

PHILIPPINE WOMEN'S UNIVERSITY



and its Affiliate Schools for Men and Women

Student Handbook

Revised 2020



Welcome to PWU!

The year 2020 will be remembered as the year of the global health pandemic. In spite of this, and more so because of this, PWU remains true to its hundred year old mission of providing its students the best education which will prepare them for lifelong learning. Our commitment is to provide you with a holistic education which treasures heritage, and is imbued with the core values of personal integrity and spirituality, family and community participation.

A hundred years ago, our Founders realized the need to bridge the divide between the home and professional life, the domestic and political. They recognized the need to strengthen the role of women, and ultimately, the family, as the building blocks for community development, responsible citizenship, and nation-building. To this end, they have set the course for the University. Now, more than ever, we realize the importance of the role of holistic education plays in forming individuals of character, well-versed in their field of expertise, aware of and with the adaptability and resiliency to persevere amidst adversity.

As the University embarks on its next one hundred years, it aims to further strengthen the spirit of inquiry and research mindset of its students and faculty; prepare them for the ever-changing innovations in the field of technology by utilizing technology-enhanced instruction; while instilling in them values such as integrity, professionalism, environmental stewardship, respect for others, and a sincere desire to contribute to the bettermost of society.

Once again, welcome to the PWU family!

Marco Alfredo M. Benitez
University President

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ABOUT PWU

PWU or **Philippine Women's University** is a non-stock, nonprofit, non-sectarian educational institution that promotes inter-faith ecumenism in the character of our learners with emphasis on the PWU Core Values of Personal Integrity, Family Solidarity, Civic Consciousness and Leadership in the Professions.

PWU HISTORY

On June 19, 1919 the Philippine Women's College was founded by seven forward-looking Filipino women: Clara Aragon, Concepcion Aragon, Francisca Tirona Benitez, Paz Marquez Benitez, Carolina Ocampo Palma, Mercedes Rivera and Socorro Marquez Zaballero. The goal was to prepare young Filipino women for a life of productive citizenship.

In 1932, thirteen years after it was established, it became the Philippine Women's University (PWU), the first university for women in Asia founded by Asians.

Historically, the university is known for its innovative programs and is credited with a number of 'firsts' in the Philippines, which include: the organization of the Student Council, the first such council in a Philippine private school in 1922; the first school of Pharmacy for women organized in 1926; College of Business Administration, first private institution to offer a four-year course in business in 1926; Home Economics as a bachelor's degree course in a private school in 1928 and to establish its Graduate School in 1931.

PWU's Child Development Center became JASMS in 1949 (Jose Abad Santos Memorial School) - a pioneer in Early Childhood Development. JASMS is the basic education department of PWU offering classes from Kindergarten to Senior High School.

In the humanities, the formal teaching of music at PWU began in 1925 and its School of Music is recognized by the Commission on Higher Education (CHED) as a Center for Excellence in instruction and research.

Historically, the university is credited with a number of pioneering innovations. Among them:

- Social and Civic training in 1938 evolving into the MSCED (Moral,

Social and Civic Education) course required at all levels and in all courses and disciplines as a hallmark of PWU education.

- The College of Music and Fine Arts in 1947.
- The Institute of Human Relations and the Family Life Workshop of the Philippines in 1948.
- The Community College in 1949 as first late afternoon and evening school for working women.
- The Philippine School of Social Work in 1950.
- Bachelor of Science in Elementary Education in 1952

PWU is a non-sectarian institution known for the diversity of its student population. The University started admitting male students in the 1950s and is now fully-co-educational with a student population ratio of about 75% females and 25% males.

In 1996 PWU initiated Distance Education using information and communication technology for its Virtual Learning Education System (VLES). VLES has evolved into a new Learning Management System (LMS) for the entire University. Since June 2015, PWU has utilized LMS for online delivery of learning resources from Basic Education all the way up to Graduate School levels.

PWU has affiliated campuses in Davao City in Mindanao and Quezon City in Metro Manila. The Philippine Women's College of Davao was established in 1954 and operates under a separate charter from PWU. The PWU Quezon City campus was established in 1956 as a community college offering tertiary programs for working women and men. Its tertiary programs have since been consolidated at the PWU Manila campus on Taft Avenue. Also located on EDSA was JASMS, the first progressive, non-traditional elementary school in the country which started as a teaching laboratory for PWU's education programs. In 2017, the EDSA campus closed its doors and was relocated to Congressional Avenue. PWU has likewise assembled a network of Career Development and Continuing Education Center (CDCEC) as affiliate institutions to further widen its reach and presence. There are now five PWU CDCEC affiliates in Baguio City, Bataan, Tarlac, Sta. Cruz and Calamba (Laguna).

PWU has now stood for a hundred years as a pillar of education in the

Philippines and like any long-term institution, it has survived many vicissitudes. PWU was razed to the ground in the Battle for the Liberation of Manila in 1945 and phoenix-like, it rose from the ashes.

PWU's 9th President, Dr. Francisco B. Benitez stressed this to the PWU community: "No institution as old as ours endures without going through periods of difficulties. To the PWU alumnae and alumni, faculty and administrators who have shown unwavering faith, and upon whose sacrifice, dedication and tenacity the university survives and prevails, I give the assurance that these challenges will be met. And with a renewed sense of purpose and commitment to our mission and its historical significance, we shall rise transformed and ready to build the scaffolding for another hundred years. It is through the support of our stakeholders—students, parents, teachers, and alumni—that the school has thrived. Together, we shall build on the strong foundations of our educational mission as the university moves towards its centennial and beyond."

PAMANA: The PWU Legacy

The PWU Legacy or Pamana is constant, consistent and unwavering.

It was first articulated when Dr. Helena Z Benitez assumed the Presidency in 1966 and is reiterated every time a university President is installed. It states:

Every institution worthy of the name has a heritage, proper to itself alone, distinct from others.

In evaluating the "Pamana" that the Philippine Women's University is committed to pass on to the future, it is fitting to recall the beginnings of this House. It was a house of learning founded by teachers who were at the same time citizens with a social consciousness and imbued with a missionary spirit. They were concerned with spiritual development until the building up of moral character, civic, conscience, competence in the professions and vocation, and love of country within an independent Republic of the Philippines.

This spirit grew and thrived and found rich acceptance within this House among educators, students und alumnae and their friends.

In time this University became an educational focus around which concentric circles formed composed of those who shared the same thoughts and aims. It was because of this vital community of ideas that the Philippine Women's University has become the national institution that it is today.

Physical disasters, such as the tremendous material loss that resulted from the last war cannot daunt such an enterprise. The human factor prevailed—professional competence fired by a sense of duty, abiding faith and trust in Divine Providence. The fruits of the original seed have given tenfold testimony to their training in all fields, both in the rich realm of private endeavour and in every phase of national existence which demands patriotic service.

It is in this spirit, therefore, that one enters into the PWU family. It is a mission to strengthen the citizenry of our nation in every way. The concept of “bayanihan—working together—an old concept but ever true, gathers new force each time people work cooperatively for the highest Christian ideals, whether it be on the small community level, or in the context of national and international events.

Only through such efforts can Filipinos contribute their share toward the attainment of the goal of a democratic nation enjoying liberty and social justice for its people. It is a legacy, that this institution is proud to inherit from its founders, and with the help of God, to pass on to the unfailing youth, from generation to generation.

PWU VISION STATEMENT

A University that forms and develops individuals through excellence in teaching, dynamic and relevant research and responsive service supportive by evolving technology for global competence.

PWU MISSION STATEMENT

An enduring commitment to prepare the learner to continuously search for knowledge through a holistic education which treasures heritage, imbued with the core values of personal integrity and spirituality, family solidarity and community participation.

FOUR-FOLD OBJECTIVES

1. Development of good moral character and personality
2. Preparation for a vocation, career and profession
3. Training for home and family life
4. Training for community participation and leadership

STRATEGIC GOALS AND OBJECTIVES

To improve, maintain and sustain a culture of research, quality teaching and responsive service, and effective and efficient governance and management:

- To promote an effective and efficient university research program;
- To increase faculty and student participation in basic and applied research across all disciplines;
- To develop curricula that will address the needs of society and industry;
- To update and systemize the process of recruiting and developing the university's human resources;
- To create a climate that is conducive to learning and facilitate interaction among students, faculty, staff and other stakeholders;
- To promote national and international community services and advocacies;
- To pursue exchanges of faculty, staff and students through international networking and linkages; and
- To set up appropriate instruments that will attract more financial resources for the University.

ACADEMIC POLICIES AND OPERATIONAL PROCEDURES

Section 1 ADMISSION POLICIES

The Philippine Women's University is committed to quality and equal educational opportunities for men and women, and does not discriminate among applicants on any basis. The university follows an open admission and selective retention policy, based on the following academic qualifications:

- High School Grade Point Average (GPA)
- Entrance Examination Results (IQ and Achievement Test Results)
- Character Recommendation

Therefore, all students are provisionally admitted to the programs of their choice. However, before the first trimester ends, students enrolled in courses with board exams will be monitored and evaluated by the Guidance and Testing Office and the Admissions Office to qualify in their chosen degree programs. Basis for their acceptance will be their academic performance, the results of their aptitude test, and the recommendation of their respective deans or program heads.

TRANSFEREES/SECOND DEGREE APPLICANTS

Transfer students are accepted as regular or probationary students in accordance with the standards set by the different PWU schools/departments. They must take the PWU Admission test and then report to the deans of their respective schools for the interview, credit evaluation, and advising of subjects to be taken.

For transferees to undergraduate programs with board examinations, a cut-off grade of 3.00 for English, Mathematics, Science and other General Education subjects will be credited. For professional subjects, a cut-off grade of 2.50 will be credited.

For undergraduate programs without board examinations, a cut-off grade of 3.00 for English, Mathematics, Science, other General Education subjects, and professional subjects will be credited.

As a residency requirement, transferees need to study in PWU for at least one school year or three trimesters before graduation from their chosen programs.

ADMISSION REQUIREMENTS

Freshmen

- High school card - Form 138 - or its equivalent (original & photocopy)
- Photocopy of PSA (NSO) issued Birth Certificate
- Letter of Recommendation/Certificate of Good Moral Character from the high school principal or guidance counselor (original & photocopy)
- ID pictures (2 copies 1.5" x 1.5")
- PSA (NSO) issued Marriage Certificate (for female married students) - 2 photocopies

Transferees / Second Degree Applicants

- Certificate of Transfer Credentials (original & photocopy)
- Letter of Recommendation/Certificate of Good Moral Character from the dean or the guidance counselor of the last school attended (original & photocopy)
- Photocopy of PSA (NSO) issued Birth Certificate
- Transcript of Records or True Copy of grades for evaluation purposes (original & photocopy)
- ID pictures (2 copies 1.5" x 1.5")
- Art test result for Fine Arts applicants
- Audition results for Music applicants
- Students with a change of name must submit a government issued document showing current status (e.g. PSA issued marriage certificate, passport, etc. - 2 photocopies)

Additional Admission Requirements for International students

- Student's passport (2 photocopies & original for verification)
- Student's visa (2 photocopies)
- Alien Certificate of Registration – I Card (photocopy with original for verification)
- Special Study Permit (original copy) – for non-degree applicants
- Letter of Recommendation/Certificate of good moral character from high school principal or guidance counselor (original)
- Art test for Fine Arts applicants
- Audition for Music Applicants

Cross-Enrollees

- Permit to Cross-enroll
- ID pictures (2 copies 1.5" x 1.5")
- Letter of recommendation (character reference) from the Dean or guidance counselor

Re-Admission of Students

PWU students who seek re-enrollment after failing to enroll for one trimester or more are considered returning students and must go through a re-admission process as follows:

- Submit the Re-activation Form duly endorsed by the student's school Dean/Program head.
(Note: The student will be required to settle all accounts with the university before the request for re-activation can be processed).
- For students returning after an absence of two years or more, a re-evaluation of the student's records and corresponding curriculum precedes the recommendation for re-admission by the school dean/program head.
- A student who returns within three years of his/her enrollment is allowed to continue under his/her original curriculum. However, some schools, particularly those with programs leading to board examinations, may have additional guidelines which require a returning student to continue under a revised current curriculum.

Section 2 **SELECTIVE RETENTION POLICY**

The selective retention policy assures that students who continue their studies at the university meet the standards and criteria as set by the various programs and schools where they are enrolled.

1. As a matter of policy, the final grades for professional subjects should not be lower than 2.5 for programs with board exams.
2. A student with failing marks in any given term may not enroll during the succeeding term without prior clearance from the dean or program head.
3. A student who accumulates four (4) failing grades, including WDs, is

automatically on probation in the succeeding trimester during which he/she is allowed to enroll with a reduced load of not less than three (3) units. Should the student receive another failing grade during this period of probation, he/she may be required to shift to a non-degree program or seek enrollment elsewhere.

Section 3 **STUDY LOAD**

Study load refers to the number of courses, credits or hours for which the student is registered. A student's load may include co-curricular activities.

1. As a rule, no student should carry a subject load in excess of the regular load. The sequence of subjects as prescribed in the curriculum should be followed. Subjects taken without completing prerequisites will not be credited.
2. Only graduating students may be allowed a load of six (6) units over and above the regular load subject to the approval of the Dean/Registrar.
3. Graduating students may be allowed to cross-enroll provided that the subject is not offered at PWU and the student's total load does not exceed the regular load.
4. Graduating students must fulfill the University's residency requirement of a minimum of one school year or three (3) trimesters before graduation.

CHANGE IN PROGRAM/COURSE OF STUDIES

1. A student who wishes to change his/her course or move to another program within the University should get letters of endorsement from the dean(s) of the old program and the new program he/she is transferring to.

To formalize and complete the process, the student must submit to the Registrar the letter(s) of endorsement together with his/her parent's or guardian's signed permit to transfer.

2. No shifting of course/program shall be allowed after the close of the registration period,

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3. The student is advised to take account of and be responsible for fulfilling the curriculum requirements of his/her new program. The student should also be aware that a delay in the completion of the program is most likely.

