used in the usual conduct of the publication business, shall be for the exclusive use of the office. No outsider is allowed to use the publication facilities.

In no case shall such equipment be brought outside of the campus without the consent of the Moderator and the approval of the OSA.

37. VARSITY

Students must have a QPI of 2.5 to be accepted into the Ateneo de Davao University Varsity Teams. They should not have a failing grade in any subject.

a. Ateneo Debate Varsity
b. Athletics
c. Dancesport

38. CLUB AWARDS

38.1 The University gives awards of recognition to school clubs and organizations that have proven themselves to be outstanding in their respective thrusts and areas of concern (co-curricular, spiritual social awareness, and involvement).
38.2 The criteria for the selection of Outstanding Clubs are as follows:

<table>
<thead>
<tr>
<th>Quality of Activities (30%)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of the activity to the mission statement of the University and the objectives of the organization</td>
<td>(30%)</td>
</tr>
<tr>
<td>Impact of the activity on the community</td>
<td>(30%)</td>
</tr>
<tr>
<td>Attendance of the participants in activities where presence is expected</td>
<td>(20%)</td>
</tr>
<tr>
<td>Compliance with University rules and regulations</td>
<td>(20%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Annual Report (15%)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial statement</td>
<td>(25%)</td>
</tr>
<tr>
<td>Office communication to moderator, OSA, GS and other University offices</td>
<td>(15%)</td>
</tr>
<tr>
<td>Recommendation from respective offices</td>
<td>(30%)</td>
</tr>
<tr>
<td>Minutes of meetings</td>
<td>(30%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality of Membership (30%)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic performance</td>
<td>(40%)</td>
</tr>
<tr>
<td>Sense of commitment</td>
<td>(30%)</td>
</tr>
<tr>
<td>Participation in activities</td>
<td>(30%)</td>
</tr>
</tbody>
</table>

Recommendation from OSA Director (10%)

39. STUDENT FUND-RAISING ACTIVITIES GUIDELINES

39.1 Students, student organizations, or academic classes in the University who intend to do a fund-raising activity in or outside of the University must submit a project proposal in three copies to the OSA for approval one month for a major activity or two weeks for minor activity before the scheduled activity. Fundraising activities conducted outside the campus and those with gross projected income of Php 10,000 and above are considered major fund-raising. Fund-raising activities with a gross projected income of less than Php 10,000 are considered minor fund-raising.
39.2 The project proposal must include the rationale of the activity, identity of the lead organizer/s, a detailed budget proposal, projected income and the name of the recipient organization of the proceeds of the activity, if there is any.

39.3 A letter of acceptance or willingness to be a donee from the recipient organization of the activity must also be attached to the concept paper.

39.4 A fund-raising activity in connection with or related to an academic class activity must first be endorsed by the subject teacher concerned and approved by the appropriate School Dean.

39.5 A fund-raising activity in connection or related to a program under a particular office must first be endorsed by the Program Coordinator and approved by the Director or by the head of office.

39.6 A fund-raising activity to be undertaken by a student organization must be signed by the head/president of the organization and approved by the Moderator.

39.7 Tickets, solicitation forms, and other modes of soliciting either in cash or in kind must be endorsed and signed by the OSA Director before the same shall be distributed for sale or solicitation.

39.8 A detailed liquidation report, supported by original receipts or vouchers as the case may be, must be submitted to the OSA within 14 days after the implementation of the said activity.

39.9 The liquidation report must also include the exact amount donated to the recipient organization or its equivalent to be duly acknowledged by the latter in a letter of acknowledgment to be attached to the report.

39.10 Failure to submit a liquidation report in this case shall be considered a student offense subject to the sanctions and procedures as provided for in the Ateneo Student Handbook.

40. APPROVAL FOR OUT-OF-SCHOOL ACTIVITIES

Non-academic out-of-school activities shall be approved by the OSA Director on the recommendation of the student organization moderator. (Council Resolution 2012-10-03).

The following procedures will be followed:
The Club President shall prepare three copies of a concept paper and a letter of request stating the purpose of the activity, which should be signed by the Moderator. These shall be submitted to the OSA for approval ten days before the actual activity.

40.1 Upon the approval of the OSA Director, the following forms shall be released: the green form for out-of-campus club-related activity, the pink form for in-campus overnight activity, and the Parents’ Consent Form (yellow form).

40.2 The forms are to be filled out and submitted to the OSA for signature by the Director. Thereafter, the club officer concerned shall retrieve the Parents’ Consent Forms at the OSA and distribute them to the club members for their parents’ signatures. The reply slip duly signed by the parents shall be collected by the club officer concerned and be turned over to the OSA for documentation purposes.

40.3 The Club Moderator must accompany the group. In the event that s/he is unable to go with the group, the moderator shall see to it that a substitute shall be sent in her/his stead. The OSA Director must be notified in writing about changes.

41. STUDENT REPRESENTATION IN UNIVERSITY COMMITTEES

The democratization of education procedures at the ADDU is seen in the active participation of students in policy-making. The University provides opportunities for students to express their views on issues affecting them.

Student Representatives are selected, recommended, and endorsed by the SAMAHAN Central Board for the following councils and committees:

a. University Academic Council - two student representatives
b. Student Services Committee - two student representatives
c. Student Affairs Committee - four student representatives
d. Disciplinary Board - four student representatives
e. Standards Committee - one student representative
f. Honors and Awards Committee - two student representatives
42. STUDENT SERVICES

42.1 OFFICE OF STUDENT AFFAIRS

The goal of the Office of Student Affairs (OSA) is to help create and maintain a healthy and student-friendly campus and an academic community that fosters the social, emotional, physical, spiritual and intellectual and leadership development of students so they can achieve the University key formation objectives based on the Vision and Mission of the University.

Services Offered

a. Supervision of non-academic matters concerning student welfare that include monitoring of campus clubs and organizations and their activities; administration of special clubs; convening of the Student Affairs and Student Services Committees for the recognition of clubs and organizations; overseeing major campus activities; and selection and recommendation to the Academic Vice President student leaders who may represent the University in local, regional, or national leadership seminars/fora and competitions.

b. External discipline and enforcement of non-academic policies of the College Unit.

c. Implementation of measures on external discipline and student behavior.

d. Promotion of student conduct required in the campus as stipulated in the Student Handbook.

e. Preparation of non-academic events and extra-curricular activities in close coordination with the University Registrar, Deans and Assistant Deans, student organizations, moderators and student leaders.

f. Supervision of the operation of the student leadership program in coordination with the Ateneo Leadership Center (ALC) and Ignatian Spirituality and Formation Office (ISFO).

g. Student Handbook preparation and publication.

h. Supervision of services, such as requests for an Identification Card, Certificate of Good Moral Character, Clearances for Honorable Dismissal and Scholarship Application and Renewal; approval of Contracts of Student Assistants; and purchase and payment of college students’ uniform accessories and paraphernalia, such as pin, ribbon, caduceus
pin, and nursing professional pin system for students, faculty and staff of the University.

i. Approval of publicity materials.
j. Management of Student Personal Accident Insurance
k. Management of off-campus housing accreditation.
l. Management of the Beadle System.
m. Management of the Culture and Arts Program.
n. Management of the Arrupe Hall, Martin Building.
o. Management of the Lost and Found Items.

LOST AND FOUND GUIDELINES

All items—particularly wallets, bags, mobile phones, calculators, books, notebooks and other personal effects—found in the University premises shall immediately be deposited by finders (students, teaching personnel, and nonteaching staff) to the Office of Student Affairs (OSA). In case when the OSA is closed, the items shall be endorsed to the Head of Security. The latter shall then endorse the said items to the OSA.

— Finders shall fill out an endorsement form, to wit:
  • Date of endorsement;
  • Item found;
  • When, what time, and where the item was found;
  • Name of owner if it is indicated; and
  • Name of the finder.

— If the item contains the name or the mobile number of the owner, OSA shall contact the owner through text messaging or any available means to facilitate the return of the item.

— Otherwise, OSA shall update the University about all found items by posting a list on the OSA Bulletin Board at least twice a month. The list shall indicate the items’ generic kind or class if the item does not have identification details. The list shall also include the name of the owner, if it is indicated on the item.

— Owner shall inform OSA about their missing personal effects. If deemed necessary, they shall be required to give details and specific descriptions to prove their ownership of the found items. In the event that claimants cannot give sufficient proof
of ownership, OSA has the authority to withholding the items unless additional evidence supporting the claim is provided.

— Until claimed, items shall remain in the safekeeping of the OSA for a maximum period of 12 months, after which owners shall be deemed to have waived their right over the items.

— Unclaimed items shall be subject to inventory and thereafter, shall be donated to Non-Ateneo charitable or Non-Profit Organizations.

p. Management of the Student Assistance Program.

STUDENT ASSISTANCE PROGRAM

The hiring of Student Assistants (SA) for employment in the different University offices is supervised by the Assistant OSA Director who conducts the preliminary interview of applicants. The final choice, however, is made by the employing office that supervises the student’s work, keeps track of the academic performance, and pays the approved hourly wage in the form of tuition discount. Aside from the financial need, the student’s ability and qualification for the work are also major considerations.

42.2 ADMISSION AND AID OFFICE

The Admission and Aid Office is in charge of student recruitment and career guidance, admission of College students, and processing of scholarship applications.

Services Offered

a. Recruitment and Career Guidance: The Office maintains linkages and networks with feeder schools and other institutions.

b. Ateneo College Admissions Test: The Office facilitates applications for the taking of the Ateneo College Admission Test (ACAT). All new students are required to take and pass the ACAT before they are admitted to the University.

c. Admission of all new students (College Programs): The Office determines the eligibility of all new students in the College.

d. Scholarship: The Office processes scholarship applications. The applicants will be screened and interviewed by designated Faculty Interviewers. Final deliberations will be
conducted by the Scholarship Committee, which is headed by the Academic Vice President.

SCHOLARSHIP AND FINANCIAL ASSISTANCE

Under the Office of Admission and Aid, the College Scholarship Program is tasked to encourage qualified students with straitened financial circumstances to apply for admission and for a scholarship grant in Ateneo de Davao University. Scholarships and financial assistance are granted to deserving students based on their academic potentials and proven financial need.

Services Offered

These are the categories of scholarship grants:

42.2.1 The Grant-in-Aid Program awards full and partial financial assistance;
42.2.2 The Jubilee Scholarship Fund awards 100% and 50% tuition-only grants to valedictorians and salutatorians from a Philippine secondary school, respectively;
42.2.3 The Working Student Program offers full tuition and fee financial assistance with required hours of service;
42.2.4 External Scholarship Grants are funded by different partner institutions and foundations; and,
42.2.5 Government grants are financial assistance packages offered by government institutions.

42.3 HEALTH SERVICES

The Ateneo de Davao University Clinic is concerned with the holistic well-being of students and employees. It ensures a health program that is comprehensive and coordinated. It provides medical and dental services directed at diseases that are preventable, immediate first aid on emergency situations, and initial treatment for illnesses that may affect students and employees inside the campus.

Services Offered

42.3.1 Medical Services
   a. Annual Physical Examination
   b. Consultation and treatment for acute illnesses whether medical or surgical
c. Issuance of medical certificate for University-related activities and programs

42.3.2 Dental Services
   a. Annual Dental Examination
   b. Consultations and prescription of medications on patients with toothaches and oral swellings
   c. Dental health education through health teachings, actual demo and dental flyers
   d. Dental prophylaxis from Monday to Friday
   e. Fluoride treatment for patients with hypersensitive teeth
   f. Tightening of loose removable dentures

42.4 FOOD COURT AND COMMERCIAL SPACES OFFICE

42.4.1 The Food Court and Commercial Spaces Office manages the food courts, commercial spaces, agricultural holdings, and other income-generating installations and projects of the University. The Office operates for the primary purpose of securing University funds to support its scholarship program for economically disadvantaged but deserving students.

Services Offered

The Food Court and Commercial Spaces Office serves the community by:

a. Screening and qualifying prospective concessionaires that would assure the quality and variety of reasonably priced nutritious meal selections at food outlets in both Jacinto and Matina campuses;

b. Ensuring that food concessionaires comply with University standards of hygiene, sanitation, and food safety;

c. Overseeing the operation of the University Commercial Spaces;

d. Providing free internet access (wi-fi) to qualified students, faculty and staff in the food court area;

e. Overseeing four wide-screen TV sets installed in the food court for important information and announcements; and

f. Maintaining University facilities from which Office income is derived.
42.5 LIBRARY

The Ateneo de Davao University Library, in support of the University’s mission, strives to provide access to adequate, updated, organized, and varied formats of information resources and innovative services to meet the academic and cultural needs and the research endeavors of the University.

42.5.1 Library Units

The University has the following unit libraries, namely: the Fr. Mateo Gisbert, SJ Library, Miguel Pro Learning Commons, the American Corner, the Faculty Resource Center and the Law and Business Graduate Library. The total seating capacity is 1,728 users at a time.

Services Offered

The services and facilities include automated borrowing transactions, Online Public Access Catalog (OPAC), off-campus access to electronic resources, e-bulletin system, document delivery, interlibrary loans, scanning and photocopying services, air-conditioned reading areas, discussion rooms, laptop stations, drinking fountains, vending machines, and restrooms in each floor of the Library. The Library installs security gates to safeguard library materials from being taken out without proper withdrawal. CCTV cameras are fully-operational to provide utmost security and safety to the community of users.

a. A valid ADDU ID is required for entry in the Library.
b. Library users should wear and scan their ADDU I.D. upon entering the library.
c. Student who violates any library rule may be subject to fines and/or suspension of Library privileges at the discretion of the Library Director or authorized representative. Serious offenses that may merit suspension, dismissal, or expulsion are referred to the OSA Director. The following offenses are considered serious:
   c.1 Deliberate marking, mutilation, or defacing of a book or any library material
   c.2 Theft or unauthorized withdrawal of books and other library materials
42.5.2 Audio-Visual Center

The Audio-Visual Center supports the University programs and activities. It aims to provide wide range of communication learning opportunities to students through the use of audio-visual instructional and educational materials and equipment.

As part of the Library organization, the Audio-Visual Center is managed and supervised by a Licensed Librarian. It occupies the fifth floor of the Wieman Hall.

**Services Offered**

The services and facilities include automated borrowing transactions, computerized reservation system, video walls/LFD sets provision, e-bulletin system, pre-view room and viewing rooms complete with audio-visual equipment and modern acoustic and lighting system.

The Audio-Visual Center implements these guidelines on the use of viewing rooms and equipments:

a. Requesting parties are required to fill in Reservation Form. A “No form, No reservation” policy is observed.

b. The viewing room can be used only for projection purposes and not as a classroom. Eating, drinking, smoking, drama presentations and club activities are not allowed.

c. Equipment should be picked up and/or returned to the AVC by the borrower or an authorized representative.

d. Faculty member and authorized student borrower should leave their valid Ateneo ID when borrowing equipment or any audio-visual material.

e. Equipment and its accessories should not be left unattended. The borrower will be held liable for loss or damage arising from neglect, misuse, or abuse.

42.6 UNIVERSITY INFORMATION TECHNOLOGY OFFICE

The University Information Technology Office (UITO) is tasked with the planning for, and the implementation, administration, and
maintenance of the information technology infrastructure of the University and the training of its users. The UITO also oversees the University’s Internet connectivity.

The UITO consists of three offices, namely; Management Information Services (MIS), Technical Services Office (TSO), and Information Technology Training Services Office (IT-TSO). Planning, development, implementation, administration, and maintenance of the different in-house or custom applications for administration, instruction, and research is primarily the concern of MIS.

Planning, implementation, administration and maintenance of server hardware, desktop computers, network hardware infrastructure and other auxiliary equipment is the province of TSO. It is tasked with the planning, implementation, administration and maintenance of Internet and intranet services, such as email servers, centralized authentication, and centralized storage. It is also tasked with assisting other units within the University regarding technical matters or matters related to or using information technology.

Training users in the efficient and effective use of our IT infrastructure (desktops, software and Internet/Intranet services) is the mission of the Information Technology Training Services Office (IT-TSO).

Services Offered


b. Maintenance of course management systems, such as the Moodle systems in http://daigler.addu.edu.ph and http://moodle.addu.edu.ph and other student-oriented sites, such as the Mahara e-portfolio system of http://bellarmine.addu.edu.ph.

c. Installation and maintenance of computers and other IT equipment in computer laboratories, offices, and other University venues.

d. Installation and maintenance of server hardware.

e. Installation and maintenance of virtualization software and provisioning of virtual machines for use in providing IT services to the University.
f. Installation and maintenance of networking equipment, such as Ethernet switches and wireless access points (WAPs), including necessary data cabling work.

g. In coordination with the academic departments and clusters, the acquisition, installation, and maintenance of software for installation in University computers.

h. In coordination with the academic departments and clusters, the acquisition, installation and maintenance of software for administrative, research, and instructional use.

i. Provision of software licensed for installation in student- and faculty-owned computers (e.g. Microsoft Dreamspark software for Computer Studies students and faculty.)

j. Enforcement of University policies regarding access to the Internet.

k. Enforcement of the Code of Conduct with respect to the use of University IT resources.

l. Issuance and maintenance of addu.edu.ph subdomains upon validated requests of University institutes, departments, offices, clusters and departments.

m. Planning, implementation, and maintenance of policies for authenticated access to network resources, such as University library databases, individual networked file storage, and network applications.

n. Assistance to University personnel (faculty, administration, non-teaching staff, students) in the configuration of their authorized personal IT devices for use with University IT resources.

o. Enforcement of standard configurations for University IT equipment.

p. Setting up the definitions for the minimum system requirements for University IT equipment.

q. Tracking of the inventory of University IT equipment

r. Advocacy for greater use of IT in all aspects of University life.

42.7 ATENEO COLLEGE GUIDANCE CENTER

The Ateneo College Guidance Center stands as a contributing, supporting, and essential service unit of the university. Its programs and services are designed to provide for the developmental needs of
the students; complement and/or supplement existing programs for the formation of students; and support the accomplishment of the University Vision and Mission, through a pattern of services within the domain of guidance, to wit:

As a Catholic University, its specific areas of concern are the students’ self-identity and personal growth and the meaning of the human person. As a Jesuit University, it focuses on the formation and nurturance of students. As a Filipino University, it prepares students to benefit from and engage the global world.

**Services Offered**

The services taken together constitute a Guidance Program consisting of: individual analysis; information; career development; counseling; referral; placement and follow-up; evaluation, research, and accountability; and staff development.

Professional and licensed Guidance Counselors are employed to ably provide these services to the students.

a. Religious and moral direction occupies an important aspect of guidance at the Ateneo. Jesuit priests and faculty members, together with the guidance counselors, are available for personal and spiritual guidance, which may be requested at any time.

b. Formal guidance and counseling fall within the direct supervision and management of the Guidance Counselor.

c. Informal guidance is done through frequent, cordial, and stimulating contacts between faculty and students in and out of classroom.

d. Psychological testing is offered by the Guidance Center in the areas of general and specific attitudes, vocational interest, intelligence and personality.

For the development of their potentials, students are encouraged to make use of the different services offered by the Guidance Office.

**42.8 CENTER OF PSYCHOLOGICAL EXTENSION AND RESEARCH SERVICES**
The Center of Psychological Extension and Research Services (COPERS) has a network of affiliates specializing in delivering a variety of quality psychological services at subsidized rates.

**Services Offered**

a. For AB Psychology students, the Center provides guided practicum exposure in the areas of group testing, research, psychoeducation, and psychosocial intervention for individuals and communities.

b. Members of the University community, including undergraduate students, may avail of psychological assessment, counseling, and psychotherapy conducted by qualified COPERS affiliates upon the recommendation of the Guidance Office or University administrators. All University entities are entitled to fifty percent off regular rates for these professional services.

42.9 COLLEGE CAMPUS MINISTRY OFFICE

The College Campus Ministry Office (CaMin) aims to empower the Ateneo community as a family of believers through spiritual and religious formation and the promotion of faith that does justice rooted in Ignatian spirituality. CaMin also aims to help form student leaders to have integrity and social responsibility and to ensure that the University pursues the spiritual and religious aspects of the Vision and Mission by facilitating the faith development of its Catholic members and by sustaining the genuine Christian community in the University through the implementation of spiritually-oriented programs and activities.

**Services Offered**

a. A faith development program, which includes recollections from second to fifth year students, retreats, and prayer sessions.

b. Community celebrations, such as University Masses and liturgical services.

c. Formation programs for the Ateneo Religious Organizations (ARO), student scholars, and agency workers.

d. Spiritual formations for institutions outside the University upon request.
Guidelines for Student Recollections and Retreats
a. All students are expected to attend class recollections.
b. Class recollections are official University activities. Hence, in-campus rules and regulations are to be observed.
c. Students are to check the schedule of their class recollections by visiting their Department’s and Campus Ministry’s bulletin boards.
d. They are to attend the class orientation.
e. They must make sure to register their name in the Attendance Sheet for the scheduled class retreat.
f. They must procure a copy of Parent’s Consent/Letter.
g. They cannot join the recollection if they are not able to sign up and if they do not have their Parent’s Consent/Letter.

42.10 ARRupe Office Of Social Formation

The Arrupe Office of Social Formation (ARRUPE) is the arm of the University responsible for developing students and faculty to be leaders in service of the marginalized and the vulnerable, in the service of the faith and promotion of justice, following the example of Christ and appropriating the spirituality of St. Ignatius.

Services Offered
a. ARRUPE offers social awareness programs primarily to students and faculty in dialogue with the marginalized and the vulnerable and their experiences of the structures of injustice, to develop them to be critical, discerning, and responsive to changing social realities. These programs include the Ateneo Student Exposure Program (ASEP), a 14-day immersion program leading to a three-year intensive social formation for selected student volunteers, taking a multiplier model, under the Student Servant Leadership Program; the Inductee Exposure Program (IndEx), a five-day immersion program for new faculty in preparation for their work as formators of ADDU sui generis leaders.
b. ARRUPE brings social formation to the core of the ADDU, through the First Year Development Program, National Service Training Program, and Curriculum Integration Programs: Atenista Ako…Maligdong! (I am an Atenean, a Person of Integrity), Salaam! Culture of Peace and the
Pagtataya (Commitment), from the first to fourth year of the academic ladder, respectively, applying the Ignatian Pedagogical Paradigm.

c. ARRupe reaches out to the greater ADDU community, in the spirit of forming social conscience, through its Communications and Advocacy Program. It organizes fora and symposia, facilitates issue analysis, and updates information boards and the Arrupe Office website.

42.11 PHYSICAL PLANT OFFICE

The Physical Plant Office is in charge of safety, security, maintenance, sanitation, waste management of school halls, buildings, grounds, and facilities in various campuses of the Ateneo de Davao University. The office is also in charge of supervising construction of new facilities and amenities. It keeps up-to-date inventory of all equipment, furniture, machineries, and vehicles of the University. Services offered include locker rentals, room utilization, and use of motor vehicles.

42.12 ATHLETICS OFFICE

The Athletics Office provides administrative direction and leadership for all intercollegiate intramurals and all recreational programs as well as physical fitness activities of the University. It supervises Sports Coordinators, coaches, and the Athletic Staff responsible for ensuring compliance with all University athletic regulations, University faculty and Student manuals. It also coordinates with the College, High School, and Grade School officials for successful University athletic programs.

Services Offered

The Athletics Office provides services to ensure a genuine intramural and varsity sports program anchored in the Ateneo de Davao University’s vision and mission, with an opportunity to develop and enrich the lives of our students. It is also tasked to provide a balanced educational development—physical education, mental education, and moral education through intramural and interschool sports. It is also responsible for ensuring safe and secure sports facilities and for providing qualified, certified, and
positive varsity coaches, who undergo Jesuit Sports and Spirituality formations yearly.

42.13 COLLEGE BOOKSTORE

The College Bookstore was created to give students a knowledge base through books. To aid students in their quest for excellence, the Bookstore offers direct access to books at affordable prices.

Services Offered

The College Bookstore purchases and provides textbooks to students as requested by academic departments every semester and summer. Textbooks are either for sale or for rent. Students can purchase books for sale at a price lower or the same as that prevailing in the market. Students can also rent books for use during the semester. Rented books are due to be returned a week before the final examinations. Students who intend to return the books after the final examination week should fill out a retention agreement with the College Bookstore.

42.14 POST OFFICE

The Post Office accepts letters and parcels for conveyance by mail. It is open from 8:00 AM to 5:00 PM daily except on Saturdays and Sundays.

43. FEES AND FINANCIAL REGULATIONS

43.1 Tuition Fees

Tuition fees are computed based on the number of units enrolled.

Full tuition shall be charged for subjects not officially dropped within the first two weeks of the current semester or the deadline set by the Registrar’s Office as the case may be.

43.2. Payment of Fees

A student who enrolls for classes in any semester or school year incurs a financial obligation to the University. Full payment of tuition and fees upon enrolment entitles one to a 5% discount on tuition. For partial payments, the balance is due on the payment schedule at the time of registration or enrolment.
The University reserves the right to withhold school credentials, grades, certifications, and/or permission to transfer to another institution from a student who has not fully settled his/her financial accounts with the University.

Past due accounts must be paid in full and in cash before a student may register for another semester or school year.

Regular school fees shall be imposed regardless of late registration, late admission, or reduced instructional contact. A late registration fee of Php 100.00 shall be imposed on students who enroll after their scheduled registration period.

43.2.1 Cheque Payments

Cheque payments are acceptable for current obligations provided that acceptance from the bank can be secured before the examination schedule and/or at least two weeks before the final examination schedule.

The cheque should be made payable to Ateneo de Davao University with the name of the student clearly written at the back thereof.

In case the cheque is not honored, a penalty of Php 500.00 per cheque shall be imposed on the student plus the associated costs from the bank and the attorney’s fees of the University in case of a collection suit or a criminal suit where the University has reason to believe that the dishonored cheque was presented in bad faith.

Cheque payments are not accepted from students with a record of dishonored cheques.

Cheque payments may be made through accredited payment centers. Parents, students, and their sponsors can pay their tuition fee online. Instead of going to the ADDU campus, please go to any branch of the listed banks or payment centers:

- a. Banco de Oro Universal Bank (BDO)
- b. Rizal Commercial Banking Corporation (RCBC)
- c. United Coconut Planters Bank (UCPB)
- d. One Network Bank (ONB)
- e. SM City – Davao
- f. Unionbank
- g. Metrobank
- h. Bank of the Philippine Islands (BPI)
- i. Cebuana Lhullier
j. EastWest Bank (Matina Branch only)

43.3 Withdrawal and Leave of Absence

Fees for authorized withdrawals or leaves of absence (LOA) shall be as follows:

a. Php 250.00 for withdrawal/LOA within the registration period;

b. Ten percent (10%) of the total assessment for withdrawal/LOA on or before the end of the first week of the semester;

c. Twenty five percent (25%) of the total assessment for withdrawal/LOA on or before the end of the third week of the semester;

d. Seventy five percent (75%) of the total assessment for withdrawal/LOA on or before the end of the sixth week of the semester.

The date of withdrawal/LOA shall be the date of submission of the duly accomplished withdrawal/LOA forms to the Finance Office.

43.4 Refund

Any request for refund of excess payment of school fees must be done within the current school year. The payment of refund will be made to the parents/guardians or the students if duly authorized by the parents/guardians.

43.5 Late Registration

Students who are allowed to register or enroll after the scheduled registration period are granted a late registration. Late enrollees shall be made to pay the regular school fees regardless of the date of admission. In no case will tuition fees be reduced because of late registration, late admission, and reduced instructional contact with the student.

43.6 Penalty of Late Enrolment

Students who enroll after their scheduled registration period shall be made to pay a late registration fee of Php 100.00.

44. EXAMINATION PERMITS

44.1 Examination permits are required of all College students for periodical examinations (prelims and midterms).
44.2 Exam permits are issued by the permit issuance machine upon payment of required tuition and other fees.
44.3 An exam permit may be obtained from the Finance Office by those who have not paid the amount due after a payment scheme arrangement has been approved by the same office.
44.4 This exam permit is a provisional permit that allows a student to sit in a major examination for a specific period.
44.5 Those who are unable to secure an exam permit will not be allowed to take the examination.
44.6 Only one special examination will be given. The special exam is made and administered by the teacher not later than one week from the scheduled exam.
44.7 A late exam permit may be secured from the Finance Office upon the submission of a late exam application bearing the approval of the teacher. In the case of a late exam because of non-payment, the late exam permit will be issued after payment or the approval of a payment scheme arrangement.
44.8 Those who fail to take the scheduled special examination within the prescribed period will get a zero score for the missed exam. Examination permits are not required for the final examinations. However, the grades of students who have outstanding financial or property obligations to the school are withheld by the Registrar’s Office and automatically blocked from being seen in the system.
44.9 Students who pay full during enrollment will be tagged fully-paid in the professor’s copy of the official class list. They shall not have to present exam permits.
44.10 Students who have paid the full amount after enrollment shall be issued a semestral exam permit by the finance office. These students must keep this permit for the rest of the semester to show it for any succeeding exam.

45. POLICY ON LATE EXAM PERMIT
45.1 The Policy on Late Exam Permit is contingent on the continued implementation of the policy that periodical exams are submitted to the Department Chairs.
45.2 Teachers are expected to submit their special exam to the Department and to inform the Department of the schedule of the late exam. Teachers will be given a bother fee of Php 500.00 for constructing and proctoring the late exam.
45.3 The teacher will work out a single schedule with all the late examinees of each subject. The date of the late exam is required by the “Application Form for Late Examination.”