CHANGE OF SUBJECTS / SCHEDULE AND DROPPING OF SUBJECTS

1. The official dropping of subjects or changing of subjects or schedule is allowed only up to the first month from the start of classes or before the preliminary examinations, subject to the approval of the Dean and Registrar. Application forms for changing or dropping subjects are available at the Registrar's Office.
2. A student who has officially dropped a subject must present the required slip to his/her instructor for proper recording. Failure to do so may result in the instructor giving the student a failing grade.
3. A student dropping a subject unofficially after the given period will receive a Withdrawal/Failure (W/D) grade.
4. Refunds, if any, are subject to the policies of the Accounting Office.

ACADEMIC ADVISING AND STUDENT GUIDANCE

1. The student's respective School Dean / Program Chair or the school's designated faculty adviser is the principal adviser for academic matters particularly during the enrollment period.
2. The faculty members who handle the University-designated course on Moral, Social and Civic Education (MSCEd) may assist in student guidance, in close coordination with the Student Affairs Director and the School Deans.
3. The Guidance Office has a program for peer counseling where students who have difficulties in some of their subjects may be assisted by their peers.

Section 4

CLASS SCHEDULE

The Registrar's Office, in consultation with the different Deans, prepares the official schedule of classes. Class schedules are posted in strategic and highly accessible locations for the students to consult as they prepare their individual schedules for the trimester.

The normal schedule for a three-unit lecture class is four hours while a laboratory class generally requires three hours (3 hrs.) per unit. This may vary in accordance with the requirements for each school.

Classes with 3-unit credit are ordinarily scheduled two hours a day, two days a week either on Mondays and Thursdays (MTh), Tuesdays and Fridays (TF) or Wednesdays and Saturdays (WS).

CLASS ATTENDANCE AND ABSENCES

1. Students are expected to attend classes regularly and promptly starting with the first scheduled meeting.
2. A student is considered late for class if he/she comes in fifteen minutes after the scheduled start of classes and is marked absent after thirty (30) minutes. If the instructor is not present, the class monitor takes attendance and submits the record of attendance for the day to the Dean. If the instructor does not arrive after 30 minutes, he/she is considered absent and students can freely leave the room.
3. Two (2) counts of tardiness is equivalent to one absence. As per CHED regulations, absences should not exceed 20% of the equivalent class hours or twice the number of meetings per week. A student with more than the allowed absences will not be given credit for that subject and is given a W/D (Withdrawal/Failure) mark. A student who receives more than two W/Ds may be subject for evaluation by the Dean with regard to his/her academic status.
4. The above mentioned policies on allowable absences cover both excused and unexcused absences. However, absences due to prolonged illness may be given due consideration by the faculty member upon approval by the Dean.

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5. Absence from class does not excuse the student from any course requirements or from any work assigned during the absence. Make-up work or independent study may be given to the student at the discretion of the instructor.
 6. Approved absences are those authorized by the Dean for participation in official functions of the school/University and those approved by the Director of Campus Life as recommended by the Director for Student Affairs for official activities of members of school organizations. Approved absences do not count towards the number of absences allowed.

EXAMINATION POLICIES AND PROCEDURES

1. There are three (3) major examinations during the trimester: Prelims, Midterms and Finals.
2. An examination permit (admission slip) issued by the Finance office must be presented by the student to the faculty member on examination day to show that the student has complied with his/her financial obligations.
3. All examinations are taken on the dates and hours scheduled. Instructors must observe and follow faithfully the scheduled examinations.

CREDIT AND GRADING SYSTEM

1. The grading system at PWU is based on the quality of the student's work. Analysis of the quality of classroom performance takes into consideration the recitations, quizzes, reports, term papers, online activities/participation and major examinations which generally are indicators of the mastery of a particular subject matter. Attitude towards learning as indicated by classroom behavior is likewise taken into consideration.

The following grading system is used by the University:

Grade point average	Description of performance and achievement
1.00 = 99 - 100	Superior
1.25 = 96 - 98	Outstanding
1.5 = 93 - 95	Excellent
1.75 = 90 - 92	Very Good
2.00 = 87 - 89	Good
2.25 = 84 - 86	High Average
2.5 = 81 - 83	Average
2.75 = 78 - 80	Low Average
3.00 = 75 - 77	Fair
4.00 - 5.00 = 74 & below	Failed
DRP	Officially Dropped
INC	Incomplete
W/D	Withdrawal/Failure
ONGOING	In Progress
S	Satisfactory (for GS only)
VS	Very Satisfactory (for GS only)
E	Excellent (for GS only)

Section 5 **SCHOLARSHIPS, GRANTS, AND DISCOUNTS**

PWU annually provides scholarships, grants-in-aid, discounts and student assistants' slots to deserving students. The main criteria are academic performance and financial need. There are three main categories:

INSTITUTIONAL SCHOLARSHIPS AND GRANTS. These are initiated and funded by the University and include the following:

- Entrance Scholarships for valedictorians, salutatorians and Honor Students.
- University, College and Dean's List scholarships
- Conrado Benitez Athletic privilege
- Student Council Organization president and *The Philwomenian* (student newspaper) Editor-in-chief scholarships
- Student Assistant positions

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- Discounts for alumni taking another course
 - Discounts for children of alumni
 - Discounts for siblings
 - Study privileges for employees and faculty members
 - Scholarships and discounts for dependents of employees and faculty members
 - Grants and Assistantships program of the different schools.

SCHOLARSHIPS AND GRANTS FROM GOVERNMENT AND PUBLIC INSTITUTIONS.

These are programs the University administers in accordance with the rules and regulations set by the sponsor agency or institution, some by legal enactments. Grantees have to meet standards set by the grantors or by the relevant law, as the case may be.

SCHOLARSHIPS AND GRANTS FROM NON-GOVERNMENT SOURCES AND INSTITUTIONS.

These are administered by the university in accordance with the stipulations set by the granting entity such as:

- Underwood Foundation Scholarships
- Raymundo Scholarships
- Various Scholarships from PWU alumni chapters and individuals.

Students are encouraged to visit the Scholarship Office for information on what is available and how to qualify, apply for, and avail of the scholarships, grants and privileges.

Section 6 **GRADUATION**

CANDIDATES FOR GRADUATION

1. Only students who have successfully completed all courses required in their curriculum and who have complied with the university's residency requirement are eligible for graduation.

2. List of prospective candidates for graduation will be posted by the Registrar's office not later than one month after the start of the trimester.

3. A student cannot participate in commencement exercises unless requirements pertaining to curricular and departmental clearances have been complied with.

GRADUATION HONORS

Recognition for academic achievements in the form of honors and awards are given at graduation. These are given to students provided they have carried the regular load as indicated in the curriculum with no grade lower than 2.50 and attained the following cumulative grade averages computed on the basis of units earned:

Summa cum laude	1.00 to 1.20 average grade
Magna cum laude	1.21 to 1.30 average grade
Cum laude	1.31 to 1.40 average grade
Honorable Mention	1.41 to 1.50 average grade

Candidates for graduation with honors must have earned from PWU not less than seventy-five percent (75%) of the credits in the major subjects and must have been in residence at the University for at least two (2) academic years.

ALUMNI INDUCTION

During the Baccalaureate Ceremonies, all candidates for graduation are inducted as members of the Philippine Women's University Alumni Association by the President of the Alumni Association. During the Commencement Exercises, the graduates take their Oath of Loyalty to the university administered by the University President.

TRANSFER CREDENTIALS AND TRANSCRIPT OF RECORDS

1. Transfer credentials are issued by the Registrar for a specific purpose upon payment of the corresponding fee and after clearances are secured from the different units/ departments.

2. A request for a Transcript of Records must be directed to the Registrar's Office using the proper form. For purposes of school transfer, the transcript is sent by the Registrar directly to the school to which the

student wishes to transfer. No transcript shall be given to the student unless for reference purposes only.

3. A student who is graduating or withdrawing from the University must surrender his/her ID card to the Main Library Office as a pre-requisite for the issuance of transfer credentials.

LEAVE OF ABSENCE

A student who withdraws from the university for non-academic or non-disciplinary reasons shall secure a leave of absence which may be granted provided that:

1. The student is in good academic and disciplinary standing;
2. The student shall not study or enroll in another school during the leave of absence;
3. The period of the leave does not exceed one academic year;
4. The student has not been previously granted a leave of absence.

Section 7

POLICIES RELATED TO PAYMENT OF SCHOOL FEES

MODE OF PAYING TUITION AND OTHER FEES

Students may opt to pay in cash, check, bank deposit or credit card (Master/Visa) with a minimum amount of Php 4,000.00. An official receipt shall be issued upon receipt of any payment.

1. Check payments should be issued in favor of **PHILIPPINE WOMEN'S UNIVERSITY** and the following information should be clearly written at the back of the check:

- Name of Student
- Student Number
- Course and Year Level
- Telephone/Cellphone number
- Student's address

2. The following checks are not accepted at anytime.

- Checks payable to CASH

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- Second endorsed checks
 - Post-dated checks
 - Stale checks (dated six months prior to actual date of payment)
 - Checks issued to other individuals or entities

3. Checks shall be credited only after bank clearance. The student should keep his/her copy of the acknowledgement receipt and should verify at the accounting office if the check has been honored by the bank. Upon clearance, an official receipt will be issued. In case of bounced check, the student must settle his/her accounts by paying in cash and the bank charge of 5% of the check's face value. No subsequent payments by check shall be allowed.

4. The student whose check has been rejected will continue to incur a surcharge until the account has been settled in cash.

5. Thru Bank Deposit: Email (gpascual@pwu.edu.ph or gcguillermo@pwu.edu.ph) / Fax (fax# 8526-7935) / Submit the deposit slip to the Finance Department for bank verification stating name of student, student no., course & level.

INSTALLMENT BASIS

1. Students may opt to pay their school fees on installment basis as per schedules set by the Finance Office. Payments must be made on or before the stated due dates. Any payments for account balances received after the deadlines shall incur penalties of 3% per month.

2. Students paying on installment basis who fail to pay the balance on the stipulated deadlines shall be allowed to complete the term. However, they will not be allowed to enroll in the succeeding term(s) and their final grades/ transcripts of record or transfer credentials will be withheld pending the settlement of their accounts. A surcharge based on the guidelines will be imposed.

UNPAID BILLS/ OUTSTANDING BALANCES

1. Candidates for graduation with unpaid bills/outstanding balances shall not be allowed to participate in the graduation ceremonies (Baccalaureate and Commencement) unless these are settled completely and a clearance is issued by the Finance Office.

2. Graduates with unpaid bills/outstanding balances will not be issued their diploma and transcript of records unless their accounts are fully settled.

REFUNDS

Claims for refund fall under the corresponding CHED policies.

1. When a student registers it is understood that it is for the entire school year for the primary and secondary courses and for the entire trimester for the collegiate courses.

2. A student who has already paid the pertinent tuition and other fees in full or for the length of more than one month but decides to transfer or otherwise withdraws in writing may be charged 25% of the total amount due for the term, if the withdrawal takes place within the first week of classes, or 50% if within two weeks from the official start of classes. This policy applies to students whether or not they have actually attended classes.

3. A student will be charged all the school fees in full if he/she withdraws any time after the second week of classes.

THE PWU CODE OF CONDUCT:

AN HONOR'S CODE

Vision

We, the students of PWU, seek to establish a diverse but united Academic Community, one which is built on trust and understanding, a Community that is peaceful and compassionate, imbued with a disciplined pursuit of knowledge through scientific inquiry and the rigorous development of cognitive learning and other positive human skills, while building wholesome personalities and relationships within a University environment respectful of academic freedom and personal liberty.

Pledge

Imbued with this Vision and ideals, and as rational individuals morally and

legally accountable for appropriate and trustworthy action, we pledge that we will:

- Respect human dignity and the rights of peoples;
- be socially involved, extend mercy and understanding, and be responsive to the needs and frailties of others
- encourage and advance a humane and benevolent collective of people who uphold and pursue peace, order and justice;
- realize the Vision and Mission of the University;
- concretize the University's core values, ethics and principles;
- defend and preserve the good name, reputation and image of the University.

This Code will thus be an Honor Code to be obeyed, to be respected and to be promoted by all stakeholders of this Academic Community.

The Appeal and Its Coverage

We, Students of PWU, invite, appeal, and consequently anticipate, that all stakeholders of our Academic Community — the University's leaders, deans and directors, faculty, administrators and staff, as well as the alumni - will fully cooperate and work with us, following the letter and concretizing the spirit of this Code, to fulfill and realize the Vision and ideals of the Academic Community of our beloved University.

Obligations and Duties

The following obligations and duties bind us, Students of PWU and other stakeholders, to comply with and accomplish in our daily lives the following duties:

1. Academic

– We shall exercise honesty and integrity in all of the components of our respective professions and the various phases of work as students, researchers, pedagogues, administrators, staff and leaders of this University;

– We shall observe decorum and uphold etiquette in behavior — physical, emotional, psychological — and apply respectful and decent language in pursuing the University's policies, rules, regulations and procedures, as well as in promoting its values and standards;

2. Social Relations

Social relationships develop and bloom in an environment where:

- mutual trust and true friendship exist;
- concern for, as well as compassion and understanding of peoples' needs and frailties are seriously considered;
- dialogue and open discourse, with appropriate words and soothing appeals are encouraged;
- basic courtesies, civilized behavior and transparent actions expected of urbane people are constantly pursued for the common good;
- a welcoming attitude and a sense of acceptance exists, for these elements will always warm a cold and indifferent heart, and buoy up to the sky a lonely or fallen spirit;
- where full respect is observed and extended to all individuals regardless of faith, belief or creed.

As Students of PWU, and of this University's Collective, we must all uphold these gems and treasures in our social relationships, and be icons for all.

3. Consensus-Building and Non-Confrontation

– We declare that consultations and consensus-building should always be the approach to decision-making and to resolving problems in this Academic Community. Threats should be discouraged and resolving peacefully a problem or altercation should always be the proper path.

– We renounce aggressive behavior for it never creates unity, but rather exacerbates the issues and challenges that are to be resolved. Patience, tolerance, and compromise should be the hallmark of our road to peace, serenity and cooperation.

Honor Council

To determine compliance with the Honor Code or its violation and the application of corresponding sanctions, an Honor Council is hereby established under the leadership of the University President who is to be assisted by two (2) University officials of his choice. The Manuals of the University pertaining to the students and all other stakeholders, as the case may be, may guide the Honor Council in its work and decisions. The Honor Council may also adopt its Rules of Procedure.