45.4 In case of unforeseeable circumstances, such as sickness, emergency situation, and other valid reasons, the student can be exempted from getting an automatic zero score and the teacher may apply a different grading procedure in consideration of the special circumstances.

45.5 Only one late exam is to be constructed, scheduled and proctored for each subject regardless of how many students will take it and from how many classes they may come.

45.6 The Php 500.00 bother fee will be taken from the University’s general fund.

45.7 Student will no longer be asked to pay for a special exam fee.

45.8 No more exams shall be administered seven working days after the last day of the regular term exam schedule. This will insure that the teachers have at least three days to check papers and give student grades by the deadline.

46. CAMPUS SECURITY

The following security measures have been adopted to protect life and property in the campus:

46.1 Each gate/entrance (Claveria, Roxas, Jacinto) has two Security Guards—one male and one female.

46.2 Students, faculty, staff, and visitors are asked to submit themselves for bag inspection and body frisk. Visitors are required to log in the record book at the gate or the guardhouse indicating their name, purpose, the office, and the person they would like to see. Visitors are requested to leave their personal IDs and conspicuously wear the visitor’s ID issued by the security guard.

46.3 No guns, knives, and all kinds of deadly weapons are allowed inside the campus. To this end, the security guards are authorized to frisk all persons for concealed weapons, knives, firecrackers, guns, etc. Legitimate holders of weapons are to deposit them with the security guards.

46.4 Parents and relatives who wish to see their children and relatives during class hours may wait at the OSA.
46.5 Bodyguards and chaperons of students are not allowed inside the campus.

47. CAMPUS CURFEW

All student offices must be closed at 9:30 PM, from Monday to Saturday. Similarly, group activities whether class- or club-related that use school facilities must be terminated at 9:30 PM. This is to give time for wrapping things up, before finally leaving the campus at 10 PM or earlier. The campus curfew is at 10:00 PM. Students or student organizations intending to stay beyond the campus curfew or to use school facilities during Sundays must seek permission from the OSA. The procedure for obtaining a Parent’s Consent Form for outside activities shall apply in this case (Please see item 40, under “Approval for Out-of-School Activities” of this Handbook).

48. PROPER CHANNELING

Problems of students should be resolved through proper channels.

a. Academic Problems through the Course Professor or Program Coordinator, Department Chair, respective Assistant Dean and Dean

b. Non Academic Problems through the Director of the Office of Student Affairs

c. Faculty Problems through the faculty member concerned and the Department Chair, respective Assistant Dean and Dean

d. Other Student Problems through the Guidance Counselors/ Moderators/ FYDP Facilitators

49. TRANSITORY PROVISION

This Student Handbook supersedes the previous handbooks in so far as they conflict herein. This Handbook may be further amended by appropriate memos circulated physically or electronically through the Ateneo website.
APPENDIX A

Office of the President
ATENEO DE DAVAO UNIVERSITY

In Consortium with Xavier University and Ateneo de Zamboanga University

04 December 2008

MEMO TO: UNIVERSITY COMMUNITY

FROM: THE PRESIDENT

RE: STUDENT IDs

This is a follow-up on University Memo 08/09:23, dated 09 September 2008, “On Campus Security and ADDU IDs.”

Towards a safer environment for work and learning, all students are required to wear their official ADDU Identification Cards (IDs) while on campus. This photo ID should be worn at all times while on campus and should be presented upon request of University personnel / security safety officials.

Only the individual to whom the ID is issued is authorized to wear or possess his / her ID card. Students should not loan out their ID cards or attempt to use another’s ID card. The ID card remains the property of Ateneo de Davao University and must be relinquished upon graduation or withdrawal from the University. Damaged or lost IDs should be replaced as a responsibility of the student.

Effective 05 January 2009 monetary fines will be enforced as a penalty for students not wearing their ADDU ID while on campus:

1. First offense: Warning;
2. Second offence: A fine of PhP 100;

Fines collected will be used for the Daily Bread Program of the University.

STUDENT HANDBOOK 2016-2017 127
Faculty, staff and security personnel are deputed to enforce the wearing of student IDs at all times on campus. University staff/officials are asked not to transact business with students not wearing their student IDs.

The IDs of students not wearing them could be confiscated by above-mentioned University personnel and turned over for “processing” to:

1. Office of Student Affairs (OSA) for undergraduate students,
2. Assistant Dean for Graduate Programs for graduate students,
3. Office of the Law Dean for Law students,
4. Assistant Headmaster for Student Affairs for Grade School students, and
5. Prefect of Student Affairs for High School students.

The confiscated IDs may be re-claimed after paying the fines due. The reckoning of records and fines on student IDs starts anew at the beginning of each school year (June) or when they start at ADDU for those not enrolled for June. (In other words, violations related to wearing student IDs are documented from the June beginning of a school year but do not carry over to the subsequent school year.)

I hope you will bear with any inconvenience of these measures established for easy identification of ADDU students and a safer and more secure campus for all. Thank you.

For the information and guidance of all concerned.

ANTONIO S. SAMSON S.J.
President

univmemo 08/09:47
IMPLEMENTING RULES:
ANTI-SEXUAL HARASSMENT ACT OF 1999

POLICY STATEMENT
The School of Arts and Sciences, School of Business and Governance, School of Nursing, School of Engineering and Architecture, and School of Education, of the Ateneo de Davao University believe that every member of the academic community must be treated with respect and dignity in accordance with Christian values. Sexual harassment impairs the pursuit of the ideals of the Ateneo de Davao University. The Ateneo de Davao University regards sexual harassment as unacceptable behavior because it is a violation of the foregoing policy and the Sexual Harassment Act of 1995.

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

Any member of the Ateneo de Davao University who is a victim of sexual harassment could file a complaint with the Committee on Anti-Sexual Harassment which will promptly, thoroughly, and fairly investigate any complain for sexual harassment and recommend that the appropriate action be taken as may be warranted by the circumstances. Except to the extent necessary to conduct the investigation, any complaint for sexual harassment and the investigation shall be treated as confidential.

RULES AND REGULATIONS IMPLEMENTING THE
ANTI-SEXUAL HARASSMENT ACT OF 1995.

Pursuant to the provision of Section of Republic Act No. 7877 entitled “Anti-Sexual Harassment Act of 1995,” the following rules and regulations are hereby promulgated for the purpose of prescribing the proper decorum for administrators, faculty members and employees of the College of Arts and Sciences of the Ateneo de Davao University and for the resolutions, settlement and disposition of cases of sexual harassment.
Rules I

DEFINITION

Section 1. Definition of Terms: The following terms shall mean and be understood as indicated below:

Faculty Members - refers to any member of the Faculty of the School of Arts and Sciences, School of Business and Governance, School of Nursing, School of Engineering and Architecture, and School of Education of the Ateneo de Davao University, whether on a full-time or part-time basis, and shall include any lecturer in classes entrusted with the supervision or training of students.

Applicant Student - refers to a person seeking admission in the Ateneo de Davao University as a student in the regular and special courses.

Victim - refers to any administrator, faculty member, employee, student or applicant student against whom an act of sexual harassment has been committed.

Committee - refers to the Committee on Anti-Sexual Harassment.

Rule II

COVERAGE

Section 1. Officials and Employees. These Rules and Regulations shall apply to any administrator, faculty member, employee or applicant employee of the Ateneo de Davao University who complains of or against whom a complaint for sexual harassment is filed.

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

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

Rule III

SEXUAL HARASSMENT

Section 1. Persons Liable - Sexual harassment is committed by an administrator, faculty member, applicant employee, student or applicant student over whom he or she has authority, influence or moral ascendancy, regardless of whether or not the demand, request, or requirement for submission to any of sexual harassment is accepted by the victim.
Section 2. Other Parties Liable - Any person who directs or induces another to commit any act of sexual harassment under section 1 or 2 cooperates in the commission of any such act without which such act would not have been committed shall also be liable for sexual harassment.

Section 3. Act of Sexual Harassment in Employment - Sexual harassment is committed in a work related environment whether or not the demand, request or requirement for submission is accepted by the victim, when:

a) A sexual favor is made as a condition in hiring or in the employment, re-employment, or continued employment or in granting favorable compensation, terms, conditions, promotion or privilege, and any other terms or condition of employment.

b) The refusal to grant a sexual favor, demand, request or requirement results in limiting, segregating, or classifying all administrators.

c) The above acts will violate or impair the rights or privileges of the victim under existing labor laws.

d) The above acts will result in an intimidating, hostile, or offensive environment for the victim.

Section 4. Sexual Harassment against Student and Applicant Students - Sexual harassment is committed against a student or applicant students whether or not the demand, request, or requirement for submission is accepted by the victim, when:

The act of sexual harassment is committed against one whose education, training, apprenticeship, or tutorship is entrusted to the offender.

A sexual favor is made a condition for admission to the school’s regular or special course, to the giving of passing grade, or a higher grade the granting of honors or scholarships, the payment of stipend, allowance of other benefits, privilege or consideration, the recommendation or appointment of a student as an officer of student organization engaged in extracurricular activities, or for graduate studies or for employment the approval of a thesis or the recommendation that a grade of a student be reconsidered.

The above acts will result in an intimidating benefit or offensive environment for the victim.

Section 5. Place of Commission - Sexual harassment may be committed in any work or educational environment. It may include but is not limited to the acts of sexual harassment committed.
• Within or outside the campus:
• At the school training related or education related social function;
• In the course of work assignments or course assignments outside the campus;
• During work related, training related, or education related travel.

Rule IV
FORMS OF SEXUAL HARASSMENT

Acts of Sexual Harassment - Sexual Harassment may be committed in any of the following forms:

• overt sexual advances;
• unwelcome or improper gestures of affection;
• request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
• any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

Rule V
COMMITTEE ON ANTI-SEXUAL HARASSMENT

Section 1. Creation - The Committee on Anti-Sexual Harassment is hereby established.

Section 2. Composition - The Disciplinary Board Committee is designated as the Committee on Anti-Sexual Harassment.

Section 3. Function - The Chair shall receive any complaint. The Committee shall investigate and hear sexual harassment cases, prepare and submit reports with corresponding recommendations for the decision of the Dean.

Section 4. Other Functions - The Committee shall develop and implement programs to increase understanding and awareness about sexual harassment. In addition, the Committee shall develop rules in the settlement and disposition of sexual harassment complaints, taking into consideration confidentiality and respect for privacy. The Committee shall also ensure that no complain shall be subjected to further harassment or retaliation by the respondent.
Rule VI
PROCEDURE

Section 1. Complaint

The complaint must be in writing, subscribed and sworn to by the complainant. It must contain the following:

- the full name of the complainant;
- the full name of the respondents;
- a specification of the charge or charges;
- a brief statement of the relevant and material facts;

If the complaint does not comply with the foregoing, the Chair shall require the complainant to comply in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed.

The complainant may submit any complainant to specify the acts complained of a sexual harassment in writing within five (5) days from receipt of the notice, otherwise the complaint shall be dismissed.

A withdrawal of the complaint made or filed at any stage of the proceedings shall not prelude the committee from proceeding with the investigation of the case.

Section 2. Answer

The respondent shall file his or her answer personally or through legal counsel within ten (10) days from the receipt of the complaint.

The answer shall be in writing, subscribed and sworn to by the respondent and a copy shall be furnished the complainant. No particular form is required but it is sufficient if the answer contains specific admission or denial of the charge or charges and a statement of the relevant facts constituting the defense of the respondent.

The respondent may submit any evidence he or she possesses including affidavits of witnesses and pertinent documents.

Failure of the respondent to file an answer within the time specified in these Rules or to appear in these Rules or to appear in the investigation shall be construed as a waiver of the right to present evidence in his or her behalf. On the basis of pleading and evidence submitted, the Committee shall submit its report and recommendation to the Dean.
Section 3. Reply

The complainant may file a reply within five (5) days from receipt of the answer.

Section 4. Preventive Suspension

The Dean may suspend any respondent for not more than thirty (30) days pending an investigation, if there are strong reasons to believe that the respondent is guilty of charges which warrant his or her dismissal from the service.

When the case against the respondent who is under preventive suspension has not been decided within thirty (30) days after the date of suspension of the respondent, he or she may be reinstated in the service or the preventive suspension may be extended subject to the payment of salaries during such extension.

Section 5. Hearing

After all the pleading have been submitted, the Committee shall conduct a hearing not earlier than five (5) days not later than ten (10) days from the date of receipt of the answer or the reply, if any, and shall terminate such hearing within thirty (30) days from the filing of the charges. However, the Committee may extend the period of hearing if it deems necessary. Any member of the Committee may propound questions to the parties and their witnesses for clarifications.

Any party may avail himself/herself of the assistance of the lawyer if he so desires. No postponement shall be granted except in meritorious cases.

The parties may be required to submit their respective memorandum within ten (10) days after the hearing of the case.

Section 6. Report and Recommendations

The Committee shall submit its report and recommendation to the Dean, whose decision shall be executory upon expiration of the period to appear if no motion for reconsideration is filed or no appeal is made.

Section 7. Administrative Penalty

Sexual harassment shall be punishable with a reprimand, suspension without pay for a maximum period of six (6) months, or dismissal, taking into consideration the seriousness of the offense in the light of the facts and circumstances of the case.

Section 8. Motion for Reconsideration

Either party may file a motion for reconsideration with the Dean within ten (10) days from receipt of the copy of the decision on any of the following grounds.
New evidence has been discovered which materially affects the decision;

The decision is contrary to law or based on a misappropriation of the facts.

Section 9. Appeal.

The decision of the Dean may be appealed within ten (10) days to the President of the Ateneo de Davao University, whose decision shall be final. The period during which a motion for reconsideration is pending shall suspend the running of the period to appeal.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

Section 10. Confidentiality of Proceedings.

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

**Rule VII**

**SANCTIONS**

Section 1. The following administrative sanctions shall be imposed on sexual harassment cases:

a. For work-related incidents of sexual harassment:
   - Reprimand and warning
   - Suspension
   - Dismissal

b. For education or training-related acts of sexual harassment:
   1. Reprimand and warning
   2. Suspension
   3. Dismissal
   4. Expulsion (non-readmission to any school)

**Rule VII**

**EFFECTIVITY**

These Rules and Regulations shall take effect upon approval by the Dean.*

*By virtue of the approval of the University President dated June 1, 2000.
Republic Act No. 7610

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

ARTICLE I.
Title, Policy, Principles and Definitions of Terms

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

Section 2. Declaration of State Policy and Principles. – It is hereby declared to be the policy of the State to provide special protection to children from all firms of abuse, neglect, cruelty exploitation and discrimination and other conditions, prejudicial their development; provide sanctions for their commission and carry out a program for prevention and deterrence of and crisis intervention in situations of child abuse, exploitation and discrimination. The State shall intervene on behalf of the child when the parent, guardian, teacher or person having care or custody of the child fails or is unable to protect the child against abuse, exploitation and discrimination or when such acts against the child are committed by the said parent, guardian, teacher or person having care and custody of the same.