Conclusion

It is said that faith and its knowledge serve well the salvation of all people in the world to come; but science, education, and wisdom provide humankind with the secular, intellectual insights to approximate perfection while existing in this world. We, consequently, Students of PWU, through establishing our Academic Community and in aspiring to the ideals we have set, will be the fortune recipients, and beneficiaries of these secular gifts and the grace of God.

THE PWU CODE OF ETHICS AND DISCIPLINE FOR ONLINE LEARNERS

The Code is designed to guide and maintain the principles, ideals, dignity, character and discipline of every student of Philippine Women's University in online modality.

Philippine Women's University is an educational institution dedicated to academic excellence, intellectual development and character formation. It is a community of intellectuals who works together to perpetuate the fundamental significance of values, reason, understanding and wisdom in pursuit of knowledge and higher learning using information technology and digital platforms to educate and transform the hearts and minds of the learners in preparation for career and profession.

Wisdom is an exercise of prudence, common sense and intelligence in making the right judgment and quality decision in all endeavors within the bounds of eLearning and online classroom. The learners can seek the truth and meaning in all actions that will conform to the dictates of human reason.

Understanding the source of educational content, the value of knowledge, its relevant impact and influence, limits and boundaries,

demand the learners to have better judgment to choose and create value to attain academic success.

Character is a distinctive mark and moral quality of a person. It is cultivated and nurtured through the exercise of respect, honesty, trust and integrity. Everyone must maintain good moral character and professionalism in an online educational environment.

Online rights and responsibilities. The right to learn, to express reasonable ideas, to protect data privacy and confidentiality, to treat others with dignity, respect and kindness must be observed and demonstrated within the digital learning platform. Likewise, it is everyone's responsibility to protect one's image and reputation online and not to destroy, harass and insult other learners.

Due diligence. Everyone is expected to act based on the principle of due diligence to avoid committing an offense. Therefore, action must be in accordance with the dictates of human reason and within the scope of good manners and right conduct.

Engagement of students in Online Learning. Collaborative learning, creative and interactive classroom activities, and programs are designed to engage the students to learn and gain confidence in using the online learning platform. It is everyone's responsibility to participate in the learning process to build significant learning experience as well as relevant content through educational technology and other effective pedagogical teaching methods.

Open Mindedness. The willingness to accept, embrace change, and see learning opportunities in the new educational landscape. Resiliency to adapt to the new normal and withstand challenges in the 21st century.

Forbidden Online. Displaying hate speech and messages, racism, obscene and indecent messages, threatening language, harassment, destroying someone's image and reputation, hijacking email and sites.

Other forms of deliberate online intrusions and disruptions. Displaying obscene and pornographic materials, indecent exposure, trolling, fake news, plagiarism, cyberbullying, falsification of records and documents, forging of signature, identity theft, security breach, hacking, phishing, divulging student data privacy and other sensitive and confidential information, intellectual property and copyright infringement; All acts of bad faith are forbidden.

Endurance. Learning the ability to exist and live within the context of crisis, struggle and hardship. Trying to find hope and meaning. To be able to thrive during this greatest historical challenge, is indeed a reflection of beautiful attitude and mindset. Everyone is encouraged to engage and move forward to this new normal. Embrace technology and innovation within the realm of education amidst disruption enduring the challenge and show tenacity.

Teaching with Technology. Technology is an integral part of the learning process of education. It has now become a ground rule, a way of life rather than an option. Therefore, everyone will engage in a collaborative learning environment, using the right tools and platforms.

Humanity. The acts of humanity remain to be the golden rule. The ability to recognize and serve the best interest of the learners will continue to be the fundamental expression in education. To humanize or teach our students what it is to be truly human, is indeed relevant during these extraordinary times.

Integrity. It is an act of doing the right thing based on the right values and principles. It is a moral responsibility of everyone to protect and preserve integrity even a time when it is pressured, tested and challenged. Hence, it is always the duty and obligation of the learners to act in good faith in all academic endeavors in an online learning environment.

Classroom Discipline. Observe and obey the house rules to ensure a meaningful and safe learning environment. Everyone is expected to exercise courtesy, respect, punctuality, consistency and personal responsibility in an online classroom.

Social Responsibility. It is everyone's responsibility to serve and create an impact within the academic community and to the society through sharing of relevant knowledge, skills and experience in this digital age. It is everyone's accountability for actions and decisions being made in all matters relative to managing and sharing social media content (such as photos, videos, comments, likes, shares, tweets and retweets) consistent with the promotion of ideals, values, and principles of the PWU Community.

<h2 style="text-align: center;">STUDENT DISCIPLINE POLICIES, RULES AND REGULATIONS</h2>

Imbued with the *Philwomenian* ideals and discipline, students are expected to:

1. Respect the human dignity and the rights of others.
2. Be socially involved and responsive to others' needs.
3. Promote a humane community conducive to justice, order and peace.
4. Promote and realize the Vision and Mission of the University.
5. Concretize the University's core values, ethics and principles.
6. Preserve the good name and reputation of the University.

POLICIES:

1. The University maintains the right to exercise administrative sanctions as necessary measures to uphold its institutional norms and to ensure an atmosphere conducive to learning and the promotion of the common good.
2. The University instills discipline in the students by inculcating values of truth, justice and social responsibility.
3. The University fosters relationships that engender a cooperative spirit through opportunities that help students to make choices based on moral and ethical principles.

RULES ON GOOD GROOMING

1. Students are expected to be well-groomed and dressed appropriately within the PWU campus. Simplicity is the rule.
 - 1.1 The wearing of more than one pair of earrings or dangling earrings, body piercing accessories and heavy cosmetics while in school uniform is strictly prohibited.
 - 1.2 As per CHED rules, wearing of caps inside the classroom is not allowed.

RULES ON SCHOOL UNIFORM AND STUDENT ID

All students must wear their school ID and be in complete uniform inside the University campus from the first day of school up to the last day of the school year. The general rule is: “NO ID, NO UNIFORM, NO ENTRY”.

FEMALE STUDENTS

The school uniform identifies a student with the institution where she is doing academic studies. The uniform is the sacred symbol of the school outside the campus. **The student is held liable administratively for the damage done to the name and image of the university due to misconduct of the student who is in school uniform outside the campus. All students therefore must wear the school uniform with dignity to preserve the good name of the University.**

The female students must wear the PWU standard uniform, with the approved designed and patch. The prescribed length of the skirt is three (3) inches below the knee.

All freshmen and transferee students must secure their uniform from the bookstore. To match the standard uniform, all female students are required to wear plain black shoes. Boots, step-ins, sandals and sneakers are prohibited when wearing the school uniform.

MALE STUDENTS

Male students must wear the standard white polo shirt (with collar and short/long sleeves) and black pants (not denim) and black leather shoes. Rubber shoes or sneakers are not allowed.

ALLIED HEALTH STUDENTS

Nursing, Pharmacy, Medical Technology and Nutrition and Dietetics students are required to use the school's standard uniform together with their identifying pins or nameplates and ID.

FINE ARTS STUDENTS

Fine Arts students are required to wear their prescribed standard uniform i.e. black slacks, black leather shoes, white polo shirt with collar and maroon lining and white undershirt. Rubber shoes and sneakers are not allowed.

TOURISM STUDENTS

Tourism students are required to come to school once a week in their gala uniform.

HOSPITALITY MANAGEMENT and CBIBE STUDENTS

Third year students are required to come to school once a week in their corporate attire designed and approved by the Department.

DIPLOMACY STUDENTS

HZB Diplomacy students are required to wear the PWU school uniform with the school's medallion.

CAREGIVER STUDENTS

Caregiver students are allowed to enter the University campus in their caregiver attires designed and approved by the Department.

Students' attire during On-The-Job Training (OJT)

All 3rd year students enrolled as full-time (i.e. no other academic subjects taken during the current trimester) in On-the-Job Training/practicum courses are required to wear corporate attire. They must come to school in corporate attire. (See the prescribed corporate attire at the Discipline Office).

School and Sports Activities

Exemption from wearing the uniform during school major activities, rehearsals, practices, sports competitions and varsity games/competitions will be given upon the request of the Dean, Director, Department Head or adviser. The students must wear their ID even if they are in civilian or sports attire for discipline and security monitoring purposes.

All varsity players are required to wear the complete PWU standard uniform and ID before and after training and practices.

Entry on Fridays and Saturdays

Students are allowed to wear PWU shirts or any student organizational and departmental shirts on Fridays. Students are allowed to wear appropriate civilian clothes on Saturdays.

Lost and Confiscated IDs

1. Any student who loses his/her ID must secure an affidavit of loss and submit this to the student Discipline office and pay the replacement fee prior to ID processing by the Multi-media department.
2. Confiscated ID due to disciplinary reasons must be claimed from the Student Discipline Office within forty-eight (48) hours. Failure to

claim the ID within the allotted time period will result in disciplinary action.

CLASSIFICATION OF OFFENSES AND CORRESPONDING SANCTIONS

PWU students are expected, at all times, to observe and abide by the laws of the land, the norms, rules and regulations prescribed by the University. Any student found guilty of violating these provisions, norms, rules and regulations shall be dealt with through the following appropriate disciplinary sanctions:

Offenses are categorized into:

Category A.1 For Grievous Offenses, sanction is outright dismissal.

Category A.2 For the most serious level of infraction, sanction will be maximum suspension (one trimester), dismissal or expulsion

Category B Reflects a moderately serious violation for which a student is liable for sanctions. Sanctions may range from: In-school suspension of 3 school days (community service) but not exceeding 7 school days, or an off-campus suspension of at least 5 school days but not exceeding 10 school days. A student may be dismissed for repeated offenses (more than three times) even if this offense is classified under category B

Category C For the least serious offense, sanctions may range from verbal warning/reprimand; written warning, in-school suspension of from one school day but not exceeding three school days. A student may be dismissed for offenses incurred more than three times even if this offense is classified under category C.

Category A.1	Sanctions
1. Submitting fraudulent scholastic records in connection with the admission to, registration in or graduation from the University of the student.	Dismissal or revocation of the Degree previously granted

Category A.1	Sanctions
2. Possession of controlled substances or prohibited drugs, pushing, buying and using prohibited drugs on-campus or during off-campus activities sanctioned by the University; possession of regulated drugs without prescription. Possession of prohibited inhalants such as, but not limited to, rugby.	Dismissal
3. Possession of drug paraphernalia, such as, but not limited to, marijuana pipe with marijuana residue, or water pipe with shabu residue or syringe with shabu or nubain residue.	Dismissal
4. Assaulting or inflicting physical injury on a fellow student or any member of the PWU community or its guest/s on-campus or during off-campus activities sanctioned by the University.	Dismissal
5. Acts of lasciviousness or engaging in sexual acts with the same or opposite sex on campus or during off-campus activities sanctioned by the University.	Dismissal
6. Stealing, theft (in cash or in kind) or any attempt to commit the same.	Dismissal
7. Promoting sorority or fraternity activities or recruiting students for sorority or fraternity membership, or using campus facilities for subversive reasons or inciting sedition.	Dismissal
8. Participating in any activity prohibited by the University, such as hazing and all forms of initiation or membership in fraternities or sororities or any organization, society or group which	Dismissal

Category A.1	Sanctions
requires hazing for membership whether or not such action results in death, physical disability or psycho-emotional suffering.	
9. Appearing nude or in a compromising position or participating in a lascivious or pornographic performance whether live or recorded in any media while still a student in the University.	Dismissal
Category A.2 OFFENSES	Sanction
1. Presenting to school authorities persons representing themselves falsely as the student's parents or guardians.	1st offense – maximum suspension 2nd offense – dismissal
2. Participating in any outside activity, such as but not limited to any contest, play, orchestra, choir, seminar, workshops, conferences and congress as a representative of the university without being so authorized in writing by the proper PWU officials.	1st offense – maximum suspension 2nd offense – dismissal
3. Gross and deliberate acts of discourtesy, in words or in deed, which subject any member of the administration, faculty, non-teaching personnel, students, service and security staff or University guests to ridicule or contempt. This also covers deliberate acts of discourtesy in social media sites like Facebook, Twitter, etc.	1st offense – maximum suspension 2nd offense – dismissal
4. Oral defamation or using abusive or offensive language against another person belonging to the PWU community is strictly prohibited. This applies to any	1st offense – maximum suspension 2nd offense – dismissal

Category A.2 OFFENSES	Sanctions
<p>remarks that are demeaning, insulting, humiliating or downgrading to a person. Sexual harassment in any form is strictly prohibited. This also covers abusive language or demeaning remarks in social media sites like Facebook and Twitter, etc.</p>	
<p>5. Performing or engaging in acts on-campus or off-campus that may put indisrepute the name of the University, such as involvement in illegal activities or any circumstances that tend to dishonor, discredit, or bring contempt upon the University or any member of the PWU community.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>6. Making public any confidential information internal to the University without permission from the school's authorities which may cause damage to the University's name and reputation.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>7. Performing any acts inimical to members of the PWU community or to the institution (including but not limited to threatening bodily harm, blackmail, etc.)</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>8. Brawling in-campus or off campus while in school uniform or during off-campus school functions whether in school uniform or not.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>9. Barring school entrances or preventing any member of the PWU community from entering the school premises to attend classes, and/or to perform their duties and tasks by manning picket lines or staging rallies.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>

Category A.2 OFFENSES	Sanctions
10. Forging the signature of parents/ guardians, faculty or person of authority in documents submitted to the University for any purpose.	1st offense – maximum suspension 2nd offense – dismissal
11. Furnishing false information or testimony or behaving under false pretenses and/or withholding vital information in pursuance of University activities.	1st offense – maximum suspension 2nd offense – dismissal
12. Presenting fake or tampered documents or medical reports, certificates to or from other institutions.	1st offense – maximum suspension 2nd offense – dismissal
13. Any computer related offense which include, but are not limited to: Accessing the University's computer network without authority or beyond authorized access <ul style="list-style-type: none"> • Altering or destroying important information on University site/s • Introducing fake information or preventing authorized use of information on any University site/s • Preventing normal operation of computers or computer network of the University. 	1st offense – maximum suspension 2nd offense – dismissal
14. Unauthorized collection of money or other instruments of monetary equivalent or any goods or services in connection with matters pertaining to the University	1st offense – maximum suspension 2nd offense – dismissal
15. Diluting urine specimen during drug screening test, having someone undergo the drug screening test in place of oneself, presenting or submitting urine specimen other than one's own for drug screening test.	1st offense – maximum suspension 2nd offense – dismissal