It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.

The best interests of children shall be the paramount consideration in all actions concerning them, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, and legislative bodies, consistent with the principle of First Call for Children as enunciated in the United Nations Convention of the Rights of the Child. Every effort shall be exerted to promote the welfare of children and enhance their opportunities for a useful and happy life.
Section 3. Definition of Terms. –

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

(b) “Child abuse” refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

1. Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
2. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
3. Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
4. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

(c) “Circumstances which gravely threaten or endanger the survival and normal development of children” include, but are not limited to, the following:

1. Being in a community where there is armed conflict or being affected by armed conflict-related activities;
2. Working under conditions hazardous to life, safety and normal which unduly interfere with their normal development;
3. Living in or fending for themselves in the streets of urban or rural areas without the care of parents or a guardian or basic services needed for a good quality of life;
4. Being a member of a indigenous cultural community and/or living under conditions of extreme poverty or in an area which is underdeveloped and/or lacks or has inadequate access to basic services needed for a good quality of life;
5. Being a victim of a man-made or natural disaster or calamity; or
6. Circumstances analogous to those abovestated which endanger the life, safety or normal development of children.

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

ARTICLE II
Program on Child Abuse, Exploitation and Discrimination

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

ARTICLE III
Child Prostitution and Other Sexual Abuse

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

The penalty of reclusion temporal in its medium period to reclusion perpetua shall be imposed upon the following:

(a) Those who engage in or promote, facilitate or induce child prostitution which include, but are not limited to, the following:
(1) Acting as a procurer of a child prostitute;
(2) Inducing a person to be a client of a child prostitute by means of written or oral advertisements or other similar means;
(3) Taking advantage of influence or relationship to procure a child as prostitute;
(4) Threatening or using violence towards a child to engage him as a prostitute; or
Giving monetary consideration goods or other pecuniary benefit to a child with intent to engage such child in prostitution.

(b) Those who commit the act of sexual intercourse of lascivious conduct with a child exploited in prostitution or subject to other sexual abuse; Provided, That when the victims is under twelve (12) years of age, the perpetrators shall be prosecuted under Article 335, paragraph 3, for rape and Article 336 of Act No. 3815, as amended, the Revised Penal Code, for rape or lascivious conduct, as the case may be: Provided, That the penalty for lascivious conduct when the victim is under twelve (12) years of age shall be reclusion temporal in its medium period; and

c) Those who derive profit or advantage therefrom, whether as manager or owner of the establishment where the prostitution takes place, or of the sauna, disco, bar, resort, place of entertainment or establishment serving as a cover or which engages in prostitution in addition to the activity for which the license has been issued to said establishment.

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

There is also an attempt to commit child prostitution, under paragraph (b) of Section 5 hereof when any person is receiving services from a child in a sauna parlor or bath, massage clinic, health club and other similar establishments. A penalty lower by two (2) degrees than that prescribed for the consummated felony under Section 5 hereof shall be imposed upon the principals of the attempt to commit the crime of child prostitution under this Act, or, in the proper case, under the Revised Penal Code.

ARTICLE IV
Child Trafficking

Section 7. Child Trafficking. – Any person who shall engage in trading and dealing with children including, but not limited to, the act of buying and selling of a child for money, or for any other consideration, or barter, shall suffer the penalty of reclusion temporal to reclusion perpetua. The penalty shall be imposed in its maximum period when the victim is under twelve (12) years of age.
Section 8. Attempt to Commit Child Trafficking. – There is an attempt to commit child trafficking under Section 7 of this Act:

(a) When a child travels alone to a foreign country without valid reason therefor and without clearance issued by the Department of Social Welfare and Development or written permit or justification from the child’s parents or legal guardian;

(c) When a person, agency, establishment or child-caring institution recruits women or couples to bear children for the purpose of child trafficking; or

(d) When a doctor, hospital or clinic official or employee, nurse, midwife, local civil registrar or any other person simulates birth for the purpose of child trafficking; or

(e) When a person engages in the act of finding children among low-income families, hospitals, clinics, nurseries, day-care centers, or other child-caring institutions who can be offered for the purpose of child trafficking.

A penalty lower two (2) degrees than that prescribed for the consummated felony under Section 7 hereof shall be imposed upon the principals of the attempt to commit child trafficking under this Act.

ARTICLE V
Obscene Publications and Indecent Shows

Section 9. Obscene Publications and Indecent Shows. – Any person who shall hire, employ, use, persuade, induce or coerce a child to perform in obscene exhibitions and indecent shows, whether live or in video, or model in obscene publications or pornographic materials or to sell or distribute the said materials shall suffer the penalty of prision mayor in its medium period. If the child used as a performer, subject or seller/distributor is below twelve (12) years of age, the penalty shall be imposed in its maximum period.

Any ascendant, guardian, or person entrusted in any capacity with the care of a child who shall cause and/or allow such child to be employed or to participate in an obscene play, scene, act, movie or show or in any other acts covered by this section shall suffer the penalty of prision mayor in its medium period.
ARTICLE VI

Other Acts of Abuse

Section 10. Other Acts of Neglect, Abuse, Cruelty or Exploitation and Other Conditions Prejudicial to the Child’s Development. –

(a) Any person who shall commit any other acts of child abuse, cruelty or exploitation or to be responsible for other conditions prejudicial to the child’s development, including those covered by Article 59 of Presidential Decree No. 603, as amended, but not covered by the Revised Penal Code, as amended, shall suffer the penalty of prision mayor in its minimum period.

(b) Any person who shall keep or have in his company a minor, twelve (12) years or under or who in ten (10) years or more his junior in any public or private place, hotel, motel, beer joint, discotheque, cabaret, pension house, sauna or massage parlor, beach and/or other tourist resort or similar places shall suffer the penalty of prision mayor in its maximum period and a fine of not less than fifty thousand pesos (P50,000); Provided, That this provision shall not apply to any person who is related within the fourth degree of consanguinity or affinity or any bond recognized by law, local custom and tradition or acts in the performance of a social, moral or legal duty.

(c) Any person who shall induce, deliver or offer a minor to any one prohibited by this Act to keep or have in his company a minor as provided in the preceding paragraph shall suffer the penalty of prision mayor in its medium period and a fine of not less than forty thousand pesos (P40,000); Provided, however, That should the perpetrator be an ascendant, stepparent or guardian of the minor, the penalty to be imposed shall be prision mayor in its maximum period, a fine of not less than fifty thousand pesos (P50,000), and the loss of parental authority over the minor.

(d) Any person, owner, manager or one entrusted with the operation of any public or private place of accommodation, whether for occupancy, food, drink or otherwise, including residential places, who allows any person to take along with him to such place or places any minor herein described shall be imposed a penalty of prision mayor in its medium period and a fine of not less than Fifty thousand pesos (P50,000), and the loss of the license to operate such a place or establishment.

(e) Any person who shall use, coerce, force or intimidate a street child or any other child to:
(1) Beg or use begging as a means of living;
(2) Act as conduit or middlemen in drug trafficking or pushing; or
(3) Conduct any illegal activities, shall suffer the penalty of prision correccional in its medium period to reclusion perpetua.

For purposes of this Act, the penalty for the commission of acts punishable under Articles 248, 249, 262, paragraph 2, and 263, paragraph 1 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of murder, homicide, other intentional mutilation, and serious physical injuries, respectively, shall be reclusion perpetua when the victim is under twelve (12) years of age. The penalty for the commission of acts punishable under Article 337, 339, 340 and 341 of Act No. 3815, as amended, the Revised Penal Code, for the crimes of qualified seduction, acts of lasciviousness with the consent of the offended party, corruption of minors, and white slave trade, respectively, shall be one (1) degree higher than that imposed by law when the victim is under twelve (12) years age. The victim of the acts committed under this section shall be entrusted to the care of the Department of Social Welfare and Development.

ARTICLE VII
Sanctions for Establishments or Enterprises

Section 11. Sanctions of Establishments or Enterprises which Promote, Facilitate, or Conduct Activities Constituting Child Prostitution and Other Sexual Abuse, Child Trafficking, Obscene Publications and Indecent Shows, and Other Acts of Abuse. – All establishments and enterprises which promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse shall be immediately closed and their authority or license to operate cancelled, without prejudice to the owner or manager thereof being prosecuted under this Act and/or the Revised Penal Code, as amended, or special laws. A sign with the words “off limits” shall be conspicuously displayed outside the establishments or enterprises by the Department of Social Welfare and Development for such period which shall not be less than one (1) year, as the Department may determine. The unauthorized removal of such sign shall be punishable by prision correccional.

An establishment shall be deemed to promote or facilitate child prostitution and other sexual abuse, child trafficking, obscene publications and indecent shows, and other acts of abuse if the acts constituting the same occur in the premises of said establishment under this Act or in violation of the Revised Penal Code, as amended. An enterprise such as a sauna, travel agency, or recruitment agency which: promotes the aforementioned acts as part of a tour for foreign tourists;
exhibits children in a lewd or indecent show; provides child masseurs for adults of the same or opposite sex and said services include any lascivious conduct with the customers; or solicits children or activities constituting the aforementioned acts shall be deemed to have committed the acts penalized herein.

ARTICLE VIII
Working Children

ARTICLE IX
Children of Indigenous Cultural Communities

ARTICLE X
Children in Situations of Armed Conflict

ARTICLE XI
Remedial Procedures

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

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

Section 28. Protective Custody of the Child. – The offended party shall be immediately placed under the protective custody of the Department of Social Welfare and Development pursuant to Executive Order No. 56, series of 1986. In the regular performance of this function, the officer of the Department of Social Welfare and Development shall be free from any administrative, civil or criminal liability. Custody proceedings shall be in accordance with the provisions of Presidential Decree No. 603.
Section 29. Confidentiality. – At the instance of the offended party, his name may be withheld from the public until the court acquires jurisdiction over the case. It shall be unlawful for any editor, publisher, and reporter or columnist in case of printed materials, announcer or producer in case of television and radio broadcasting, producer and director of the film in case of the movie industry, to cause undue and sensationalized publicity of any case of violation of this Act which results in the moral degradation and suffering of the offended party.

Section 30. Special Court Proceedings. – Cases involving violations of this Act shall be heard in the chambers of the judge of the Regional Trial Court duly designated as Juvenile and Domestic Court. Any provision of existing law to the contrary notwithstanding and with the exception of habeas corpus, election cases, and cases involving detention prisoners and persons covered by Republic Act No. 4908, all courts shall give preference to the hearing or disposition of cases involving violations of this Act.

ARTICLE XII
Common Penal Provisions

Section 31. Common Penal Provisions. –

(a) The penalty provided under this Act shall be imposed in its maximum period if the offender has been previously convicted under this Act;

(b) When the offender is a corporation, partnership or association, the officer or employee thereof who is responsible for the violation of this Act shall suffer the penalty imposed in its maximum period;

(c) The penalty provided herein shall be imposed in its maximum period when the perpetrator is an ascendant, parent, guardian, step-parent, or collateral relative within the second degree of consanguinity or affinity, or a manager or owner of an establishment which has no license to operate or its license has expired or has been revoked;

(d) When the offender is a foreigner, he shall be deported immediately after service of sentence and forever barred from entry to the country;

(e) The penalty provided for in this Act shall be imposed in its maximum period if the offender is a public officer or employee: Provided, however, That if the penalty imposed is reclusion perpetua or reclusion temporal, then the penalty of perpetual or temporary absolute disqualification shall also be imposed: Provided, finally, That if the penalty imposed is prision correccional or arresto mayor, the penalty of suspension shall also be imposed; and
(f) A fine to be determined by the court shall be imposed and administered as a cash fund by the Department of Social Welfare and Development and disbursed for the rehabilitation of each child victim, or any immediate member of his family if the latter is the perpetrator of the offense.

ARTICLE XIII Final Provisions

Section 32. Rules and Regulations. – Unless otherwise provided in this Act, the Department of Justice, in coordination with the Department of Social Welfare and Development, shall promulgate rules and regulations of the effective implementation of this Act. Such rules and regulations shall take effect upon their publication in two (2) national newspapers of general circulation.

Section 33. Appropriations. – The amount necessary to carry out the provisions of this Act is hereby authorized to be appropriated in the General Appropriations Act of the year following its enactment into law and thereafter.

Section 34. Separability Clause. – If any provision of this Act is declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue in full force and effect.

Section 35. Repealing Clause. – All laws, decrees, or rules inconsistent with the provisions of this Acts are hereby repealed or modified accordingly.

Section 36. Effectivity Clause. – This Act shall take effect upon completion of its publication in at least two (2) national newspapers of general circulation.
GENERAL POLICY

The University shall take reasonable precautions and measures to ensure the general security of property within the University. It shall engage the services of a security agency to enhance security protocols, reduce incidence of loss and provide immediate response in case of loss or damage of personal property.

In the absence of security lapses and other forms of negligence, the University exercising due diligence in securing the University campus shall not be held liable for any theft, loss or damage of personal property.

Should employees and students choose to bring personal belongings to school or work, whether for education or work purposes, the students and employees and not the University, are directly responsible for ensuring the safety and security of their belongings.

IMPLEMENTING PROTOCOL IN CASE OF LOSS

1. When the loss/theft takes place inside the classroom, laboratory, AVR, Radio room, speech lab or in any other rooms used for instruction, the incident shall immediately be reported to the teacher present;

2. Teachers shall supervise the conduct of the personal search with the assistance of the class president/beadle/officers after obtaining the consent of the students to be searched. The teacher shall without any delay undertake all reasonable measures to find the lost item within the confines of the classroom.

3. After the search and the lost/stolen item remained unrecovered, the teacher present shall report the incident to the roving guard in charge and file an incident report with the Office of Student Affairs (OSA) with the following information:
   a. Name of the owner of the lost/stolen item
   b. Description of the lost/stolen item
   c. Time and place where the item was lost/stolen
      Other relevant circumstances and information that could be used for search and investigation
4. If the loss/theft takes place outside of the classrooms but inside the University Campus, the incident shall immediately be reported to the OSA (please take note of no. 3, par. a,b,c,d). The OSA staff must immediately call the chief security for appropriate action and assistance;

5. Whenever possible and appropriate, security personnel in charge of the entrance and exit gates of the campus shall conduct individual search of all those leaving the campus;

6. For any loss/theft suffered by an employee of the University, the incident shall be reported to the NTS and Faculty Union Offices as the case may be. (please take note of no. 3, par. a,b,c,d) The respective offices shall immediately call the chief security for appropriate action and assistance;

7. Investigation shall immediately be conducted by the OSA, NTS, Faculty Club or Physical Plant, as the case may be. The findings shall be immediately forwarded to the Human Resource Management and Development Office (HRMDO). If the person liable for such theft/loss is identified by the investigation, the said person shall be held accountable in accordance with the existing University policies and other applicable laws (for students, refer to the student manual; for employees, refer to the code of conduct, employment contract, CBA, and administrative manual).