Category A.2 OFFENSES	Sanctions
<p>16. Carrying or keeping harmful or deadly weapons like a gun, knife (more than 2½ inches), ice picks, sharpened metal and other similar objects that can be used to cause injury, or any harmful chemical and/or explosive devices such as firecrackers, and the like, whether exposed or hidden on his/her person within the University premises or its immediate vicinity.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>17. Any infraction of the following departmental policies:</p> <ul style="list-style-type: none"> • Policies governing Related Learning Experience (RLE) for Nursing students • Practicum rules and regulations governing courses with practicum subjects. • Internship regulations for the Medical Technology and Pharmacy students. • Library rules and regulations 	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>18. Any form of cheating during tests or examinations, including written requirements for the course. Plagiarism in any form.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>19. Vandalism or destruction of University property or any property belonging to any member of the PWU community, its visitors and guests including graffiti deliberate marking or tearing out pages of library books or any library reading materials and defacing University property.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>
<p>20. Gambling in any form within the premises of the University or in public places while in school uniform.</p>	<p>1st offense – maximum suspension</p> <p>2nd offense – dismissal</p>

Category B	Sanctions
<p>1. Smoking on-campus and in public places while wearing the PWU uniform as prescribed in the handbook.</p>	<p>1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal</p>
<p>2. Coming into campus while intoxicated or under the influence of liquor, drugs or other prohibited substances, or attending off-campus activities sanctioned by the University while under the influence of these or other prohibited substances. Drinking liquor wearing the school uniform.</p>	<p>1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal</p>
<p>3. Using fake or tampered examination permits or clearances, ID, School, registration form, Uniform, misusing University's documents, which includes but are not limited to lending and using another student's school ID or school registration form or uniform to gain entrance to the University campus.</p>	<p>1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal</p>
<p>4. Deliberate or willful disregard of the call slip, verbal or written instructions from the Student Discipline Office and summons issued in connection with discipline-related problems or cases.</p>	<p>1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal</p>

Category B	Sanctions
<p>5. Habitual disregard or willful violation of school policies, rules and regulations as follows:</p> <ul style="list-style-type: none"> • Three (3) minor offenses of the same kind or nature within the current school year • Five (5) less serious offenses of different kinds or nature within the current school year 	<p>1st offense : In-house suspension, 3-7 schooldays</p> <p>2nd offense : Off-campus suspension, 5-10 school days</p> <p>3rd offense : maximum suspension</p> <p>4th offense : dismissal</p>
<p>6. Any deliberate act that causes the disruption of classes, academic functions, performances or any school activities on or off-campus. Instigating or leading mass actions which result in the disturbance or stopping of classes or of in- or off-campus activities.</p>	<p>1st offense : In-house suspension, 3-7 schooldays</p> <p>2nd offense : Off-campus suspension, 5-10 school days</p> <p>3rd offense : maximum suspension</p> <p>4th offense : dismissal</p>
<p>7. Acts of lewdness or indecent acts such as, but not limited to, necking, petting or inappropriate public displays of intimacy like hugging, lying on one's lap, caressing, kissing. etc.</p>	<p>1st offense : In-house suspension, 3-7 schooldays</p> <p>2nd offense : Off-campus suspension, 5-10 school days</p> <p>3rd offense : maximum suspension</p> <p>4th offense : dismissal</p>
<p>8. Bringing in, displaying, sending, lending or distributing pornographic materials within the university's premises or sending pornographic materials through social media sites like Facebook and Twitter, etc.</p>	<p>1st offense : In-house suspension, 3-7 schooldays</p> <p>2nd offense : Off-campus suspension, 5-10 school days</p> <p>3rd offense : maximum suspension</p> <p>4th offense : dismissal</p>

Category B	Sanctions
9. Deliberate or willful disregard of the University's procedures for channeling grievances and complaints against any member of the PWU community as prescribed.	1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal
10. Any infraction of established security measures of the University.	1st offense : In-house suspension, 3-7 schooldays 2nd offense : Off-campus suspension, 5-10 school days 3rd offense : maximum suspension 4th offense : dismissal
Category C	Sanctions
1. Attending classes even if not officially enrolled	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
2. Unauthorized use of University facilities and equipment.	1st offense : verbal reprimand 2nd offense : written reprimand

Category C	Sanctions
	3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
3. Removing or defacing official notices/ announcements from bulletin boards or tampering with notices/announcements on University property; Posting, enclosing, attaching, inserting unauthorized materials on University property and publications (including defacing University property such as chairs, tables, walls, lockers, etc.).	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
4. Unauthorized use of University areas (including but not limited to eating inside the University chapel or adoration chapel, concert hall, classrooms, swimming pool or any other desig-nated non-eating area).	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
5. Behavior unbecoming of a Phil-womenian such as: irreverent conduct during Univer-	1st offense : verbal reprimand

Category C	Sanctions
<p>sity activities, eating in the chapel and adoration chapel, making excessive noise or boisterous behavior on school premises</p>	<p>2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspension of three to five school days; 5th offense : dismissal</p>
<p>6. Entering the campus without wearing the student ID or temporary student permit.</p>	<p>1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspension of three to five school days; 5th offense : dismissal</p>
<p>7. Using and/or failure to turn off cellular phones and other similar communication gadgets or electronic devices during classes, Holy mass or any important function in the University.</p>	<p>1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspension of three to five school days; 5th offense : dismissal</p>

Category C	Sanctions
8. Allowing non-bonafide students to participate in an activity or in University organizations without prior written clearance from the proper University officials.	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
9. Uninvited intrusion into areas meant for the exclusive use of faculty, religious groups (e.g. Muslim prayer room) or members of the opposite gender (e.g. toilets)	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal
10. Selling tickets or soliciting contributions and selling commodities inside the University without proper clear-ance from school authorities.	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal

Category C	Sanctions
11. Spitting or throwing chewing gum, trash or other litter anywhere but in the proper trash receptacles in the University	1st offense : verbal reprimand 2nd offense : written reprimand 3rd offense : in-house suspension of one to three school days 4th offense : off-campus suspen- sion of three to five school days; 5th offense : dismissal

PROCEDURE FOR HANDLING DISCIPLINARY CASES:

- E.1 A written complaint or a formal charge must be filed with the Student Discipline Office (SDO). The written complaint must contain the name of the student being charged with the complaint (respondent) as well as the narration of the pertinent facts and circumstances of the act(s) in question.
- E.2 The discipline officer shall serve notice to the student respondent regarding the nature of the charge against her/him. A copy of the notice is provided to the parents of the tertiary student and to the members of the Student Discipline Committee (SDC)
- E.3 A written response from the student-respondent must be submitted to the Discipline office within three (3) working days of receipt of the notice. Failure to do so will count as an admission of guilt of the charge against her/him.
- E.4 If the student respondent admits guilt in her/his written response, no hearing on the case is required. The Student Discipline Committee shall apply a summary action based on the classification of offenses and corresponding sanctions as stipulated in the student handbook.
- E.5 The SDC then sends the recommendation to the Office of the University President through the Vice President of the Academic

Affairs and the Director for Campus Life.

E.6 The SDC chairperson notifies the student, parents or guardians about the corresponding sanction.

E.7. If the SVPAA recommends dismissal, this will need the approval of the University President.

If the student-respondent denies the allegation in writing, the SDC shall convene and conduct a hearing on the case.

Rules on the Hearing of a Case:

1. The Student Discipline Committee (SDC) convenes a hearing composed of:
 - Student/s involved in the incident (respondent, complainant)
 - Director for Campus Life
 - Director, Student Affairs Office
 - Dean of the student complainant and student respondent (rotating member)
 - University legal Counsel (if needed)
 - President of the Student Council
 - Resource Person
 - A rotating member whose involvement in the investigation depends on the nature of the complaint. Anyone of the following can be the rotating member:
 - University Registrar
 - University Librarian
 - Guidance and Testing Office Manager
 - Health Center Director
 - Physical Plant and Facilities Director
2. The student respondent may seek the assistance of a lawyer. If the student-respondent does not ask for legal assistance, he/she has deemed to have waived her/his right to counsel and the investigation shall then proceed as the absence of a counsel does not nullify the proceedings of the hearing. The status of the counsel during the hearing is that of an observer.
3. The SDC chairperson shall moderate the investigation of the alleged violation. He/she shall exercise complete control over the proceedings in all stages of the hearing. He/she shall prescribe the order of the presentation of evidence by the concerned parties.

He/she has the power to rule on the admissibility of the evidence or testimony of witnesses.

4. Only the members of the SDC are allowed to ask questions addressed to the complainant, student-respondent and witnesses for clarification. Questions from the parents, legal counsel and/or observers should be given to the moderator who shall read and address the question to the person concerned.
5. Should the complainant or the student respondent fail to appear for the initial hearing after due notice and without sufficient reason, the absence shall be noted and the hearing shall proceed in his/her absence without prejudice to his/her presence in subsequent hearings.
6. Each party will present his/her side during the hearing. Evidence (documents or testimonials) shall be limited to the allegations in the written complaint or written answer. Each party is allowed only one (1) postponement. Hearings for the case may be postponed or adjourned but the entire proceedings cannot last over one month.
7. In instances where one party decides to walk out from the ongoing case hearing, the act is deemed as a waiver to the party's right to be heard. The hearing shall continue in the absence of that party and the case may be resolved even in the absence of that party.
8. A recording of the entire hearing, in transcribed notes or electronic recordings, will form part of the record of the case and is filed in the student discipline office.
9. The SDC will deliberate on the case after the hearing and their recommendation will be submitted by the Director of Campus Life to the President through the Office of the Senior Vice President for Academic Affairs.
10. Due notification of the outcome of the case will be given to the student/s' dean/s, the registrar and the security officer.

UNIVERSITY'S GUIDELINES IN HANDLING DRUG RELATED CASES

1. **Receiving information on drug pushing/trading/using activities of the students in - or off-campus:**
 - a. All activities regarding students involved in drug related activities

shall be reported in writing to the discipline officer, Director for Student Affairs or the Director for Campus Life. They shall conduct a preliminary investigation on the report and the findings are submitted to the SDC for discussion.

- b. The respondent will be furnished a copy of the initial investigation and is given three days to submit a written response to the allegation.
- c. The hearing is scheduled after receipt of the written response. The respondent is notified of the schedule of hearings where his/her presence is required.
- d. If the student admits his/her guilt on the first hearing, no further hearing shall be conducted. The SDC shall proceed with the summary action on the case as provided by the Student handbook.
- e. The parents/guardian of the student are notified and must report to the SDC for the discussion of the violation and sanction which is without prejudice to the criminal liability as stipulated in Section 15 of the Republic Act 9165, the New Drug Law. This dialogue with the parent/guardian shall be participated in by all members of the SDC with the presence of the Vice President for Academic Affairs and the President, if necessary.
- f. With the approval of the parent/guardian, the student will be subjected to a drug test immediately at the Medical Specialists and Diagnostic Centre (MSDC). Student's refusal to take a drug test shall be entered into his/her record and may have bearing on the SDC's decision.
- g. If the student is found positive in the use of illegal drugs, the result shall be challenged within fifteen days through a confirmatory test at the Department of Health as provided by the law. The MSDC shall submit the specimen found to be positive to the DOH.
- h. If the confirmatory test from the DOH shows a positive use of an illegal drug, this result is considered prima facie evidence and the University shall dismiss the student immediately.
- i. If the student denies the allegation, then a hearing will proceed until such time as the investigation arrives at a conclusive finding of the case at hand. If the SDC finds the student to be guilty, then the

procedures consistent in the same guidelines in handling related drug cases under **1f, 1g, and 1h** will be applied.

- j. If the student is found to be negative for drug use, then no disciplinary action shall be taken. The complainant may be sanctioned by the SDC for making a false claim.

2. Drug Possession

- a. Any student found guilty of possession of prohibited drugs shall be dismissed or expelled from the University effective immediately.
- b. Any student caught in possession of prohibited drugs on campus shall be placed under immediate investigation by the Student Discipline Committee (SDC). The student shall put into writing that such prohibited drugs are confiscated from her/his possession and shall be given immediately a preventive suspension.
- c. The confiscated drugs shall be weighed and be identified at the laboratory at the School of Pharmacy. The confiscated drugs shall be placed under the custody of the SDC and shall be submitted to the appropriate government agency with proper documentation for future legal action.
- d. The SDC shall immediately contact the parents/guardian to report to the university to discuss the drug related case and the sanctions faced by the student. This case is reported immediately to the President through the Vice President for Academic Affairs.

3. Program required for students found positive in the use of dangerous drugs and the corresponding sanctions.

- a. Students who yield positive results in the use of dangerous drugs are required to undergo an **“out-patient program”** if they wish to continue their studies at the University. The parents/ guardians of the concerned students should sign the “Out-patient Program” contract with the University and enroll the student in any center offering such a program to help the students overcome their drug abuse problem.
- b. The students who refuse to undergo the required **“out-patient program”** shall be immediately dropped from the University and no refunds will be issued.

Those students who sign the “**out-patient program**” contract but fail to enroll or complete a substance abuse program at a duly-recognized drug rehabilitation center shall not be readmitted to the university unless he can show proof that they are under the supervision of a substance abuse counselor or until they have completed the required program and submitted the certification of completion to the Student Discipline Office.

- c. All students who are graduates of the out-patient program are subject to a random drug test in the University.
- d. All students found positive in the use of dangerous drugs who undergo or complete the “out-patient program” shall be placed under probationary status in the University. This means that a failing grade or commission of any single infraction of school policies by the student will result in his/her immediate dismissal from the University.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Academic freedom is the primary principle from which all of the following rights and freedoms proceed.