8. In cases when culpability is attributable to agency personnel who are not employees of the University such as those employed by the security agency and manpower agency, the investigation findings shall be immediately forwarded to their respective agency for appropriate action. Payment for damages and other forms of liability shall be the sole responsibility of the agency concerned and not of the University in accordance with the service contract between the University and the agency concerned;

9. The agency shall be responsible for any loss or damage that may be incurred upon the properties, equipment, and installation of the university, its employees and students, provided such loss or damage is established to be due to the negligence of the agency personnel in the lawful exercise of their duties.

10. The agency assumes the responsibility for the proper performance of duties by the agency personnel employed by it and it shall be solely responsible for any act of said agency personnel during their watch hours, the university being specifically released from any and all liability to third parties arising from acts or omissions of the agency personnel of the agency;

11. Where appropriate, the University through the appropriate offices will report to authorities and prosecute all thefts or loss of personal property;
# UNIVERSITY DIRECTORY

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## APPENDIX F
APPENDIX G

IN CASE OF EMERGENCY

Police and Fire Station

1. PPI Sta. Ana: Tel. No. 300-1244
2. PP2 San Pedro: Tel. No. 226-4835
3. Task Force Davao: Tel. No. 298-0911
4. 24-hour Roxas Police Station (in front of The Marco Polo Davao):
   Tel. No. 300-4444
5. Police Emergency line: Tel. No. 166/911/224-1313

Hospitals and Clinics

1. UM Medical and Multitest Diagnostic Center Inc. (Ponciano Reyes Street)
   • Tel. Nos. 221-0820
2. Fabie Maternity Clinic (Legaspi Street)
   • Tel. Nos. 227-3686
3. Ricardo Limso Medical Center (Ilustre Street)
   • Tel. Nos. 226-3686; 226-3688
4. San Pedro Hospital (R. Guzman Street)
   • Tel. Nos. 221-4950; 221-4962
5. Alexian Brothers Health and Wellness Center (McArthur Highway, Matina, Davao City)
   • Tel. Nos. 297-2499; 297-2500
6. Brokenshire Integrated Health Ministries, Inc. (Madapo Hills)
   • Tel. Nos. 224-1214
7. Community Health and Development Cooperative Hospital (Magallanes Interior/Anda Riverside)
   • Tel. Nos. 221-0808; 224-3214
8. Davao Doctors’ Hospital (Quirino Avenue)
   • Tel. Nos. 221-2101; 222-0629 (E.R.)
9. Davao Medical Center (J.P. Laurel Avenue)
   • Tel. Nos. (082) 227-6574; 227-2731; (0917) 702-2239
APPENDIX H

DORMITORY

1. Bed & Books Dormitory
   Contact Person: Ms. Karyl Tan
   Address: Juan Luna St. near Brew Crew’s Coffee House
   Contact #: 227-5254
   Email Address: karyl.lee@gmail.com

2. C5 Dormitel
   Contact Person: Ms. Cecil Cololot
   Address: Roxas Avenue
   Contact #: 228-6186 / 09226932033
   Email Address: c5dormitel@yahoo.com

3. Chippens Dormitory
   Address: Padre Gomez St., Davao City
   Contact Person: Charlyn San Jose
   Contact #: 2229811 / 09274116289
   Email: charlynsj21@yahoo.com

4. Correla Dormitory (ladies only)
   Address: Roxas Avenue, Davao City
   Contact Person: Williamor Corpuz
   Email: correlabldg@yahoo.com

5. Divine Savior Dormitory
   Contact Person: Ms. Rosalie Salvame
   Address: 102 Juan Luna Street
   Contact #: 222-1252
   Email Address: divinesaviordormitory@yahoo.com

6. Gilgrand Dormitory (Popsies)
   Contact Person: Ms. Marie Lee Pagpaguitan
   Address: Juan Dela Cruz Street
   Contact #: 300-2590

7. Golden Lion Dormitel
   Address: Roxas Ext., Boulevard, Davao City
   Contact Person: Josephine Ramos
   Contact #: 09228370853
8. **Homitori**
   
   Contact Person: Ms. Lindsey Ocba  
   Address: F. Bangoy Street, Corner Sta. Ana Avenue  
   Contact #: 295-2971  
   Email Address: homitorydorm@gmail.com  

9. **Jade Dragons Suites**
   
   Contact Person: Mr. Bryan Carcedo  
   Address: A. Quezon Street, near Jacinto Street  
   Contact #: 224-1390 / 224-1391  
   Email Address: jadedragonssuites@yahoo.co  

10. **Mei Lei Dormitory**
    
    Contact Person: Ms. Teresa Tan  
    Address: Suazo Street, Corner Sta. Ana Avenue  
    Contact #: 300-5481  
    Email Address: meileitheresa@yahoo.com  

11. **My Pad**
    
    Contact Person: Ms. Relinda Biudang  
    Address: Mabini Street  
    Contact #: 09335011578 / 09081538018  

12. **Nikkie’s Dormitory**
    
    Address: Aurora Street, Davao City  
    Contact Person: Carmen Uy / Dominique Bianca Uy  
    Contact #: 2952889  
    Email: carmen_uy2010@yahoo.com  

13. **Palm Tree Residence Inn**
    
    Address: De Guzman St., Davao City (fronting san pedro college)  
    Contact Person: Paul Tee  
    Contact #: 2225225/3050505/09175684720  
    Email: palmresidenceinn@ymail.com  

14. **Piazza Luna Dormitel**
    
    Contact Person: Mr. Tolentino  
    Address: 70-A Juan Luna Street  
    Contact #: 09228787983  

15. **Queenie’s Dormitory (ladies only)**
    
    Address: Sacamos Bldg., 68 Jacinto St., 24-C Poblacion, Davao City  
    Contact Person: Leonardo Sacamos / Edith Cañada  
    Contact #: 3910991
16. Residencia de Fatima Dormitory  
   Contact Person: Ms. Rose Estoque  
   Address: Juan Luna Street  
   Contact #: 225-8094 / 226-8190  
   Email Address: bml_bacor@yahoo.com  

17. Residencia Del Marina  
   Contact Person: Mr. Rodolfo Chiu  
   Address: Jacinto Street  
   Contact #: 305-3393  

18. Residencia Vhila  
   Contact Person: Ms. Maureen Anzures  
   Address: 83 Claro M. Recto Street  
   Contact #: 295-3033  

19. St. Therese of Lisieux  
   Address: Claro M. Recto Street  
   Contact #: 229-9589  

20. St. Therese Dormitel (ladies only)  
   Address: 60-4 Ponce St., Interior., Davao City  
   Contact Person: Roberto Reyes  
   Contact #: 2215935  
   Email: tessdynamic@yahoo.com  

21. U8 Dormitel  
   Contact Person: Ms. Elizabeth L. Unlay  
   Address: Juan Dela Cruz Street  
   Contact #: 227-3674  

22. Wency’s Dormitory (ladies only)  
   Address: De Jesus St., Davao City (fronting UIC Bonifacio Entrance Gate)  
   Contact Person: Mercy Bandala / Cayetano Wenceslao  
   Contact #: 2821447 / 09328621949  
   Email: tani0696@gmail.com  

23. Projero Dormitory  
   Address: Projero Bldg., Simeon De Jesus St., Davao City  
   Contact Person: Jerome Protacio  
   Contact #: 09228495660  
   Email: taguranolots@gmail.com
SAMAHAN CONSTITUTION

The 1982 Constitution of the SAMAHAN ng Mag-aaral ng Pamantasan ng Ateneo

We, the bona fide students of the Ateneo de Davao University, College of Arts and Sciences, aware of our inherent rights to establish an autonomous student government that shall promote, protect and preserve the solidarity, welfare, and aspirations of the students and the other sectors of society, do ordain and promulgate this Constitution.

Article I – Name

This student government shall be officially known as the Samahan ng Mag-aaral ng Ateneo or SAMAHAN.

Article II – Declaration of Principles and Objectives

Section 1. Adhering to the principles of unity and solidarity, the decisions and acts of the student government should always be reflective of the students themselves, and as such, powers emanate immediately from and belong ultimately to the Ateneo Studentry.

Section 2. The SAMAHAN believes in the following:

a. That access to education should be afforded to everyone.

b. That education should develop man’s physical, mental, social, cultural and spiritual potential to the fullest in order to realize a human and humane existence for all.

c. That education should enhance critical thought and the ability to make informed judgment, free of dogmas and myths.

Section 3. The SAMAHAN shall at all times strive to:

a. Defend and promote the rights and general welfare of the University studentry and the Filipino people.

b. Provide an active forum for free discussion in matters of public interests – political, cultural, religious and social.

c. Develop a university spirit among the students in relation with the administration and the faculty.
d. Uphold the ideals of the University geared towards ensuring a well-rounded intellectual, social, moral, cultural and physical development for every student.

e. Develop social awareness and instill national consciousness among the students.

f. Unite with various sectors of society in the pursuit of common interests, particularly in the establishment of a just and humane society.

g. Develop a responsive studentry who will put educational opportunity to optional use and look after the unity and welfare of the whole studentry and the people.

h. Develop a sense of service and responsibility among the students for the welfare of the society.

i. Seek and engender educational reforms along nationalist, Christian humanistic and scientific methods, for the full development of the human potential to respond to social realities and to promote academic freedom.

j. Be an effective voice which can truly realize the plans and aspirations of the students.

**Article III – Structure**

The organizational structure of the SAMAHAN shall be composed of the following constitutional bodies:

1. SAMAHAN Central Board (SCB)
2. General Assembly (GA)
3. Campus Clubs and Organizations (CCO)

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**SAMAHAN Structure**

<table>
<thead>
<tr>
<th>External Vice President (CCO Chairman)</th>
<th>Internal Vice President (GA Chairman)</th>
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<tr>
<td>Secretary- General</td>
<td>Division Reps.</td>
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<tr>
<td>Treasurer</td>
<td>GA EVC</td>
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<td>CCO EVP</td>
<td>GA IVC</td>
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<td>CCO IVP</td>
<td>Club Presidents</td>
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<tr>
<td>Club Members</td>
<td>Club Members</td>
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Article IV – Membership

Section 1. The SAMAHAN shall be composed of all bona fide students of the Ateneo de Davao University, College of Arts and Sciences. Bona fide students shall refer to all undergraduates including cross enrollees and special students.

Section 2. Membership shall be paid upon enrollment every semester. The reasonable amount of which should be fixed by the incumbent SAMAHAN Central Board.

Section 3. Membership shall terminate automatically upon separation from the roll of the College of Arts and Sciences, Ateneo de Davao University and/or expulsion in accordance with the provisions of the school’s policies and regulations.

Article V – Bill of Rights and Responsibilities

Section 1. Every student has the right to:

a. Fully express individually and collectively their views on issues of institutional policy and on matters of general interests to the student body.

b. Public redress of grievances.

c. Establish and issue regular student-and-people-directed publications subject to the principles of responsible journalism. The editors and managers should be free to develop their own editorial policies and news coverage pertaining to the school affairs and other relevant social issues.

d. Conduct scholarly research freely and to publish, discuss and exchange findings and recommendations for the purpose of academic advancement.

e. Invite and hear persons of their own choosing in convocations and assemblies organized in connection with students and community affairs.

f. Be clearly informed of the functions, purposes and composition of existing university bodies and other university bodies to be created in the future that may directly or indirectly affect him as a student.

g. Be clearly informed of the university regulations and policies which directly or indirectly affect him and to be informed through proper channels, of any change, which will be effective only after public notification. No punishment shall be *ex post facto*.
h. Be advised in writing of any charge that may lead to any disciplinary sanction against him and to have sufficient time to seek and maintain counsel as well as to prepare his case, the right to trial by an impartial body where there is equal student voting representation and the right to due process.

i. Be protected from prejudiced or capricious academic evaluation.

j. Know the resolution, decision and activities of the governing bodies of the SAMAHAN.

k. Initiative veto to any undesirable acts of the governing bodies established by this Constitution through procedures as stipulated in the Article VIII and Article IX.

l. Recall their representative from office for any gross violation of the Constitution and By-laws in accordance with Article XIV.

Section 2. No student shall be subjected to exploitation, involuntary servitude and cruel or unusual punishment.

Section 3. It is the responsibility of every student to:

a. Exercise his rights as a resident of the country as provided for in the Philippine Constitution without impairing his status as a student of the University.

b. Respect institutional and educational policies, rules and regulations provided these do not transgress the laws of the land, University statutes and student rights as mentioned in this Constitution.

c. Safeguard and promote the academic freedom among his fellow students.

d. Recognize and exercise his moral responsibilities to himself, to his fellow students and to the Filipino people.

e. Maintain academic standards set by his particular division.

f. Exercise his rights responsibly.

Article VI – The SAMAHAN Central Board

Section 1. The SCB shall be composed of 18 members who shall be the executive officers of the SAMAHAN. The membership shall consist of:

President
Internal Vice President
External Vice President
Section 2. The qualifications of the SCB members shall be the following:

a. Must have a WPA rating not lower than 2.0 in the case of upper classmen, for freshmen, a high school average not lower than 85% is necessary. Exceptions shall be decided upon by the COMELEC (but in no case shall the average be lower than 3.0)

b. Must possess leadership qualities and a sense of responsibility.

c. Must possess a sense of commitment to the job and the availability is necessary to carry out such job.

d. Must have no major disciplinary record as defined by the College handbook unless exceptions are provided for by the COMELEC.

e. Must not head any club/class except the representatives of the CCO.

f. Residence for Presidency should at least be 2 years and 1 year for Vice Presidency and the rest, except the Freshmen representatives.

Section 3. Powers and responsibilities of the SCB:

a. To be the governing and representative authority of the SAMAHAN provided however that major issues affecting the general studentry be referred to and approved by the General Assembly.

b. To work for a fair and effective representation in all University bodies whose activities and decisions concern the welfare of the students.

c. To work for changes and modifications in existing University policies and structures for the good of the students and to seek redress when
student’s rights, as provided for in this Constitution, are violated.

d. To be an advisory body to the administration in the appointment and/or removal of the director of the student personnel services.

e. To formulate policies and take action in any issues that may directly and indirectly affect the welfare of the students on or off campus.

f. To create additional committees if deemed necessary to discharge specific functions of the SAMAHAN Central Board.

g. To conduct the elections of the class officers for the first and second semesters of the school-year. The second semester committee on elections shall include all General Assembly Officers. This committee shall create its policies for an effective election.

h. To formulate the by-laws of the SAMAHAN that will be appended to this Constitution.

i. To formulate through the by-laws, procedures for the internal governance of the SAMAHAN Central Board.

j. To formulate and execute general and specific policies of the SAMAHAN.

k. To call assemblies of the student group or any part thereof.

l. To approve the budget and disburse the funds of the SAMAHAN provided however, that the said budget be presented to the General Assembly.

m. Right after assuming office, it has to examine the annual treasurer’s report, of the preceding year and submit it for external audit, the results of which shall be made public.

n. To convene the first session of the CCO and GA.

o. If deemed necessary, it has the prerogative to summon any students or any witness to appear before an ad hoc committee formed by the SAMAHAN Central Board on matters affecting the SAMAHAN.

p. To propose amendments to this Constitution as provided for in Article XVI.

q. To choose student representatives to the policy making bodies of the College of Arts and Sciences such as the academic council, non-academic council, disciplinary board and any other newly created body which concerns the students.

r. To coordinate and assist in activities, co-curricular, on or off campus, which concerns the whole student activities which the SAMAHAN deems in consonance with its objectives.

s. To make necessary surveys related to areas of student concern.
t. To serve as an advisory body to the administration on matters relating to the total formation of the students.

u. To adopt its own rules of governance.