ACADEMIC FREEDOM AND STUDENT'S RIGHTS

Freedom to Learn

The Philippine Women's University recognizes the primary right of the student to exercise the freedom to learn. Fundamental to this freedom are the rights to free inquiry, to free expression and to free development of thought.

Right to Free Inquiry

The student has the right to inquire freely into any subject matter of one's interest and to develop reasonable ideas on the basis of such inquiry. In the classroom, the student is free to question or to disagree without being disagreeable. The institution protects the student through orderly procedures and valid academic evaluation in the classroom.

Freedom of Expression

The student has the right to free expression of one's opinion and beliefs with the following corresponding responsibilities:

- To respect the rights and opinions of others,
- To use expressions which are appropriate in an academic community
- To accept and to abide by the consensus arrived at in a democratic procedure.

Right to Protest

This right proceeds from the freedom of expression. In the exercise of this right, the student has the responsibility to be reasonable and to refrain from using tactics which prevent the expression of opposing views or which coerce others to accept one's point of view.

Written expressions through signed articles for debates, dialogues, and discussions are appropriate means of free expression in an academic community.

Freedom of the Student Press

The student press is a vehicle for free expression and free inquiry in the academic community. Students who are members of the editorial staff have the responsibility to develop and uphold editorial policies governed by the canons of responsible journalism such as a commitment to truth, the avoidance of libel, indecency, undocumented allegations, attack on personal integrity and the unacceptable use of harassment, innuendos and plagiarism.

Freedom of Association and Assembly

Students who plan group activities have a responsibility to be clear in their objectives and to make sure that those activities do not conflict with the goals or policies of the University. They should be fully aware of the legal implications and consequences of such actions, both to themselves and to the academic community.

Freedom from Sexual Harassment and Rape Threat Act – RA 7877

The University upholds the right of the students to avoid being sexually harassed, either through a threat or direct act by any other student, faculty member or non-teaching personnel. Students must never be harassed in exchange for a passing grade, or being included in the class, or being allowed to graduate, or any other inappropriate act or favor. Refer to Republic Act no. 7877 – appendix A

STUDENT ORGANIZATIONS:

The University encourages the formation of student groups and provides opportunities for academic development in the hope of developing creative and responsible student leaders. It has allowed the establishment and operation of a student government and other campus organizations governed by rules and regulations in accordance with the Commission on Higher Education Memorandum Number 09, Series of 2013 on “Enhance Policies and Guidelines on Student Affairs and Services” and the “Guidelines on the Implementation of Flexible Delivery of Student Affairs and Services During Covid-19 Pandemic”.

1. Organizational Requirements and Procedures:

The Student Council Organization, the University and College-wide organizations and organizations with official recognition are covered by the following requirements and procedures:

- a. Constitution and By-Laws - all campus student organizations are required to have their Constitution and By-Laws drafted by the members and submitted to the Office of Student Affairs for approval.
- b. Membership in recognized student organizations
 - 1) All bona fide students enrolled at PWU and its affiliate schools are ipso facto members of the Student Council Organization.
 - 2) Membership in a University - or College-wide organization is obtained by voluntary application of students.
 - 3) Membership in professional organizations may be obtained by fulfilling the qualifications specified by the organization.
- c. Nominations and Election

Students who possess the following qualifications are eligible for nomination/membership in campus organizations.

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- a. a bonafide PWU student (officially enrolled)
 - b. of proven leadership, integrity, and good moral character reflective of true Philwomenian values
 - c. of sound mental and physical health
 - d. with no record of violation of the University's rules and regulations
 - e. must have complied with the academic requirements of at least three (3) consecutive trimesters residence, except for the freshmen students, with a minimum load of fifteen (15) units, none of which is dropped during the on-going trimester. This includes PE, MSCE, Religion and NSTP subjects. Must have an average grade of 2.5 with no failing grade or WD or INC in one's academic record.

2. Recognition of Student Organizations

No student organization shall be allowed to exist or conduct business within the University unless it has official recognition.

Requirements for official recognition:

- a. Application letter to the University administration with the recommendation of the Dean, Director or Head of the Department through the Director of the Office of Student Affairs and Director of Campus Life.
- b. Constitution and by-laws
- c. List of members (stating name, course of each member)
- d. List of activities and projects for the school year.
- e. Budget proposal, if any

3. Revocation

The University shall withdraw or cancel the recognition granted to any student organization for failure to comply with prescribed requirements.

Any student officer who commits an infraction will be subjected to disciplinary action following due process.

4. Student Activities and Requirements:

- a. All student organizations are encouraged to hold activities to pursue their objectives. An annual evaluation will be conducted by

the office of Student Affairs in coordination with the organization's adviser and the Student Council Organization.

- b. For student activities in-campus,
 1. Secure an Information Fact Sheet for PWU Events and provide the following details:
 - a. Title of Event
 - b. Date and Time of event
 - c. Venue, equipment and technical support
 - d. Write the approved budget if there is any
 - e. Brief Description of the event (only for PWU or open to the Public
 - f. Goals/Objectives of the event/ Main Features
 - g. Co-sponsors of event
 - h. Rapporteur (person appointed to report on proceedings)
 - i. Activity coordinator
 - j. Requesting Party
 2. Proceed to the Office of the Senior Vice President for Academic Affairs for signatory as the recommending approval.
 3. Final approval from PWU management and administration office
 - a. Director for Media Center
 - b. Associate Vice President for campus Life
 - c. Vice President for Administration
 - d. Senior Vice President for Operations
 4. If you would like your activity to be announced to the PWU community or if you need posters, programs, tickets, etc. submit your request to the Media Center (info@pwu.edu.ph).
- c. Off-campus activities involving PWU students must be approved by your Dean, Adviser or the Office of Student Affairs in compliance with the CHED requirements. For off-campus activities like seminars, conferences, field trips, exposure trips, etc. a letter of invitation from the organizer must accompany your request. The Office of Student Affairs or your Dean or Adviser will then send a letter to parents with a reply slip with a waiver to be signed by your parents/ guardian and returned to the Dean, Adviser or Office of Student Affairs before the event.

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- d. Official meetings of student organizations involving students of other schools maybe held in the campus provided these have been scheduled and approved by the Adviser, Dean, director of Student Affairs and director for Campus Life. You must follow the same approval process outlined above.
 - e. The organization's officers and adviser will plan and submit its activities to the Director of Student Affairs who will then submit the comprehensive list of student activities to the SVPAA for inclusion in the school calendar.
5. The use of university facilities shall be obtained by applying at the office of the Institutional Services at least 5 days prior to the university.

The university receives the right to withhold the use of its facilities if the activity approval was obtained through false pretense or is in violation of prescribed procedures. Disciplinary action will be imposed for such offenses on the officers of the student organization.

6. Fund-Raising Activities

Any student organization desiring to hold a fund-raising activity on campus needs the approval of the SVPAA through the Dean, Adviser of the Office of Student Affairs. A financial report is submitted after the fund raising activity and corresponding charges must be paid by the sponsoring organization.

7. Use of the University Name:

A student organization shall not use the name or logo of the University in any way or form as part of its own name unless approved in writing by the University. This is in accordance with the principle that the recognition granted to the student organization does not bestow on such organization the right to officially represent the University. Use of the PWU name or logo on any print or electronic media must be cleared with the Media Center.

CHANNELS OF COMMUNICATION

Students are invited to exercise their right to be heard and properly utilize these channels of communication:

1. President of the student organization or the class/section

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2. The Student Council Organization
 3. The guidance counselors
 4. The adviser or dean
 5. Director, Student Affairs
 6. Director of Campus Life
 7. The Vice President for Academic Affairs
 8. The University President
 9. The Board of Trustees

STUDENT GRIEVANCE PROCEDURE:

1. A Student's complaint against a faculty member
 - a. The student is encouraged to discuss complaints directly with the faculty member not later than 2 weeks after the incident. If the nature of the complaint warrants it, the student should submit his/her complaint to the Dean or Adviser. If no action is taken by the Dean or Adviser, the student should file his/her complaint with the Office of Student Discipline. Complaints after the 2-week period are not entertained.
 - b. If the complaint is not resolved at this level, it is elevated to the Vice President for Academic Affairs and a Grievance Ad Hoc (Ethics) committee is formed. The members of this committee shall be:
 - Vice President for Administration
 - Chief Finance Officer
 - University Student Council President
 - Associate Vice President for Campus Life
 - Director, Student Affairs
 - Legal Council
 - Director, Human Resource Management
 - Resource Person
 - c. Any party not satisfied with the decision rendered by the Grievance Committee may file an appeal for reconsideration with the Office of the Vice President for Academic Affairs, stating the grounds thereof.
 - d. If within five (5) days from the receipt of the written decision, no appeal for reconsideration has been submitted, the decision becomes final and executory.

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2. A complaint against a faculty member by a class or a section must be signed by at least 50% + 1 of the class.

The same procedure as the individual complaint is followed, except that the complaint is presented to the faculty member by the elected class representative with a copy submitted to the dean or director. The written complaint shall be presented to them by three class representatives.

3. Student's complaint against an Administrator (Deans or Department Heads)
- a. The student presents his/her complaint to the Dean or Program Chair not later than two (2) weeks after the incident occurs. Complaints presented after this period are not entertained.
 - b. If the complaint is not resolved at this level, then it is elevated to the Vice President for Academic Affairs and a Grievance Ad Hoc (Ethics) committee is formed. The members of this committee shall be:
 - Director, Human Resource Management
 - Vice President for Academic Affairs
 - Vice President for Administration
 - Chief Finance Officer
 - Associate Vice President for Campus Life
 - University Student Council President
 - Director, Student Affairs
 - Director, Campus Life
 - Legal Council
 - c. Any party not satisfied with the decision rendered may file an appeal for reconsideration with the Office of the Vice President for Academic Affairs stating the grounds thereof.
 - d. If within five (5) days from the receipt of the written decision, no appeal for reconsideration has been received, the decision becomes final and executory.

STUDENT SERVICES - ENRICHMENT OF STUDENT LIFE

Section 1. Feature of Philwomenian Education

Moral Social Civic Education (MSCED) is a unique program of the Philippine Women's University for character and personality development, values and skills formation.

The course is designed for continuing self-discovery and empowerment towards developing the whole person of the Philwomenian. It focuses on the core values of PWU on personal integrity, family solidarity, community engagement and professional leadership.

Section 2. Academic Support Services

OFFICE OF CAMPUS LIFE

The Office of Campus Life was established to strengthen, synchronize, synergize and interface the various student activities, programs and support services as a means of implementing a holistic approach to the needs, welfare and development of students.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is committed to the organization and promotion of the various co-curricular and extra-curricular activities that will encourage active student participation and enhance the leadership skills and potential of every Philwomenian. The office shall respond to the needs and specific concerns of students thus allowing the total development of the student by being responsible, value oriented and becoming productive individuals and members of the community.

CAMPUS MINISTRY

This office recognizes that PWU is a non-sectarian institution respecting people of all faiths and religions. It encourages the deepening of the spirituality of students through activities such as interfaith dialogue, retreats, recollections, reflections and faith-based celebrations. Annual recollections are given to the Freshmen and the graduating students. There are daily noon masses for Roman Catholics. A Muslim prayer room is provided as well as facilities that help address the spiritual needs of the PWU Community.

GUIDANCE AND TESTING OFFICE

This office assists the students in maximizing their potential strengths through services and programs that enhance their innate capabilities, identify their strengths and limitations which will lead to self-realization.

STUDENT DISCIPLINE OFFICE

This office enforces the policies, rules and regulations of the University pertaining to students' behavior and imposes disciplinary measures guided by formative and developmental goals.

SPORTS DEVELOPMENT OFFICE

This office provides sports activities for the students and the PWU community. It complements the school's thrust in developing well-rounded individuals through physical activities embodied by sports. At the same time, it enhances the university's reputation through actively participating and excelling in various inter-scholastic competitors.

ADMISSIONS OFFICE

The Admissions office disseminates information about PWU's course offerings and admission requirements, schedules the entrance exams, and assists in the pre-enrollment activities of incoming students. It also issues the acceptance letter to all incoming freshmen.

MEDICAL SPECIALISTS AND DIAGNOSTIC CENTER (MSDC)

This office provides the PWU community with sustained health care and medical diagnostic services. It provides medical and dental care, X-ray services, and laboratory tests. Clinic hours: Mondays to Saturday, 8:00am to 5:00pm.

NUTRITION CLINIC

The PWU Nutrition Clinic aims to provide the highest level of nutrition education & personalized nutrition therapy to PWU students (basic, tertiary and graduate) and staff (academic and administration) and all those who avail themselves of the Nutrition Clinic's services to improve or maintain good health.

*Clinic hours: Mondays thru Fridays, 8:00am up to 5:00pm.
Scheduling of appointments would be appreciated.*

UNIVERSITY REGISTRAR

This office enforces government and school regulations regarding entrance requirements, students' credentials, enrolment load, transfer, promotions, subject sequence and eligibility or graduation. In coordination with the deans, it decides on evaluation of subjects or credits. It issues grades, transcripts of records, transfer credentials, clearances and diplomas to the students and graduates.

UNIVERSITY LIBRARY

The University Library endeavors to meet the needs of all its patrons by providing an adequate, well-selected and well-organized collection and facilities, supporting the curricula and programs. The Main and departmental libraries acquire, organize, and service books, periodicals, documents, and online resources used in the instructional and research programs. The PWU libraries also provide internet, bibliographical, and reference services to deans, faculty and students. Library Hours: Regular trimester 8:00 a.m. to 7:00 p.m. Monday to Friday; 8:00 a.m. - 5:00 p.m, every Saturday.

AUDIO-VISUAL RESOURCE CENTER

This office serves as a Learning Resource Center where students and faculty members are provided access to audio-visual facilities. It provides opportunities for the students to enhance their skills in the use of multi-media facilities and complements classroom activities with actual experiences in audio-visual production.

FOOD CENTER

The food center offers a wide selection of nutritious dishes at student prices. The center is open from 8:00 a.m. to 5:00 p.m.

COMPUTER LABORATORY/INTERNET SERVICES

The computer laboratory provides internet access and email services to both the student body and members of the community.

ALUMNI OFFICE

PWU caters to the needs of graduating students and alumni. Alumni chapters are established to strengthen the university alumni linkages locally and worldwide. Major activities include co-hosting alumni homecomings, arranging alumni lecture series and special projects to benefit the University.

INTERNATIONAL STUDENTS SERVICES

The mission is to develop an understanding and appreciation for cultural diversity among the students and to encourage PWU students to integrate international experiences into their education, and international students to identify and pursue opportunities for study and research while they are at PWU.

UNICORP

The University Community Outreach Program (UNICORP) was established in 1975 as the university's response to a call for assistance from the private sector in creating an integrated multi-sectoral approach to urbanization. For over 40 years of commitment, the PWU-UNICORP has sustained its mission of serving the different adopted communities through the spirit of volunteerism. It provides a good venue of encouragement and inspiration towards a sense of mission.

SCHOLARSHIPS, GRANTS and DISCOUNT SERVICES

The Scholarship Office administers the scholarships, grants and discounts given to PWU students annually by government and public institutions and by private donors and sponsors. Students are encouraged to visit the scholarship office to learn what grants are available, learn how to apply for and avail of them and secure the necessary forms and other needed information.

APPENDICES

APPENDIX A Republic Act No. 9165

An act instituting the Comprehensive Dangerous Drugs Act of 2002, repealing Republic Act No. 6425, Otherwise known as the Dangerous drugs Act of 1972, as amended, providing funds therefor, and for other purposes.

I. The Policy of the State

It is deemed a policy of the State to promote drug-free workplaces using a tripartite approach. with the assistance of the Dangerous Drugs Board (DDB), the Department of Labor and Employment (DOLE) shall develop, promote and implement a national drug abuse prevention program in the workplace to be adopted by private companies with ten (10) employees. Such program shall include the mandatory drafting and adoption of company policies against drug use in the workplace in close consultation and coordination with DOLE, labor and employer organizations, human resource development managers and other such private sector organizations. (Section 47, Article V)

The Dangerous Drugs Board and the Department of Labor and Employment shall formulate the necessary guidelines for the implementation of the national drug-free workplace program. (Section 48, Article V).

II. Dangerous Drugs Test and Record Requirements

Authorized drug testing shall be done by any government forensic laboratories or by any of the drug testing laboratories accredited and monitored by the DOH to safeguard the quality of test results. The DOF shall take steps in the setting the price of the drug test with the DOH accredited drug testing centers to further reduce the cost of such drug test. The drug testing center shall employ among others, two (2) testing.

III. The General Guidelines for the conduct of Authorized Drug Testing. (DDB Regulation No. 2, Series)

A. Mandatory and Random Drug Testing

In accordance with section 36, Article III of R.A. 9165, the following shall undergo drug testing:

A.1 Mandatory Drug Testing. Mandatory drug test for applicants for driver's license, firearm's license and permit to carry firearms, for personnel of military, police and other law, enforcement agencies, all persons charged before the prosecutor's office with a criminal offense having an impossible penalty of imprisonment of not less than six (6) years and one (1) day, and all candidates for public office whether appointed or elected both in the national or local government; and

A.2 Random Drug Testing. Random drug test for students of secondary and tertiary schools with notice to the parents; domestic or overseas, as contained in the company work rules and regulations.

B. Procedures for the Conduct of Drug Testing

B.1 Mandatory Drug Testing. Mandatory drug testing shall be conducted either annual or as often, as necessary as in the case of the officers and members of the military, police and other law enforcement agencies; as pre-employment requirement of the Civil Service Commission for all government offices; upon return from rehabilitative treatment; for purposes of transfer, promotion or study grants; as required by the company work rules and regulations; and in accordance with the provisions of Section 35 R.A. 9165.

B.2 Random Drug Testing. Random drug testing involves testing students/employees without prior notice. However, in the case of the students, the parents should be duly notified. Random drug testing includes either all or a certain number of students/employees.

C. Treatment of Positive Mandatory/Random Drug Test Results

C.1 Positive Mandatory Drug Test Result. For government officials and employees, the officers and members of the military, police, and other law enforcement agencies as well as the

persons holding safety-sensitive positions, those found positive for a dangerous drugs use shall be subject to the provisions of Section 15 and 28 of R.A. 9165. Provisions for employee assistance should also be made available to those who are found positive for dangerous drugs use through the application of the appropriate intervention based on the internal rules and regulations of the concerned Agencies.

C.2 Positive Random Drug Test Results. The drug test should not be used to deny admission of students in the school. However, for retention purposes, a positive drug test result may be made ground for disciplinary action against the student or as basis for referral for appropriate intervention.

APPENDIX B DECLARATION OF PWU AS DRUG FREE INSTITUTION

Pursuant to Republic Act No. 9165, otherwise known as “Dangerous Drugs Act of 2002”, and as provided in section 44 of Article IV and section 47 of Article V of this Act, on the school’s participation in the enforcement of this “New Drug Law”, and the promotion of a National Drug-free Workplace respectively, the Philippine Women’s University and its Affiliate Schools for Men and Women strongly maintains a policy of being a drug-free institution in the face of the violence, criminality, and immorality that accompany the illicit manufacture, distribution, use and abuse of dangerous drugs.

It is the position of the university that it will not tolerate the presence of dangerous drugs nor users and purveyors such in its campuses and affiliated facilities within as well as in its immediate surroundings.

In view of this declared policy, the University shall administer a drug screening test for marijuana and shabu to all students, administrators, faculty members, non-teaching personnel, service maintenance staff and security guards.

To be consistent with this policy, any member of the University community found to have violated this “New Drug Law” shall be dealt with accordingly. All such penalties are provided in Section II of this act and as sanctioned by the University.

The following are categories of drug violations and institutional sanctions against those found to have violated this university policy:

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1. those found to test positive for dangerous drugs shall participate in an Out-patient program for drug users;
 2. those found to be drug dependent shall petition for complete rehabilitation and leave the University;
 3. those caught in the act of using dangerous drugs shall be dismissed/expelled from the University;
 4. those caught in the act of pushing/delivering or trading dangerous drugs inside the University campus or off-campus being identified as a student or member of the PWU community shall be dismissed/expelled from the University.

For the benefit of the well-being of all PWU members and for the integrity of the University, let us give the full support of making our University a drug-free institution.

(SGD) **MARCO ALFREDO M. BENITEZ**
University President

APPENDIX C
**Republic Act No. 8049 An Act Regulating Hazing and Other
Forms of Initiation Rites in Fraternities, Sororities and
Organizations and Providing Penalties Thereof**

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

SEC. 1. Hazing as used in this Act is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen's Military Training or Citizen's Army Training. The physical, mental and psychological testing

and training procedure and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

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

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

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

- a. The penalty of *reclusion perpetua* if death, rape, sodomy or mutilation results therefrom.
- b. The penalty of *reclusion temporal* in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
- c. The penalty of *reclusion temporal* in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such

member shall have become incapacitated for the activity or work in which he has habitually engaged.

- d. The penalty of *reclusion temporal* in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than nine (90) days.
- e. The penalty of *prision mayor* in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days.
- f. The penalty of *prision mayor* in its medium period if in consequence of the hazing the victim have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more or that the injury sustained shall require medical attendance for the same period.
- g. The penalty of *prision mayor* in its minimum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days or that the injury sustained shall require medical attendance for the same period.
- h. The penalty of *prision correccional* in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- a. where the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person the recruit who refuses to join;

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- b. when the recruit neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
 - c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to that police authorities, through force, violence, threat or intimidation;
 - d. when the hazing is committed outside of the school or institution; or
 - e. when the victim is below twelve (12) years of age at the time of the hazing

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization group, fraternity, or sorority, who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as a principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstances that there was no intention, to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

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

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

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

Approved: June 07, 1995

APPENDIX D
Republic of the Philippines
COMMISSION ON HIGHER EDUCATION

January 25, 1998
CHED Order
No. 4, 1995

**PREVENTIVE MEASURES AGAINST VIOLENCE AND
SANCTIONS ON FRATERNITIES AND OTHER STUDENT
ORGANIZATIONS**

TO: CHED Regional Directors
Heads of Private Schools, Colleges and Universities
Presidents of State Colleges and Universities

The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation-building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.

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1. Historically, fraternities were found to promote camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the human value of life. Their talents and energies must be channeled and utilized for collective development.
 2. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority observance of the rules and regulations of educational institutions are ignored.

Existing laws and other administrative issuances seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

3. in order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested
 - 3.1 monthly meetings of heads of fraternities in a Council of Equals
 - 3.2 regular gatherings of fraternities members through sports, cultural events and joint community projects where there are cross membership;
 - 3.3 reporting a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart;
 - 3.4 internal policing by the fraternities themselves;
 - 3.5 long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood;
 - 3.6 more interaction between the School Administration and the fraternities;
 - 3.7 informing parents about the participation of their children in fraternities;
 - 3.8 use of the fraternity alumni members to counsel resident members;

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- 3.9 oblige fraternities to observe ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
 4. In order to deter violence among fraternities the following sanctions shall be strictly carried out:
 - 4.1 Automatic expulsion of any fraternity member for:
 - a. starting or taking the offensive action that clearly provokes violence;
 - b. carrying of knives, sticks, pipes, guns, and other deadly weapons in schools; and
 - c. extortion
 - 4.2 60 days suspension of all officers of a fraternity found guilty of acting action that will provoke violence; and
 - 4.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
 5. Higher Education Institutions must fully assume authority and responsibility in dealing with fraternities and other student's aggravations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
 6. Immediate dissemination for this order desired.

(Sgd) **RICARDO T. GLORIA**
Chairman

APPENDIX E
Republic Act No.7877 An Act Declaring Sexual Harassment
Unlawful in the Employment, Education or Training
Environment, and for Other Purposes

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

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

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

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

- a) In a work-related or employment environment sexual harassment is committed when:
 - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employer which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
 - (2) The above acts would impair the employee's right or privileges under existing labor laws: or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- b) In an education or training environment, sexual harassment is committed:
 - (1) Against one who is under the care, custody or supervision of the offender;

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- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or considerations, or
 - (4) When the sexual advances result in an intimidating hostile or offensive environment for the student, trainee or apprentice.

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

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

- (a) Promulgate appropriate rules and (a) regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefore.

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

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

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

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

In the case of educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this Act for the information of all concerned.

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

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

SEC. 7. *Penalties.* — Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than Ten thousand pesos (10,000) nor more than Twenty thousand pesos (20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall be prescribed in three (3) years.

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

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

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

APPROVED

(SGD.) **EDGARDO ANGARA**
President of the Senate

(SGD.) **JOSE DE VENECIA, JR.**
Speaker of the House of Representatives

This Act which is a consolidation of House Bill No. 9425 and Senate Bill 1632 was finally approved by the House of Representatives and the Senate on February 8, 1995.

(SGD.) **EDGARDO E. TUMANGAN**
Secretary of Senate

(SGD.) **CAMILO L. SABIO**
Secretary General
House of Representatives

(SGD.) **FIDEL V. RAMOS**
President of the Philippines

APPENDIX F

Excerpts from the Campus Journalism Act of 1991 Republic Act No. 7079. Act providing for the Development and Promotion of Campus Journalism and for other purposes.

1. A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication funds.
2. Funding for the student publication may consist in subscription fees collected by the school administration, savings of the respective school's appropriations, donations and other sources of funds.

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3. In no instance shall the DECS or the school administration concerned withhold the release of funds sourced from the above herein stated. They should be released automatically to the student publication concerned.
 4. The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.
 5. A member of the publication staff must maintain his/her status as a student in order to retain membership in the production staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of performance of his/her duties in the student publication.

APPENDIX G

**Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION**

MEMORANDUM FROM THE CHAIRMAN

FOR : CHED RO DIRECTORS

**SUBJECT : IMPLEMENTING RULES AND REGULATIONS (IRR) OF
THE NATIONAL SERVICE TRAINING PROGRAM
(NSTP) ACT OF 2001**

DATE : 10 April 2002

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The National Service Training Program (NSTP) Act of 2001 (RA 9163) has been signed into law by Her Excellency, President Gloria Macapagal-Arroyo, in response to the public clamor for reforms in the Reserved Officers Training Corps (ROTC) Program.

In view thereof, the Implementing Rules and Regulations (IRR) of the said law duly signed by the three (3) lead agencies: Commission on Higher Education (CHED), Department of National Defense (DND) and Technical Education and skills Development Authority (TESDA) are hereby issued a copy hereto attached, for the strict observance and implementation by all concerned, effective Academic Year 2002-2003.

For the uniform interpretation and implementation of the NSTP Act of 2001 and its corresponding guidelines, a Regional Orientation Conference shall be conducted to be participated in by concerned representatives from all public and private higher education institutions in the region. An initial report on the Program implementation shall be submitted through the Office of Student Services (OSS), on or before July 15, 2002, for the information of the Commission and other program stakeholders.

Wide and immediate dissemination of the contents of this IRR are hereby desired.

(Sgd) **ESTERA. GARCIA**

IMPLEMENTING RULES AND REGULATIONS OF THE NATIONAL SERVICE TRAINING PROGRAM (NSTP)

Pursuant to section 12 of Republic Act No. 9163 otherwise known as the National Service Training program (NSTP) Act of 2001, the commission on Higher Education (CHED), Technical Education and Skills Development Authority (TESDA), and Department of National Defense (DND), in consultation with concerned government agencies, the Philippine Association of State Universities and Colleges (PASUC), Coordinating Council of Private Educational Associations of the Philippines (COCOPEA), Non-Government Organizations (NGO's) and recognized student organizations, hereby jointly issue, adopt and promulgate the following implementing rules and regulations to implement the provisions of the Act.

Rule I Guiding Principles

Section 1. Guiding Principle. While it is the prime duty of the government to serve and protect its citizens, in turn it shall be the responsibility of all citizens to defend the security of the state, and in fulfillment thereof, the government may require each citizen to render personal military or civil service.

Section 2. Role of the Youth.

- a. In recognition of the vital role of the youth in nation building, the State shall promote civic consciousness among and shall develop their physical, moral, spiritual, intellectual and social well-being. It shall inculcate the ideals of

patriotism, nationalism, and advance their involvement in public civic affairs,

- b. As the most valuable resource of the nation, they shall be motivated, trained, organized and involved in military, literacy, civic welfare programs and other similar endeavors in the service of the nation.