**Article VII – Powers and Duties of the SAMAHAN Officers**

Section 1. The President who is elected at large shall be the head executive officer of the SAMAHAN. It shall be his or her duty to:

a. Enforce the provision of the Constitution and legislation passed by the Central Board.

b. Act as the official spokesman of the SAMAHAN.

c. Represent the Central Board or appoint any officer the SAMAHAN to act as proxy in any function, meeting or assembly.

d. Preside the overall meeting of the Central Board.

e. Submit a monthly report of the condition of SAMAHAN to the Central Board.

f. Prepare the agenda of the meeting of the Central Board.

g. Perform such other functions as the Central Board may delegate to him or her.

h. Sign all documents and such other records in behalf of the SAMAHAN.

i. Create additional offices as may be deemed necessary to discharge specific functions of his or her office and to appoint members thereof.

j. Preside over the election of CCO and GA.

Section 2. The Internal Vice President who is elected from among the members of the GA shall:

a. Supervise and coordinate the internal affairs of the SAMAHAN under the direction of the President.

b. Be the presiding officer of the GA.

c. In the absence or direction of the President assumes the responsibilities of the President in matters concerning internal affairs.

d. Head the committee on elections which shall conduct the second semestral elections for class officers.
Section 3. The External Vice President who is elected from among the members of the CCO shall:

a. Supervise and coordinate the external affairs of the SAMAHAN under the direction of the President.

b. Be the presiding officer of the CCO.

c. In the absence or direction of the President assumes the responsibilities of the President in the matters concerning external affairs.

d. Perform such other functions as the President or the SAMAHAN Central Board may so direct.

Section 4. The Secretary-General who is elected at large shall:

a. Be the principal administrative officer of the SAMAHAN.

b. Be the official custodian of all papers and records of SAMAHAN.

c. Attend to the serving of the notices of meetings of the SCB.

d. Prepare the written agenda of the meetings of the SCB.

e. Take charge of the correspondence of SAMAHAN.

f. Take charge of disseminating information about the activities or affairs of the SAMAHAN.

g. Appoint such members of secretarial aides if necessary to discharge the function of his or her office.

h. Advise the President of the Central Board in matters of general administration.

i. Perform such other functions as the President of the CB may so direct.

Section 5. The Treasurer who is elected at large shall:

a. Be the official budget officer – the function of whom will include the preparation of the semestral budget.

b. Be in custody of the SAMAHAN funds which she shall deposit on bank with the SAMAHAN President as co-signatory.

c. Keep detailed records of all expenditures of the SAMAHAN.

d. Prepare the annual financial report of the SAMAHAN for examination of the SAMAHAN Central Board according to the provisions in Article VI Section 3, par 1 on this Constitution and also for external audit.

e. Perform such other function as the President or the Central Board may so direct.
Section 6. The Division Representatives or elected by their respective division constituents shall:

a. Represent their respective division in the SCB.
b. Be responsible for maintaining liaison between respective divisions to the SCB.
c. Conduct the election of the class elections for the first and second semester of the year.
d. Performs such other functions the President or the SCB may so direct.

Section 7. The Campus Club Organization and General Assembly representatives who are elected from among their members shall:

a. Represent the CCO or GA to the SCB.
b. Perform such other functions the President, the SCB or CCO or GA may so direct.

Article VIII – The General Assembly

Section 1. Organization and Composition:

a. The General Assembly shall be composed of all Class Presidents.
b. The General Assembly shall be given one week for the orientation and acquaintance and one week for the election of officers. Orientation and Acquaintance day shall be the first Sunday of the succeeding week.
c. The members of the General Assembly shall have a term of one semester while the General Assembly Officers shall have a term of one school year.
d. The members are entitled to one vote each with the exception of the Chairman who shall vote only in case of a tie.
e. Any member of the Assembly should appoint a proxy. In appointing his proxy, the member of the Assembly should immediately inform the Secretary of the Assembly of such appointment.

Section 2. Powers and Responsibilities.

The General Assembly shall have the following powers and responsibilities:

a. It has the right to decide on matters pertaining to its own internal affairs.
b. The General Assembly officers shall be elected by the members of the Assembly.
c. The Chairman shall automatically be the Internal Vice President of the SAMAHAN while the Internal Vice President and External Vice President shall be the representative to the SAMAHAN Central Board.

d. It shall have the right to summon any officer of the SAMAHAN Central Board for inquiry.

e. It shall have the power to impeach any member of the SAMAHAN Central Board as provided for Article XIV.

f. It may propose amendments to the Constitution and By-laws in accordance with Article XVII.

g. It has the right to an appropriation of a fixed semestral budget of the sum which will be used in its activities.

h. It has the responsibility to abide by the Constitution.

Section 3. Any member of the Assembly may sit in any meeting of the SAMAHAN Central Board except in cases when the SAMAHAN deems otherwise.

Section 4. The General Assembly shall outline the rules for its internal governance.

Article IX – The Campus Clubs and Organizations

Section 1. The Campus Clubs and Organizations is an arm of the SAMAHAN which will coordinate with its different clubs and organizations of the campus in unifying and promoting their concerted efforts.

Section 2. The Campus Clubs and Organizations shall be composed of all recognized clubs and organizations. Their elected Chairman shall automatically be the External Vice President of the SAMAHAN, while the Internal Vice President and External Vice President shall be their representatives to the SAMAHAN Central Board. All members of the CCO are entitled to only one vote each with the execution of the Presiding Officer who shall only vote in case of a tie.

Section 3. Powers and Responsibilities.

a. The powers delegated to the Campus Clubs and Organizations by this Constitution belong ultimately to the members of all recognized clubs and organizations. The Campus Clubs and Organizations shall be the authority with regard to all activities and shall decide all matters affecting them. It shall recognize, coordinate and supervise the activities of all recognized clubs and organizations.

b. It shall initiate and implement programs and projects in conformity with the needs and objectives of the organizations.
c. It has the right to decide on matters pertaining to its own internal affairs.

d. It has the right to an appropriation of a fixed semestral budget of the SAMAHAN Central Board which will be used in the activities of the Campus Clubs and Organizations upon the approval by the former.

e. It has the responsibility to abide by this Constitution.

Section 4. Any member of the CCO may sit in any meeting so the SCB except in cases when the SCB deems otherwise.

Section 5. The CCO shall outline the rules for its internal governance.

**Article X – Moderator**

Section 1. The SAMAHAN shall have a moderator from among the fulltime faculty members who shall automatically be an honorary member of the SAMAHAN Central Board.

Section 2. He/she shall have the following functions:

   a. To act as a liaison between the SAMAHAN, the Faculty and the Administration
   b. To serve as an adviser of the SAMAHAN Central Board.
   c. To attend all meetings of the SAMAHAN Central Board.
   d. To maintain close relations with the duly elected officials of the SAMAHAN.
   e. To work in accordance with the objectives and principles of this Constitution.
   f. He/she shall in all cases of impeachment act as the Presiding Officer.

Section 3. He/she shall have no voting power in the meetings and deliberations of the SCB.

Section 4. The Moderator shall receive a reasonable honorarium the amount of which shall be provided by the SAMAHAN
Article XI – Elections

Section 1. Members of the SCB shall be elected through a party system in a regular election by all students of the College of Arts and Sciences 30 days before the end of the current school year. Their term shall start the summer after election. The following however are excluded from the above provision:

a. Internal Vice President
b. External Vice President
c. CCO Representatives
d. GA Representatives
e. Freshmen Representatives

Section 2. Elections of prescribed class officers for the 1st semester shall be conducted by the Committee on Elections 2 weeks after the opening of the school year. The Class officers to be elected are the following:

a. President
b. Vice President
c. Secretary
d. Treasurer

Section 3. Election of prescribed class officers for the 2nd semester shall be conducted by the Committee on Elections 2 weeks after opening of the 2nd semester.

Section 4. An Ad Hoc Committee of 7 members including the incumbent Moderator should be formed simultaneously within the formation of the COMELEC to take charge of electoral complaints. The decision of this committee should be final and irrevocable.

Section 5. Complainants, Party Organizers, Campaign Managers and those running for positions are automatically disqualified to be members of this Ad Hoc Committee and of the COMELEC.

Section 6. When formal complaint has been filed, the SCB cannot convene until such time the case has been resolved. A new election will be held in any of the following cases:

a. If the case involved 2/3 of the incoming SCB members.
b. If the case involves 2/3 of the COMELEC members.
c. If the case involved 1/3 of the SCB and 1/3 of the COMELEC.
It is mandatory that the Ad Hoc Committee resolve the case within 15 days.

Section 7. The CCO Officers shall be elected after the recognition of the club for the year.

Section 8. The student representatives to the policy-making body of the University shall be elected by the SCB members in any manner that may be deemed necessary.

**Article XII – COMELEC**

Section 1. The COMELEC shall be finally formed by the incumbent officers of the SCB 60 days before the end of the 2nd semester.

Section 2. The COMELEC shall be composed of 10 to 15 members.

Section 3. The COMELEC members cannot hold any position in the SCB or in their respective classes.

Section 4. The qualifications of the COMELEC members shall be the same as those of the SCB member as stipulated in Article VI Sec. 2 of this Constitution although exceptions may be set by the SCB.

Section 5. The COMELEC shall be in office until such time the SCB shall be convened.

Section 6. The COMELEC shall set the specific rules of the elections.

Section 7. The COMELEC shall supervise the canvassing of the votes.

Section 8. The COMELEC shall present the results of the election to the outgoing SCB, GA and CCO as well as to the Administration for their information before the official proclamation of winners.

**Article XIII – Vacancies**

Section 1. Any permanent vacancy in the office of the President shall be filled by the Internal Vice President.

Section 2. In case of vacancies in any of the Vice Presidencies, the vacancies shall be filled in through a special election within their respective bodies. The same shall apply if in case vacancies shall simultaneously occur in the Presidency and in the 2 Vice Presidents. Until such vacancies are filled, the Secretary-General shall act as temporary President of the SAMAHAN.
Section 3. A vacancy in any other posts which is elected at large shall be filled in through succession by the person who obtained the next highest number of votes during the party system election.

Section 4. Any vacancy in the CCO and the GA shall be filled in through a special election by their respective bodies.

**Article XIV – Impeachment**

A. Members of the SCB, GA and CCO.

Section 1. Any member of the SCB, GA and the CCO may be impeached on the following grounds.

a. Any willful and gross violation of the Constitution and By-laws.

b. Gross neglect of duty which includes:
   2. Abuse of power.
   3. Any such other offenses that the SCB, GA or CCO deem as gross negligence.

c. Any disorderly behavior during any session.

d. Malversation of funds.

e. Unexcused absences from the regular meetings of the Constitutional bodies. Excused absences, however, may be accorded by the following format:
   1. A formal letter must be submitted 24 hours before the regular or prescribed meeting to the offices of the presiding officer.
   2. It must be duly approved by the Presiding Officer of the body. In case of emergency, the Presiding Officer of the body. In case of emergency, the Presiding Officer shall upon discretion consider the validity of such absence.

f. Any other form of misconduct which undermines the integrity of the SAMAHAN.

B. Ex-Officio

Section 2. The Ex-Office Chairman of the GA and the CCO cannot be impeached as a member of either bodies. Any ground for impeachment shall be dealt with accordingly by the SCB.
Section 3. Procedures for impeachment:

Any SCB, GA and CCO member shall be given at least 7 days of notice of the impeachment hearing from the time he receives the formal written charge. He shall be afforded an opportunity to be heard in the impeachment proceedings:

a. A 2/3 vote of the voting members of the SCB shall be sufficient to impeach any of its members, provided, however that the member of the SCB under impeachment may appeal to the GA within 6 days from the date of impeachment order. A 3/5 vote of the total membership of the GA shall be sufficient to affirm the decision of the SCB.

b. A 2/3 vote of the members present in the GA who constitute a quorum shall be sufficient to impeach any of its members.

c. A 2/3 vote of the total membership of the CCO shall be sufficient to impeach any of its members.

d. The respondents shall have no right to vote in any of the impeachment proceedings.
APPENDIX J

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order
No. 17
Series of 2012

SUBJECT: POLICIES AND GUIDELINES ON EDUCATIONAL TOURS AND FIELD TRIPS OF COLLEGE AND GRADUATE STUDENTS

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that "The State shall exercise reasonable supervision over all higher education institutions", and pursuant to Commission on Higher Education (CHED) Resolution No. 122-2012 dated June 11, 2012, the following the policies and guidelines and procedures are hereby adopted:

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education's contribution to boost tourism and generate more employment is recognized towards the attainment of the goals of human development.

Section 2. It is also the policy of the state to continuously promote the law to restrain certain acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

ARTICLE II
COVERAGE

Section 3. These policies and guidelines shall cover the educational tours and/or field trips in the Philippines duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students and the faculty duly authorized by the concerned HEI to handle educational tours and/or field trips. Other trips to be conducted after the student has graduated are not covered by these policies and guidelines.

Section 4. For purposes of this CMO, the terms below are defined as follows:

Educational Tour - an extended educational activity involving the travel of students and supervising faculty outside the school campus which is relatively of longer duration usually lasting for more than one day and relatively more places of destination than a field trip;
Field Trip- an educational activity involving the travel of students and supervising faculty outside the school campus but is of relatively shorter duration usually lasting for only one day and with fewer places of destination.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aims to rationalize the Conduct of Educational Tours and/or Field Trips among Higher Education Institutions (HEIs) in order to:

5.1. provide access to efficient and interactive learning of students through meaningful educational tours and/or field trips as required in their program requirement embodied in the approved curriculum; and

5.2. ensure that all Higher Education Institutions provide quality educational tours and/or field trips relevant to the acquisition of the necessary knowledge, skills, and values for student welfare and development.

ARTICLE IV
ACADEME-INDUSTRY LINKAGE

Section 6. Educational Tours and Field trips in general are part of the curriculum enhancement, hence, broadens the students' learning opportunities and a feel of the real world, and therefore serves as a powerful motivator to strengthen the academe-industry linkage. HEIs should come up with their creative academe-industry linkage plans appropriate to degree program requirement.