Rule II Definition of Terms

Section 3. As used in this Implementing Rules and Regulations (IRR), the following terms shall mean:

- a. **“National Service Training Program” (NSTP)** – refers to the program aimed at enhancing civic consciousness and defense preparedness in youth, by developing the ethics of service and patriotism while undergoing training in any of the three (3) Program components, specifically designed to enhance the youth's active contribution to the general welfare.
- b. **“Reserved Officers Training Corps” (ROTC)** – refers to the program component, institutionalized under Sections 38 and 39 of Republic Act No. 7007 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness;
- c. **“Literacy Training Service” (LTS)** – refers to the program component designed to train the student to teach literacy and numeracy skills to school children, out-of-school youths and other segments of society in need of their services;
- d. **“Civic Welfare Training Service” (CWTS)** – refers to the program component or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of it; facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and moral of the citizenry and other social welfare services;
- e. **“Program Component”** – refers to the service components of the NSTP as defined herein;

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- f. **“Clustering”** – refers to the grouping of students enrolled in different schools and taking up the same NSTP component into one (1) group under the management and supervision of a designated school;
 - g. **“Cross Enrollment”** – refers to a system of enrollment where a student is officially enrolled in an academic program of a school but is allowed to enroll in the NSTP component of another school; and
 - h. **“Non-Government Organization” (NGO)** – refers to any private organization duly accredited by CHED or recognized by TESDA.

Rule III Program Implementation

Section 4. Coverage:

- a. All incoming freshmen students, male and female, starting School Year (SY) 2002-2003, enrolled in any baccalaureate and in at least two (2) year technical vocational or associate courses, are required to complete one (1) NSTP component of their choice as graduation requirement.
- b. All higher and technical-vocational education institutions must offer at least one (1) of the NSTP components.
- c. State Universities and Colleges (SUC's) shall offer ROTC component and at least one (1) other NSTP component.
- d. The Philippine Military Academy (PMA), Philippine Merchant Marine Academy (PMMA), Philippine National Police Academy (PNPA), and other SUC's of similar nature, in view of the special character of these institutions, are exempted from the NSTP.
- e. Private higher and technical-vocational education institutions with at least 350 student cadets, may offer the ROTC component and consequently establish/maintain Department of Military Science and Tactics (DMST), subject to the existing rules and regulations of the Armed Forces of the Philippines (AFP).

Section 5. Program Components.

- a. The NSTP shall have the following components which the students can choose from as defined in Rule II, Section 3 hereof: The Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).
- b. All program components, the ROTC in particular, shall give emphasis on citizenship training and shall instill patriotism, moral virtues, respect for the rights of civilians and adherence to the Constitution.
- c. The CHED and TESDA, in consultation with the DND, and PASUC, COCOPEA and other concerned government agencies. may design and implement such other nonmilitary training components as may be necessary in consonance with the provisions of R.A. 9163.
- d. Within thirty (30) days from the approval of this IRR, the CHED, TESDA, and the DND shall issue the minimum standards for the three (3) NSTP components which shall form part of these guidelines.

Section 6. Duration and Equivalent Course Unit.

- a. Each of the aforementioned NSTP components shall be undertaken for an academic period of two (2) semesters. It shall be credited for three (3) units per semester, for fifty-four (54) to ninety (90) training hours per semester,
- b. A one (1) summer program in lieu of the two (2) semester program may be designed, formulated and adopted by the DND, CHED and TESDA, subject to the capability of the school and the AFP to handle the same.

Section 7. Clustering and Cross-Enrolment.

- a. Clustering of students from different education institutions during semester or summer periods may be done for any of the NSTP component, taking into account logistics, branch of service and geographical locations. The host school shall be responsible in managing the Program.

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- b. Schools that do not meet the required number of students to maintain the optional ROTC and any of the NSTP components, or do not offer the component chosen by the students, shall allow their students to cross-enroll to other schools, irrespective of whether such school is under CHED or TESDA; and in the case of students raking the ROTC component, irrespective of whether the two semesters shall be taken from different schools whose ROTC are administered/managed by different branches of service of the AFP.
 - c. Students intending to cross-enroll shall be subject to the existing rules and regulations of the school of origin and the accepting school.

Section 8. Management and Monitoring.

- a. The school authorities shall exercise academic and administrative supervision over the design, formulation, adoption and implementation of the different NSTP components in their respective schools.
- b. In the case of ROTC, the school authorities and DND, subject to the policies, regulations and programs of DND on the military component of the training, shall exercise joint supervision over its implementation.
- c. Schools which have contracted CHED-accredited or TESDA-recognized NGO's to formulate and administer training modules for any of the NSTP components shall jointly exercise such academics and administrative supervision with those NGO's. Within forty-five (45) days from approval and issuance of this IRR, the CHED, TESDA and DND shall issue the necessary guidelines for the accreditation of non-government organizations (NGO's) and training modules to be utilized by these NGO's.
- d. CHED Regional Offices, TESDA Provincial/District Offices and DND-AFP (through the Major Service Reserve Commands), shall oversee and monitor the implementation of the NSTP under their respective jurisdiction, to determine if the trainings conducted are in consonance with the Act. These Offices shall submit periodic reports to the Central Offices of CHED, TESDA and DND.

Rule IV Fees and Incentives

Section 9. Fees. No fees shall be collected for any of the NSTP component except basic tuition fees which should not be more than fifty (50%) percent of the charges of the school per academic unit.

Section 10. Incentives.

- a. A program of assistance/incentives for ROTC students shall be provided and administered by DND, in accordance with existing laws and regulations and subject to the availability of funds.
- b. School authorities concerned, CHED and TESDA shall ensure that health and accident group insurances are provided for students enrolled in any of the NSTP components.
- c. Schools that already provide health and accident group insurance and collect the necessary fees for the purpose from their students as of the effectivity of this Rules, are deemed to have complied with this requirement.
- d. A Special Scholarship Program for qualified NSTP students shall be administered by CHED and TESDA, with funds for the purpose to be included in the annual regular appropriations of the two agencies, subject to the availability of funds.

Rule V Organization of NSTP Graduates

Section 11. Organization of NSTP Graduates.

- a. Graduates of the non-ROTC components of the NSTP shall belong to the National Service Reserve Corps (NSRC) and could be tapped by the State for literacy and civic welfare activities, through the joint efforts of DND, CHED and TESDA, in coordination with DILG, DSWD and other concerned agencies/associations.
- b. The CHED, TESDA and DND, in consultation with other concerned government and non-government agencies, shall issue the necessary guidelines for the establishment, organization, maintenance and utilization of the National Service Reserve Corps.

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- c. Graduates of the ROTC program shall form part of the Citizen Armed Force pursuant to RA 7077, subject to the requirements of DND.

Rule VI Transitory Provisions

Section 12. **Suspension of ROTC Requirement.** The completion of ROTC training as a requisite for graduation is set-aside for students who have completed **all their academic requirements for their respective courses as certified by the school on or before the effectivity of the NSTP Act of 2001, which is March 23, 2002.** The concerned students may apply for graduation with their respective schools.

Section 13. Transitory Provisions.

- a. Male students who are not covered by Section 42 of this Rule and are currently enrolled but have not taken any of the Military Service (MS), Civic Welfare Service (CWS) or Law Enforcement Service (LES) programs shall be covered by the NSTP Law.
- b. Male students who have completed two semesters of the Expanded ROTC (E-ROTC) National Service Program (NSP) are deemed to have complied with the NSTP requirement.
- c. Male students who are not covered by section 12 of this Rules and have taken only one (1) semester of Basic ROTC or E-ROTC/NSP shall take one more semester of any of the NSTP components to qualify for graduation.
- d. Students who want to qualify for enlistment in the Reserve Force or attend the Advance ROTC program shall undertake a special program for this purpose.

Rule VII Miscellaneous Provisions

Section 14. **Information Dissemination.** The CHED, TESDA and DND shall provide information on these Act and IRR to all concerned publics through different modes of disseminating information.

Section 15. Amendatory Clause.

- a. Section 35 of Commonwealth Act No. I. Executive Order No.

207 of 1939. Sections 2 and 3 of Presidential Decree No, 1706, and Sections 38 and 39 of Republic Act No. 7077, as well as all laws, decrees, orders, rules and regulations and other issuances inconsistent with the provisions of the Act are hereby deemed amended and modified accordingly.

- b. This Rules may be amended, modified, or replaced jointly by CHED, TESDA and DND, in consultation with PASUC, COCOPEA and NGO's recognized student organizations.

Section 16. **Separability Clause.** If any section or provisions of this IRR shall be declared unconstitutional or invalid, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 17. **Effectivity.** These Rules shall take effect immediately upon adoption and issuance.

Adopted and Issued, APR 10 2002

(Sgd) **ANGELO T. REYES**
Secretary, DND

(Sgd) **ESTER A. GARCIA**
Chairman, CHED

(Sgd) **LUCITA S. LASO**
Director General, TESDA

(Sgd) **BENIGNO S. AQUINO III**
President

APPENDIX H

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

MEMORANDUM FROM THE CHAIRPERSON

TO: ALL HIGHER EDUCATION INSTITUTIONS AND PERSONNEL ALL CHED REGIONAL DIRECTORS

SUBJECT: STRENGTHENING THE PROTECTION OF RELIGIOUS RIGHTS OF STUDENTS IN HIGHER EDUCATION INSTITUTIONS (HEIs)

DATE: August 16, 2016

Pursuant to Section 5, Article 3 of 1987 Constitution, that "no law shall be made respecting an establishment of religion, or prohibiting the free exercise thereof; the free exercise and enjoyment of religious profession and worship, without discrimination or preference, shall forever be allowed"; with the Implementing Rules and Regulations of Republic Act No. 9710, that the Commission has been tasked to "ensure sensitivity of regular schools to particular Moro and indigenous practices, such as fasting in the month of Ramadan, choice of clothing (including the wearing of hijab) and availability of halal"; and with the Commission's mandate under Republic Act (RA) No. 7722, dictates "that it is the responsibility of the State to protect, foster, and promote the right of all citizens to affordable quality education at all levels, and take appropriate steps to ensure that education shall be accessible to all", the Commission seeks to inform all higher education institutions (HEIs), public and private, and all CHED Regional Offices, regarding the strengthening the protection of religious rights of students in HEIs.

In view of the foregoing, all HEIs, both public and private, shall undertake the following:

1. Grant utmost respect, protection and consideration to the exercise of student's religious rights in the formulation of their institution's policies, with due consideration given to institutional rules and regulations concerning security, safety and identification,
2. Safeguard that all policies developed will ensure that students, regardless of religious status and affiliations shall have equal access to higher education, including but not limited to scholarships and other grants; and
3. Consistent with the Implementing Rules and Regulations of the Republic Act 9710 or the Magna Carta of Women Act of 2009, "ensure sensitivity of regular schools to particular Moro and indigenous practices, such as fasting in the month of Ramadan, choice of clothing including the wearing of hijab and availability of halal."

Immediate dissemination and strict compliance with this Order is desired.

Patricia B. Licuanan, Ph.D.
Chairperson

Begun and held in Metro Manila on Monday, the twenty-third day of July, two thousand eighteen.

APPENDIX I

HEALTH AND SAFETY GUIDELINES FOR THE “NEW NORMAL”

FOR STUDENTS AND EMPLOYEES RETURNING TO SCHOOL/ WORK

The following guidelines which will apply to all students and employees returning to school and work will be strictly implemented.

- A. Upon entry to PWU Campuses, the students or employees will be required to:
1. Fill-up the daily health checklist form.
 2. Have temperature checked by designated staff before entering the school/university premises.
 - a. Those showing Influenza-like Illness (e.g. fever > 37.8 C, cough and colds) should not come to school or report to work at all.
 - b. Students and employees with fever and flu-like illness upon temperature checking at the entrances will be:
 - guided to an isolation room where in assessment and patient's history will be taken and recorded, and first aid treatment, medical advice or referrals will be given.
 - for high school students, they will remain in the isolation room until their parents or guardians can come to fetch them.

(Clinic staff will follow the procedures of informing the HS dept, parents or guardians about the illness of the student)

3. Properly wear face mask at all times.
4. Step on doormat with disinfectant located in the school entrance.
5. Frequently perform hand hygiene.

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- Wash hands with soap and water for at least 20-30 seconds or apply alcohol rub and sanitizers.
6. Observe and practice physical distancing upon entering and while inside the school premises.
 7. Observe and practice proper respiratory etiquette
 - Cover mouth and nose with tissue paper when coughing or sneezing.
 - Dispose properly used tissue paper, face mask, etc. in waste bins or “no-touch” receptacles that are available in all areas.

Important Reminder:

All persons showing Influenza like symptoms (temperature 37.8 or above, cough, colds, sore throat and difficulty of breathing) should not come to school at all and must seek medical consultation or will be sent home immediately.

What to do if you have flu-like symptoms?

For mild symptoms:

- Stay at home for quarantine, monitor your symptoms.
- Increase fluid intake, eat balanced meals and rest well.
- Wear face masks, do frequent handwashing with soap and water, and apply alcohol hand rub.
- Isolate or practice social distancing.

Medical Specialists and Diagnostic Center

Vision

Holistic health services for total well-being of the individual, family and community.

Mission

To provide holistic health services and resource generation through advocacy, training and development, and counseling.

Medical Specialists and Diagnostic Center Services:

Medical Clinic:

- a) Annual medical examination of students and employees.
- b) School health staff will immediately isolate students showing influenza-like illness while in the campus. (e.g. fever, cough and colds). Parents will be informed to fetch their child.
- c) Consultations and treatment including referrals.
- d) Emergency treatment of all injuries.
- e) Nursing care of patients in the infirmary.
- f) Refer patients seen at the clinic to hospitals or specialists whenever necessary.

Dental Clinic:

- a) Annual dental check-up of students.
- b) Render emergency treatment to all students and PWU employees like toothache drops, temporary fillings, cementation of dental restorations, post-operative treatments and gum treatment and extraction.
- c) Render permanent filling and oral prophylaxis for dental decay.
- d) Refer and follow-up of special cases to family dentists or specialists.
- e) Coordinate with the medical clinic for health.

Laboratory:

- a) Facilitate and provide reliable screening test such as CBC,

Urinalysis, Fecalalysis, Hepatitis B Screening, Blood Typing and Drug Testing.

- b) Provide fast and reliable primary modalities in acute and emergency medical and surgical conditions.

X-ray:

- a) Chest X-ray examination of students.
- b) X-ray for any parts of the body as needed in emergency situations for students and employees.

Everyone is advised to observe and practice the above guidelines for the general welfare of all. Let us help each other and our PWU community to fight and prevent the spread of COVID-19. Stay safe and healthy PWU!

For other safety and health concerns, please contact us at the PWU Medical Clinic tel. no. 8526-8421 loc 154 or e-mail us at msdc@pwu.edu.ph.

APPENDIX J

Privacy Policy for Applicants, Students, Alumni, Faculty, Non-Teaching Staff and Service Providers

Introduction

Greetings from the Philippine Women's University.

The University is committed to protecting your privacy, respects your right to privacy and affirm its commitment to the protection of the privacy of its applicants, students, alumni, faculty, non-teaching staff and service providers, regarding the data it collects, use or otherwise process.

The personal information collected shall be used only for legitimate purposes conformable with the Data Privacy Act of 2012 (DPA).

Scope

This Privacy Policy is applicable to the University operation and activities. It starts from the collection of personal information and includes the creation, storage, use, distribution, and disposal of the data collected.

Guidelines

A. Collection and Use of Personal Information and Sensitive Personal Information

The University may process personal and sensitive personal information with the consent of the data subject or whenever it is customary or allowed by rules, laws and regulations, the consent of the data subject is no longer required.

1. The University will acquire, collect, store and dispose your personal data in many forms such as written records, photographic and video images, digital material and even biometric records.
2. The University shall collect only personal information which are necessary and directly related to one or more of its legitimate functions and activities as an academic institution.
3. The University may publish student researches, creative works, films, theses dissertations and other academic works in journal and other publications as well as exhibit student researches and other creative works.
4. In processing application for employment, the University may collect data and verify information including confirmation of previous employment and employment references.
5. The collection and processing of sensitive personal information and privileged information shall be done only in accordance with the conditions set by the Data Privacy Act of 2012.
6. To the extent permitted by law, the University will collect personal information directly from the data subject, using both electronic and paper-based modes, and use the personal data for legitimate purposes as an educational institution, such as:
 - Evaluating applications for admission/enrolment/registration process accomplished by students;
 - Processing confirmation of incoming, transfer, cross registration in preparation for enrollment;
 - Recording, generating and maintaining student records of academic, co-curricular and extra-curricular progress;
 - Sharing of grades between and among faculty members, and

others with legitimate official need, for academic deliberations and evaluation of student performance;

- Recording, storage and evaluation of student work such as homework, seatwork, quizzes long tests, exams, term papers, theses, dissertations, culminating or integrating project, research papers, reflection papers, essays and presentations;
- Recording and storage of data generated by employment as faculty or non-teaching personnel, provision of contracted services to the University by third-party vendors and service providers, or by students undertaking academic, co-curricular and extra-curricular activities;
- Establishing and maintaining student information systems;
- Compiling and generating reports for statistical and research purposes; research;
- Establishing directories and maintaining alumni records;
- Investigation of incidents relating to student, faculty, or employee and implementing discipline;
- Providing services such as health, insurance, guidance and counselling, sports/recreation, transportation, campus mobility, access to and use of library resources and IT facilities, safety and security;
- In the course of implementation of Cooperation Agreements with various types of organizations;
- Entry into the campus by students, faculty and employees using their PWU IDs and registration logs for walk-in guests;
- Soliciting support, financial or otherwise, for University programs, projects and events;
- Communicating official school announcements
- Maintaining campus security through specified entry procedures and CCTV security cameras installed in the campus.

B. Sharing/Disclosure of Personal Information

The University will share information with persons or institutions authorized by law in the pursuit of its legitimate interests and responsibilities as an educational institution, to protect vitally important interests, in accordance with regulations prescribed or allowed by law. Examples of such situations are:

1. Complying with court orders, subpoenas and/or other legal obligations;
2. Use of photos, videos and other information in order to promote the

University, including its activities and events, through marketing or advertising materials, such as brochures, website posts, newspaper advertisements, physical and electronic bulletin boards, social media sites, and publications;

3. Live streaming of University events;
4. Publishing academic, co-curricular and extra-curricular achievements and success including honor list and names of awardees in school bulletin boards, website social media sites and publications;
5. Fulfillment of reporting requirements by mandated government bodies such as DOLE, NPC, CHED, DepEd, BIR, SEC, SSS, PhilHealth, DOJ, BI;
6. Response to request for sensitive personal information during audit and for accreditation purposes;
7. Communicating with other parties in fulfilment of curricular requirements relevant to a student's course of study, such as OJT host companies/facilitating agencies, or partner organizations for community outreach work or academic collaboration;
8. Implementation of a learning management system using proprietary software, through a contracted external service provider;
9. Conducting internal research and surveys;
10. Management of health, safety and security of students, faculty and employees, such as hospitals, and/or the police;
11. Public acknowledgement and publication of photographs of university students, alumni, faculty and employees, taken in the course of their participation in a university event or as recipient of honors and awards, for informational, marketing and promotional purposes;
12. Confirmation of status as student, alumni or employee of the University in response to inquiries from other parties.

C. Retention of Personal Information

1. Unless otherwise provided by law or by appropriate University policies, the University will retain the personal information pertaining to the

academic record of students and alumni indefinitely for historical, statistical and research purposes. Where a retention period is provided by law and/or University policy, all affected records will be securely disposed after such period.

2. For other types of data, e.g., visitor log at the gates, or information of applicants who did not qualify for University admission or employment, retention periods will be defined in the appropriate University circulars. At the end of the retention period, records will be securely disposed of.

D. Access to, Correction, Blocking, or Deletion of Personal Information

Upon request and proof of identification by a data subject, the University will allow access to his/her own personal information, and/or have the personal information corrected, blocked or deleted unless there is a legitimate reason for refusal, as identified in the limitations to the rights of data subjects, Sec. 37 of the DPA IRR.

E. Handling of Complaints and Data Security Breaches

All University stakeholders who become aware of a suspected or actual breach in data security must immediately bring it to the attention of the Data Protection Officer, in writing or by email, for proper recording and reporting to the National Privacy Commission in accordance with Rule IX, Sections 38 to 42, of the DPA IRR. The University, through a Data Breach Response Team, will address such suspected or actual breach in accordance with its Data Privacy Manual.

F. Amendments of this Policy

The University reserves the right, to make changes to this Policy, as the circumstances may warrant. Any revision is effective immediately upon posting on the website. We therefore recommend that you review this page periodically so that you are aware of the changes.

G. Other University Policies

Other University policies which are not inconsistent with this policy shall continue to apply. Should any provision of this policy be inconsistent or found to be unenforceable or invalid by any court having competent jurisdiction, the invalidity of such provision will not affect the validity of the other provisions which shall remain in full force and effect.

H. Reservation

The University does not claim that this Privacy Policy covers all situations and circumstances which may arise and thus reserves the right to refer to prevailing rules, laws, regulations and other practices on privacy prevailing in other educational institutions.

APPENDIX K

Guidelines for Organizing Events



OFFICE OF THE PRESIDENT
MEMO #018 SY 2020-2021

TO : THE PWU COMMUNITY
FROM : THE UNIVERSITY PRESIDENT
DATE : October 7, 2020
SUBJECT : **GUIDELINES FOR ORGANIZING EVENTS**

This is to advise all Schools, Departments and Organizations of the guidelines/steps in organizing events and projects as follows:

Step 1: Fill out the **Information Fact Sheet (attached)**. Please give your event a title or catchy name to attract attention in accordance with the monthly *theme.

- Date & Time of Event
- Venue
- Approved Budget (if any)

Important: *The organizer or project manager of the event should email or submit the accomplished/completed fact sheet, signed by all signatories to the multimedia/marketing office, at least two (2) weeks before the event.*

Step 2: Please describe WHAT the event is about. Include photo/s or an event poster if possible. Indicate if the event is exclusive for the PWU community or open to the public? Are there any fees to be collected?

-
- State the GOALS/OBJECTIVES of the event as well as any MAIN FEATURES (key speakers, topics, etc.).
 - CO-SPONSORS OF EVENT: Please indicate who are co-sponsoring this event or any other important information you want to be acknowledged in the announcements about this event

Step 3: Please get the endorsement and approval signed by the following:
(In sequence)

- I. Dean/Program Chair
- II. Chancellor
- III. VP for Administration
- IV. VP for Campus Life
- V. Chief Finance Officer

Step 4: Submit or email the accomplished/completed information fact sheet (signed by all signatories) to the Multimedia/Marketing office (**marketing@pwu.edu.ph**), at least two (2) weeks before the event. A dry run or testing process is required for events broadcasted on PWU social media sites.

Please be guided accordingly.

(Sgd.) MARCO ALFREDO M. BENITEZ

Organizing Events and Projects for PWU Students INFORMATION FACT SHEET

TITLE OF EVENT: Please give your Event a title or catchy name to attract attention.

DATE & TIME OF EVENT: Please include Day, Date, Start and End times

VENUE: CB Hall () FTB Hall () HZB Hall ()
 NBB Hall () Virtual () Bayanihan Paseo ()
 Seminar Rm. II () Concert Hall () Others ()

(pls. specify)

Please include equipment and technical support required, if any.

IS THERE AN APPROVED BUDGET?

BRIEF DESCRIPTION OF EVENT: AMOUNT: Please describe WHAT the event is about. Include Photo/s if possible. Also please indicate if the event is only for PWU or Open to the Public (Will admission be charged? If so, how much and where can they get tickets?).

State the GOALS/OBJECTIVES of the event as well as any MAIN FEATURES (key speakers, topics, etc.).

CO-SPONSORS OF EVENT: Please indicate who is co-sponsoring this event or any other important information you want to be acknowledged in the announcements about this event.

RAPPOREUR: (person appointed to report on proceedings) **Name and contact information (Email & Cell#)**

ACTIVITY COORDINATOR: (if different from rapporteur) **Name and contact information (Email & Cell#)**

Please get approval in sequence.

	Requested by:	Recommending Approval
Signature		
Printed Name		Dr. Felina C. Young
Position	(1) Dean/Program Chair	(2) SVP for Academic Affairs and Chancellor
Date		

	Approved by:			Noted by:
Signature				
Printed Name	Mrs. Marilou G. Mirasol	Dr. Suzie M. Benitez	Ms. Ana Maria S. Del Rosario	Mr. Nelson B. Guillen

PWU UNIVERSITY HYMN

Let others sing the praises of their
Alma Mater's fair, Let
them ponder on the graces of their
college great and rare;
But my heart beats true forever, for
the College I love best, I
shall cease to treasure never Mem'ries
other in my breast.

CHORUS:

Loyal may we ever be
May we learn her lessons right
Proud may we ever be of the
Philippine Women's University
Other hues thrill other bosoms,
Red, blue, gray in other's sight
Are the fairest tints of blossoms
But for me Maroon and White;
Wherever we may wander,
And wherever we may roam,
On its message let us ponder,
Love of country, Cod and Home

Coda:

Philippine Women's University

Lyrics: **Ambassador Jose E. Romero**

Music: **M. Velez**

UNIVERSITY PRAYER

Praise, Glory, Honor and Thanksgiving
Be unto you Almighty God, our Creator.

Instill in the minds and hearts of our university officials the vision and mission of the founders. Let the administrators and faculty members obtain Your wisdom to manage and teach according to the needs and interest of the students with virtues and values in building a faith community. Watch and protect the employees and students from any harm or evil. Open the hearts of the students and faculty to values formation and character education. Mold them to become productive members and leaders of society. Enable them to meet the challenges of the future by using new technologies and innovative applications for work and employment. Nourish and enlighten us so that coordination, cooperation and unity in achieving our goals may be realized. Inspire all of us to know you more, discover the sanctification of our ordinary life of service and obey Your will. Allow Yourself to be with us and help us feel your presence. None of these aspirations, however, will be realized without your grace blessings. With Your guidance we can build a faith community to achieve a culture of peace, progress and sustainable development. So help us.
Amen!



THE PHILIPPINE WOMEN'S UNIVERSITY
and its Affiliate Schools for Men and Women

STUDENT COMMITMENT

Having read and understood the entirety of the Student Handbook, I,

Name of Student

Agree to abide by the University policies and regulations set for my admission/readmission to and continuance in The Philippine Women's University. If found remiss on my score, I am fully aware that I shall be liable to any of the disciplinary actions stipulated in this Handbook.

Student's Printed Name and Signature

Course, Year and Section

Parent's/Guardian's Printed Name and Signature

Date Signed



THE PHILIPPINE WOMEN'S UNIVERSITY
and its Affiliate Schools for Men and Women

Dear Mr. & Mrs. _____,

The Philippine Women's University Medical Specialist Diagnostic Center (MSDC) and Student Discipline Office (SDO) conducts the random drug testing of tertiary students, in pursuant to Section 36 of Article III of R.A. 9165 other known as the "Comprehensive Dangerous Drugs Act of 2002" its purpose is to:

- a. Determine the prevalence of drug users among the students;
- b. Assess the effectivity of the school-based and community based prevention programs;
- c. Deter the use of illegal drugs;
- d. Facilitate the rehabilitation of drug users and dependents; and
- e. Strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

The Dangerous Drug Board recently issued DDB Regulation No. 3 s, 2009 re: General Guidelines on Random Drug Testing for guidance and compliance of all concerned. If you have further questions/ clarification on this matter, please get in touch with the Discipline Office at 8526-8421 loc 281.

Thank you.

This is to acknowledge receipt of the notification on Random Drug Testing to be conducted among the tertiary students.

Name of student: _____

Name of Parents/Guardian
Signature over Printed Name

Date: _____

PHILIPPINE WOMEN'S UNIVERSITY

Address : 1743 Taft Avenue, Malate1004, Manila, Philippines
Tel. Nos. : +63(2)8465-1777 | +63(2)8465-1798
+63(2)8526-8421 local 211 | 0956-6754232
Email : admissions@pwu.edu.ph

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www.pwu.edu.ph