ARTICLE V
STUDENTS

Section 7. Higher education students are considered as young adults, thus they shall assess their capability to undertake such educational tours and/or field trips. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given educational tours and/or field trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 8. For students who can not join the educational tours and/or field trips, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives. Learners with special needs such as Persons with Disabilities (PWDs) shall be given due consideration.

Section 9. For students undergoing internship, practicum or on-the-job training program, the same shall be governed by CHED Memorandum Order No. 23 s. 2009 “Guidelines for Student Internship Program in the Philippines (SIPP) for all programs with practicum subject. Educational tours and field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
ARTICLE VI
DESTINATION

Section 10. As much as practicable, destination of educational tours and/or field trips should be near the concerned HEI in order to minimize cost. Be guided by CMO 11, s. 1997 for the places where they should visit among others, the registered museums, cultural sites and landmarks which should be in line with the objectives of the educational tours and/or field trips.

Section 11. When the educational tours and/or field trips require additional cost on the part of students, prior consultation with concerned students shall be undertaken as much as possible. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of Freshmen before the start of classes, including the details of the educational tours and/or field trips.

Section 12. Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with appropriate clearance from the concerned government and non-government offices shall be secured before the scheduled dates of the educational tours and/or field trips.

ARTICLE VII
ROLES OF THE HIGHER EDUCATION INSTITUTIONS

Section 13. HEI shall implement the appropriate educational tours and/or field trips in accordance with the specific degree program requirement.

Section 14. Briefing and debriefing program shall be undertaken by the concerned HEI before and/or after the educational tours and field trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians if the student is a minor. Also, Risk Assessment Procedures for educational tours and/or field trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit the parent's and/or guardians consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal.

Section 15. As part of the Curriculum/course, a Proto-type Observation Guide during educational tours and/or field trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system.

Section 16. HEIs shall inform the CHEDROs on the nature of the educational tours and/or field trips to include purpose, schedule, destinations, cost and submit a report on the matter to the CHED Regional Offices concerned at least one month before the opening of classes for every academic year. HEI's report should include among others the filled-in undertaking form that the field trip is not
conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of educational tours and/or field trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Services).

Section 17. In the event that tour guides will be utilized, only accredited Tour Operators and Tour Guides from the Department of Tourism shall be engaged by the HEIs. To ensure quality and professional conduct of tours, only travel and tour operators and tour guides accredited by the Department of Tourism should be engaged by the HEIs (a list of DOT-accredited tourism enterprises can be obtained from the DOT Main & Regional Offices).

Section 18. Security of the students should be the foremost responsibility of the higher education institutions concerned. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of educational tours and/or field trips.

Section 19. HEI guidelines for educational tours and/or field trips or on-the-job training shall be written in their students' handbook, and copies of the same shall be given to students and displayed in conspicuous places for their students' guidance and reference.

Section 20. It shall be unlawful for an HEI employee to personally profit from an educational tours and/or field trips. HEI employee who violates this section may be terminated for Grave Misconduct.

Section 21. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

ARTICLE VIII
FUNDING

Section 22. Prior consultation including the manner, time and duration of the educational tours and/or field trips shall be done by the concerned HEIs with the concerned students and stakeholders. If the educational tours and/or field trip is included in the internship, this shall be fully explained to the concerned students. Enclosed is Annex A for the checklist of requirements.

ARTICLE IX
SANCTIONS

Section 23. In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the Regional Offices and CHED Legal Services, impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of Higher Education Institutions.
Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

1st Offense, a written warning;
2nd Offense, suspension from conducting educational tours and field trips for a period of time as determined by the Commission en Banc, and
3rd Offense,
- disapprove the application for other school fees increase and introduction of new fees of HEI;
- administrative and criminal charges against it and/or its responsible officers under existing laws;
- imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

ARTICLE X
REPEALING CLAUSE

Section 24. CHED Memorandum Order No. 11 s. 1997 "Enjoining all HEIs in the Country to Make insofar as practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and subjects for Studies and Researches is hereby amended. All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

ARTICLE XI
EFFECTIVITY

Section 25. These guidelines shall take effect 15 days after publication in newspaper of general circulation and should be observed by all HEIs starting AY 2012-2013 and shall remain in force and effect until revoked or amended.

Issued this 6th day of July 2012 in Quezon City.

PATRICIA B. LICUANAN, Ph.D.
Chairperson
Annex A

Checklist of Requirements
For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students

<table>
<thead>
<tr>
<th>A. Before the Educational Visit or Field Trip</th>
<th>Complied Yes</th>
<th>No</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Included in the curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Included in the curriculum with corresponding unit credits and time allotment whether whether lecture or laboratory hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- specify course title and unit credits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2. Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updated Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen</td>
<td></td>
<td></td>
<td>outline of Assessment Report to be filled in by the concerned faculty and students.</td>
</tr>
<tr>
<td>3. Faculty-in-charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty-in-charge</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Present designation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. with letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Advanced and properly coordinated with the Local Government and other concerned non-government offices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced and properly coordinated with the Local Government and other concerned non-government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5. Consultation conducted to concerned students, faculty and stakeholders.</td>
<td>Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendant's signature</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Destination chosen considering cost and benefit requirements</td>
<td>Destination chosen, considering cost and benefit requirements, safety, and relevance with the subject matter</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Fund and other resources properly secured</td>
<td>Fund and other resources properly secured and accounted for</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Briefing to concerned faculty and students</td>
<td>Briefing to concerned faculty and students and provide the needed info materials</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9. Written plans submitted to HEIs</td>
<td>Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10. Insurance for students, faculty, and other concerned stakeholders</td>
<td>Individual or group insurance for students, faculty, and other concerned stakeholders</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11. Format of Learning journals given to students</td>
<td>Standard Format of Learning journals given to students</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>12. Announcement to students, faculty and parents</td>
<td>Announcement to students, faculty and parents made one (1) to two (2) months before the scheduled date of educational tour/field trip</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13. Risk Assessment plans in place</td>
<td>Risk Assessment plans and preventive measures given to students and stakeholders</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>No.</td>
<td>Requirement</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Medical clearance of students</td>
<td>Medical clearance of students and medical aid kits are provided.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Medical clearance duly signed by the Parent or Physician or Waiver.</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>Schedule of fees (including its details)</td>
<td>Written schedule of fees disseminated to concerned stakeholders.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Parent/guardian consent duly-notarized be required before the educational</td>
<td>Duly notarized consent submitted before the activity.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>tour or field trip</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. During the Educational Visit or Field Trip

1. Security of the students
   - Concerned parents or guardians were properly informed of the HEI guidelines on the conduct of educational tours and/or field trips.

2. Proper Implementation of educational visit or field trip
   - Program of activities followed as planned or activities adjusted as the need arises.

3. Properly coordinated with concerned LGU and/or government or non-government office
   - Letter or MOA stating the coordination with concerned LGUs or NGOs.

C. After the Educational Visit or field trip

1. Conducted Debriefing program including among others reflection of the learning experiences duly documented in the learning journal
   - Documentation of Debriefing Program

2. Assessment report by faculty and submitted including details of amount expended
   - Assessment report by faculty and submitted including details of amount expended to be submitted to CHED. *Filled-in undertaking form*

3. Assessment report by students and students concerned
   - Assessment report by students submitted to concerned HEI
APPENDIX K

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

CHED Memorandum Order
No. 26
Series of 2015

SUBJECT: “POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATIONAL TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS”

In accordance with the pertinent provisions of Batas Pambansa Blg. 232, Republic Act (R.A.) 7722 otherwise known as the Higher Education Act of 1994, provision in the Constitution which states that “The State shall exercise reasonable supervision over all Higher Education Institutions”, and pursuant to Commission on Banc Resolution No. 775-2014 dated December 17-18, 2014 and Joint ManCom and Commission on Banc Meeting on July 20, 2015 the following policies, guidelines and procedures are hereby adopted.

ARTICLE I
STATEMENT OF POLICIES

Section 1. It is the policy of the state to create and sustain a complete, adequate and integrated system of education relevant to the needs of the people and society. In line with this, the higher education’s contribution to generate global awareness and career orientation is recognized towards the attainment of the goals of human development.

Section 2. The Philippines, in keeping with the growing internationalization of higher education and in pursuance of its bilateral and multilateral commitments is promoting the mobility of students both inbound and outbound. Mobility opportunities promotes overall student experience through international educational tours regardless of duration. Hence, there is a need to establish a mechanism to safeguard the students while undergoing International Educational Trips.

Section 3. It is also the policy of the state to uphold all the laws and other measures preventing acts of public officers and private persons alike which constitute graft or corrupt practices or which may lead thereto.

Section 4. The Commission on Higher Education (CHED) recognizes the academic freedom of the participating Higher Education Institutions (HEIs) hence, they will assume responsibility over the students who will undergo international educational trips.

ARTICLE II
DEFINITION OF TERMS

International Educational Trip - an extended educational activity in which the students will comply the required learning outcome in the approved curriculum involving the travel of students outside the Philippines.
Center of Excellence (COE) — refers to a designation granted by the Commission on Higher Education in recognition of a unit’s exemplary performance in its teaching, research and extension functions.

Center of Development (COD) — refers to a designation granted by the Commission on Higher Education in recognition of a unit’s evident above average performance in teaching, research and extension functions.

Level II Accreditation — Programs which have at least been granted initial accredited status by accrediting bodies.

Exchange Visitors Program (EVP) — an international exchange program administered by the United States of America to implement the Mutual Education and Cultural Exchange Act of 1961, as amended, Public Law 87-256.

Appeal — an earnest request for aid, support, sympathy, mercy, etc.; entreaty; petition; plea, or a request or reference to some person or authority for a decision.

Meritorious Cases — refer to conditions that prevent the students to join the international Education Trips such as: financial difficulty, medical conditions, legal impediments and similar conditions.

ARTICLE III
OBJECTIVES

Section 5. These set of policies and guidelines aim to rationalize the conduct of International Educational Trips among HEIs in order to:

5.1. provide access to efficient and interactive learning of students through meaningful International Educational Trips as indicated in their program requirement embodied in the approved curriculum;

5.2. ensure that all Higher Education Institutions provide quality International Educational Trips relevant to the acquisition of the necessary knowledge, skills, and values for student;

5.3. promote understanding of culture and working environment in different countries by the students;

5.4. help provide international experiences for the students especially who are directly involved in the mobility program, and unique and different learning environment for the students; and

5.5. protect and safeguard students undergoing International Educational Trips.

ARTICLE IV
COVERAGE

Section 6. These policies, guidelines and procedures shall cover the international Educational Trips duly required in the approved curriculum of authorized higher education programs of both public and private HEIs. These shall apply to all higher education students both graduate and undergraduate programs duly authorized by the concerned HEI to handle International Educational Trips. The HEIs must either have accreditation Level II of the program, Autonomous, Deregulated, COE, and COD or with ISA classification in order to be allowed to conduct International Educational Trips.
The said International Educational Trips are voluntary in nature on the part of the students. In such an event and upon meritorious cases, the affected student may opt to undergo local educational trips.

Section 7. Students under Exchange Visitors Program (EVP) are not covered by this CMO since this is governed by the Commission on Filipino Overseas. Other International Educational Trips sponsored by the Philippine Government are not covered by these guidelines.

ARTICLE V
STUDENTS

Section 8. Higher education students shall assess their capability to undertake such International Educational Trips since they are considered as young adults. HEIs shall require the concerned students to submit a medical clearance before allowing them to join the given International Educational Trips. The medical clearance must be issued by the concerned HEIs as part of their free services to the students.

Section 9. For students who cannot join the International Educational Trips, they must be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.

ARTICLE VI
DESTINATION

Section 10. In order to minimize cost, the nearest possible country or countries belonging to the Association of Southeast Asian Nations (ASEAN) should be considered provided that the objectives of the International Educational Trips can be attained.

Section 11. When the international educational trips require additional cost on the part of students, prior consultation with concerned students/parents/guardian/spouse shall be undertaken. Hence, all these information shall form part of the student handbook so that the same shall be explained during the General Orientation of freshmen and ongoing students before the start of classes, including the details of the International Educational Trips.

Section 12. Whenever necessary and for the safety and convenience of the tripping party, CHED Regional Office (CHEDRO) shall endorse the list of tripping students together with the basic information to the Bureau of Immigration (Bl) copy furnished Office of Student Development and Services (OSDS) and the Department of Foreign Affairs (DFA).

ARTICLE VII
RESPONSIBILITIES OF PARTIES

Section 13. STUDENTS

13.1. Undergo the required orientation for International Educational Trips conducted by the HEI;
13.2. Submit to the HEI the terminal report and other school requirements upon completion of the trips; and
13.3. Report to CHED through nearest Philippine Foreign Service Post any complaints or grievances as appropriate.
Section 14. **PARENTS**

14.1. Attend the pre-departure seminar or orientation together with the student; and

14.2. Sign the consent paper allowing their children/spouse to leave the Philippines to attend an International Educational Trip.

Section 15. **HIGHER EDUCATION INSTITUTIONS (HEIS)**

15.1. Implement the appropriate International Educational Trips in accordance with the specific degree program requirement as submitted to the CHEDROs at least one month prior to the opening of classes of the Academic Year of implementation. As part of the curriculum/course, a Proto-type Observation Guide during International Educational Trips must be required and to be accomplished, giving emphasis on the relevant competencies and lessons learned from the stated trips. An assessment of learning outcomes must also be accomplished following the institutional policy on grading system. The same shall be submitted to CHEDROs;

15.2. Assign a designated and qualified faculty member who will be responsible for all aspects of the International Educational Trips program including the implementation, monitoring and evaluation;

15.3. Secure and protect the students. HEI authorities shall inform parents or guardians on the HEI guidelines on the conduct of International Educational Trips;

15.4. Conduct orientation on cost requirements before enrolment;

15.5. Conduct briefing and debriefing program before and/or after the International Educational Trips. Briefing shall include among others, precautionary measures that will be undertaken by the concerned HEI with the concerned students and parents/guardians (if the student is a minor) and the standard accommodation and accessible facilities for student with disabilities, insurance, basic laws and rules of the country being visited, cultural ethic among others. Also, Risk Assessment Procedures for educational trips must also be discussed with concerned students including parents and/or guardians. As a general requirement, the HEIs following their institutional policy should require the students to submit their parent/s/guardian/spouse' consent. Debriefing program should include among others, reflection of the learning experiences duly documented in the learning journal;

15.6. Inform the CHEDROs on the nature of the International Educational Trips to include purpose, schedule, destinations, and cost and submit a report on the matter to the CHEDROs concerned at least one month before the opening of classes for every academic year including proper coordination with other government agencies. HEIs' report should include among others the filled-in undertaking form that the International Educational Trip is not conducted to unduly benefit or accommodate any of the establishments enumerated in the list owned by an HEI or employee or by an owner who is a relative within the third civil degree of consanguinity or affinity to an HEI owner or employee having any involvement in the conduct of International Educational Trips. In turn, all CHEDROs are hereby directed to consolidate these reports of the HEIs within their respective jurisdictions and submit the same to the Executive Office (Attention: The Director, Office of Student Development and Services);
15.7. Include HEI guidelines for International Educational Trips in their student's handbook, distribute copies of these guidelines to students and display in conspicuous places for guidance and reference;

15.8. Facilitate the processing of the documents on behalf of the students. They shall assume full responsibility over the students while having their International Educational Trips. No waiver shall be required by HEI to be submitted by parents/students regarding the non-liability of school on safety and security of concerned students;

15.9. Ensure that students avail the students services even while in another country such as but not limited to:
   - health services; and
   - guidance and counseling services

15.10. Submit to the CHED Regional Office, the following requirements for endorsement to BI and copy furnish the Office of Student Development and Services (OSDS) and Department of Foreign Affairs (DFA):
   - Notarized letter of intent of the students to participate in International Educational Trips;
   - Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
   - Written consent from parent/guardian or spouse;
   - Approved documents from the Host Country from the said International Educational Trips (if applicable); and
   - Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

It shall be unlawful for an HEI employee to personally profit from International Educational Trips. HEI employee who violates this section may be terminated for Grave Misconduct. If any of the service companies mentioned in the preceding sections is established as a laboratory or practicum training outfit, the provision of the immediately preceding sections shall not apply.

Section 16.

CHED REGIONAL OFFICES (CHEDROS)

16.1. Receive request from HEIs;
16.2. Conduct initial review/evaluate the documentary requirements by their respective HEI. Enclosed is Annex A for the checklist of requirements;
16.3. Submit to the Office of Student Development and Services the hard and e-file copy of the list of students who will undergo the International Educational Trips;
16.4. Join in the conduct of the monitoring and evaluation;
16.5. Exercise the authority to decide if the International Educational Trips will be pushed through or not; and
16.6. Endorse to the Bureau of Immigration (BI) the list of departing students with flight details of a round trip ticket, written consent from parents/guardian or spouse; and any other necessary documents duly notarized copy furnished OSDS and DFA.
Section 17. OFFICE OF STUDENT DEVELOPMENT AND SERVICES (OSDS)

17.1. Maintains database of the students who underwent the International Educational Trips as updated by the concerned CHEDROs; and
17.2. Monitors and evaluates the implementation of this CMO in coordination with the CHEDROs.

Section 18. INTERNATIONAL AFFAIRS STAFF (IAS)

Conducts appropriate action in coordination with the OSDS in the case of appeals made by the involved parties.

Section 19. CHED LEGAL AND LEGISLATIVE SERVICES (LLS)

Conducts investigation in coordination with concerned offices and submits report on alleged violation committed by any of the parties to the Commission en Banc for appropriate action.

ARTICLE VIII
IMPLEMENTING GUIDELINES AND PROCEDURES

Section 20. Requirements for Parties Involved:

20.1. Participating HEIs:

- Must have either accreditation Level II of the program, autonomous, deregulated, COE, COD or with ISA classification;
- Must ensure that educational trip is part of the requirements in the duly noted/approved curriculum;
- Must have a designated qualified faculty member or any authorized coordinator to manage the trips; and
- Must assume all other requirements and responsibilities of the international educational trips.

20.2. Participating Students must:

- Hold a valid passport. In case of foreign students check with the Bureau of Immigration (BI) the other requirements needed;
- Be currently enrolled in a Philippine higher education institution;
- Be at least 18 years old at the time of the International Educational Trips. If the participating Filipino student is minor, secure certification from the Department of Social Welfare and Development (DSWD);
- Be in good academic standing as certified by the HEI;
- Have medical certificate issued by the physician of the concerned HEI;
- Be able to communicate in English or in the language spoken in the host country;
- Have written consent from parent/guardian/spouse; and
- Have endorsement letter from the HEI President.
Section 21. Procedures  (see Annex B)

Participating HEIs:

- Must comply with the requirements and submits the notarized letter of intent at least thirty (30) working days before the departure;
- Wait for the CHED approval;
- If approved, concerned HEI receives a notification that they are included in the list of participating HEIs; and
- If disapproved, the HEI applicant will be immediately notified in writing by the CHED Regional Office.

ARTICLE IX
FEES

Section 22. Fees and scheme of payment shall be determined during the consultation of all parties before the beginning of the semester where the International Educational Trips will be pursued.

ARTICLE X
VIOLATIONS

Section 23. HIGHER EDUCATION INSTITUTIONS

Any HEI that shall be found to have committed the following violations of these guidelines shall be meted with the appropriate sanctions stated in Section 24.

23.1. Allowing students to undergo International Educational Trips even they are not accredited Level II of the program/Autonomous/Deregulated/COE and COD or with ISA classification;
23.2. International Educational Trips conducted were not part of the curriculum/course;
23.3. No designated and qualified faculty;
23.4. Failing to monitor welfare of student;
23.5. No orientation conducted before enrollment regarding the cost requirements;
23.6. Not giving pre-departure orientation for students and parents/legal guardian;
23.7. Not informing CHEDROs on the nature of the International Educational Trips one month before the opening of the classes;
23.8. International Educational Trips were not included in the student’s handbook;
23.9. Imposing waiver from parents/students regarding the non-liability of school on safety and security of concerned students;
23.10. Allowing students to undertake International Educational Trips without securing a valid endorsement from CHED to BI;
23.11. Failure to submit the required reports/documents such as:
- Notarized letter of intent of the students to participated in International Education Trips;
- Roundtrip ticket with flight detail upon favorable evaluation by CHEDRO;
- Written consent from parent/guardian or spouse;
- Approved documents from the Host Country from the said International Educational Trips (if applicable); and
* Any other necessary documents duly authenticated by the Philippine Foreign Service Post as may be required by CHED.

**ARTICLE XI**
**SANCTIONS**

**Section 24.** In order to ensure compliance with the guidelines and regulations stated in this CMO, the Commission en Banc may, upon the recommendation of the CHEDROs and CHED Legal and Legislative Services (LLS), impose the following sanctions depending on the nature and seriousness of the violation or non-compliance of HEIs.

Any HEI found guilty of violating any of the provisions contained in these guidelines may be subjected to the following sanctions:

- 1st Offense, a written warning issued by CHEDRO;
- 2nd Offense, suspension from conducting International Educational Trips for a period of time as determined by the Commission en Banc; and
- 3rd Offense,
  - Administrative and criminal charges against it and/or its responsible officers under existing laws; and
  - Imposition of penalties such as revocation of permits, downgrading of status, phase-out of the affected program/s and such other penalties that may be validly imposed by the Commission to the concerned HEIs.

**ARTICLE XII**
**REPEALING CLAUSE**

**Section 25.** All previous issuances inconsistent with these guidelines are deemed repealed, revoked or rescinded accordingly.

**ARTICLE XIII**
**EFFECTIVITY**

**Section 26.** These guidelines shall take effect 15 days after publication in the Official Gazette or newspaper of general circulation and should be observed by all HEIs starting AY 2016-2017.

Issued this 4th day of August 2015 in Quezon City.

PATRICIA B. LICUANAN, Ph.D.
Chairperson
## Checklist of Requirements

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

<table>
<thead>
<tr>
<th>Complied</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Before the International Educational Trip</strong></td>
<td></td>
</tr>
<tr>
<td>1 Included in the curriculum</td>
<td></td>
</tr>
<tr>
<td>› Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hour (specify course title and unit credits)</td>
<td></td>
</tr>
<tr>
<td>2 Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen</td>
<td></td>
</tr>
<tr>
<td>› Updated Guidelines of concerned HEI included in the student’s handbook, displayed in conspicuous places, and included in the General Orientation of Freshmen</td>
<td></td>
</tr>
<tr>
<td>› Outline of Assessment Report to be filled in by the concerned faculty and students</td>
<td></td>
</tr>
<tr>
<td>3 Faculty-in-charge</td>
<td></td>
</tr>
<tr>
<td>› Present designation</td>
<td></td>
</tr>
<tr>
<td>› With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the International Educational Trips</td>
<td></td>
</tr>
<tr>
<td>4 Consultation conducted to concerned students, faculty and stakeholders</td>
<td></td>
</tr>
<tr>
<td>› Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee’s signature</td>
<td></td>
</tr>
<tr>
<td>5 Destination chosen considering cost and benefit requirements</td>
<td></td>
</tr>
<tr>
<td>› Destination including accommodation chosen, considering cost and benefit requirements, safety, and relevance with the subject matter</td>
<td></td>
</tr>
<tr>
<td>6 Fund and other resources properly secured</td>
<td></td>
</tr>
<tr>
<td>› Fund and other resources properly secured and accounted for</td>
<td></td>
</tr>
<tr>
<td>7 Briefing to concerned faculty and students</td>
<td></td>
</tr>
<tr>
<td>› Briefing to concerned faculty and students and provided the needed information materials</td>
<td></td>
</tr>
<tr>
<td>8 Written plans submitted to HEIs</td>
<td></td>
</tr>
<tr>
<td>› Written plans by the accredited travel agency (if appropriate) with attached Gantt Chart duly approved by the HEI</td>
<td></td>
</tr>
<tr>
<td>9 Insurance for students, faculty, and other concerned stakeholders</td>
<td></td>
</tr>
<tr>
<td>› Individual or group insurance for students, faculty, and other concerned stakeholders</td>
<td></td>
</tr>
<tr>
<td>10 Format of Learning journals given to students</td>
<td></td>
</tr>
<tr>
<td>› Standard Format of Learning Journals given to students</td>
<td></td>
</tr>
</tbody>
</table>
## CHECKLIST OF REQUIREMENTS

For CMO No. 26 series 2015 Policies and Guidelines on *International Educational Trips*

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Complied</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>11 Announcement to students, faculty and parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Announcement to students, faculty and parents made one (1) month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ before the scheduled date of International Educational Trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 Risk Assessment plans in place</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Risk Assessment plans and preventive measures given to students and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ stakeholders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Flight</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Round trip ticket with flight details after CHED evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Medical clearance of students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Medical clearance of students and medical aid kits are provided</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Parent/guardian/spouse consent duly-notarized be required before the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ International Educational Trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Duly notarized consent submitted before the activity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. During the International Educational Trips

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Complied</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Security of the students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Concerned parents or guardians were properly informed of the HEI</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ guidelines on the conduct of International Educational Trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Proper implementation of International Educational Trips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Program of activities followed as planned or activities adjusted as the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ need arises</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. After the International Educational Trips

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Complied</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Conducted Debriefing Program including among others reflection of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ learning experiences duly documented in the learning journal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Documentation of Debriefing Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Assessment report by faculty and submitted including details of amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ expended</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Assessment report by faculty and submitted including details of amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ expended to be submitted to CHED.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Assessment report by students’ concerned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>‣ Assessment report by students submitted to concerned HEI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. 1-3 - will be submitted to CHED after the conduct of International Educational Trips
PROCEDURAL GUIDELINES ON INTERNATIONAL EDUCATIONAL TRIPS

Start

- HEI
  - Comply with the requirements and submits the notarized letter of intent at least 30 working days before the departure
  - Immediately notifies HEI in writing

- CHEDRO
  - Receive documents from HEIs
  - Conduct initial review/evaluate the documentary requirements
  - Approve?
    - no
    - yes
      - Notifies concerned HEI that they are included in the list of participating HEI
      - Endorses to BI the list of departing students with flight details of a round trip ticket, written consent from parents/guardian/spouse and any other necessary documents duly notarized, copy furnish OSDS & DFA

- OSDS
  - Maintain database of the students who underwent the International Educ. Trips
  - Monitors and evaluates the implementation of the CMO with the CHEDROs

END
AGREEMENT OF COMPLIANCE

I have read and understood the provisions of the official Ateneo de Davao University College Student Handbook.

I will faithfully comply with the rules and conduct myself as a student of the College according to the Handbook to the best of my knowledge and discretion with all good fidelity and honesty. I impose upon myself this voluntary obligation without mental reservation or purpose of evasion.

I will be solely accountable for any infraction of the provisions of the Handbook.

_________________________________
Signature over Printed Name

__________________________________
Course and Year

__________________________________
Date
PRAYERS

PRAYER FOR GENEROSITY

Dearest Lord,
teach me to be generous;
teach me to serve you as you deserve;
to give, and not to count the cost,
to fight, and not to heal the wounds
to toil, and not to seek for rest
to labor and not ask for reward,
except that of knowing
that I do Your holy will
Amen.

SUME ET SUSCIPE (TAKE AND RECEIVE)
St. Ignatius of Loyola

Take, Lord and receive all my liberty, my
memory, my understanding and my entire will,
all that I have and hold. You have given all to
me now I return it.
All is Yours, dispose of it wholly according to
Your will. Give me only Your love and Your
grace for that is sufficient and I ask for nothing
more. Amen.

ON MY BIRTHDAY

Dear Lord,
I thank you for giving me another year of life.
I thank you for all the people who have
remembered me today
For all my achievements and all the friends you
have given to me during the past year.
I thank you for all the experiences,
The success and happy memories
For times of failure which remind me of my own
Weaknesses and of my need for you;
For times of joy when the sun was shining
For time of sorrow which drove me to you,
Forgive me, Lord, for the hours I have wasted
for the chances I failed to take
For the opportunities I missed in the past year.
Forgive me that I did not use my talents
and abilities to the fullest because I was lazy
and wanted things the easy way, or I did not
completely trust in your support.
Help me in the days which lie ahead to make
this coming year better that last year and closer
to you, my Lord. Amen.

(Pray Our Father, Hail Mary and Glory Be)

PRAYER FOR UNDERSTANDING

Pedro Arrupe, SJ

Grant me, O Lord, to see everything now with
new eyes, to discern and test the spirits
That help me read the signs of the times,
to relish the things that are yours and to
communicate them to others. Give me the
clarity of understanding that you gave Ignatius.

PRAYER FOR SERENITY

God, grant me the serenity to accept the
things I cannot change, the courage to change
the thing I can, and the wisdom to know the
difference.

SPIRITUAL EXERCISES
St. Ignatius of Loyola

Lord, grant that I may see you clearly, love you
more dearly, follow you more nearly.

ADDU BLUE KNIGHT SONG

Men and women, Knights in Blue
For Christ, King, fight strong and true!
With flashing steel and ringing shield
Let us sweep our battlefield!
With visors high and swords in hand
Come Blue Knights, take your stand!
Fight on with virtue, strength renewed
In Our Lady’s white and blue!

Let all you knights of Davao
To God’s high command, your hearts bow.
Go onward on to the fight
Where glory is shining bright.
O shake the mountains with your song
And with your banners march along!

Onward, speed you gallant knights!
Trusting God proclaim your right!
The clash of battle is sweet to hear
When the victory is near.
So grateful knights, spread o’er the land
To the farthest ocean strand.
With hearty song, sing loud the fame
Of our Ateneo name.